SUMMER 2014
SCHEDULE OF NON-CREDIT AND CONTINUING EDUCATION CLASSES
WORKFORCE TRAINING & DEVELOPMENT

www.easternflorida.edu/workforce
PREPARING BREVARD’S WORKFORCE

Job training importance

- Competent employees with broader skill sets create a competitive advantage
- Learning opportunities improve morale
- Increase analytical and critical thinking to innovate and solve problems
- Productivity increases with education

Technical & Professional Training offers short-term, non-credit programs for both employers seeking customized or contract training for their employees and individuals who want to upgrade their skills.

Areas of emphasis include

- Business Administration/Management/Leadership
- Computers/Information Technology
- Advanced Technical Training
- Small Business Development

For more information contact Eastern Florida State College Workforce Training & Development 321-433-7500 | www.brevardcc.edu/workforce

Business Administration/Management/Law
1. Applied Active Listening
2. Better Business Writing & Email
3. Building a Unified and Successful Team (True Colors)
4. Building Customer Satisfaction through Excellent Customer Service Telephone Skills
5. Career Management: A Key to Developing and Retaining Quality Talent
6. Conflict Resolution
7. Customer Service Training
8. Discover Your Strengths
9. Diversity
10. Emotional Intelligence (aka Social Competence, EI, EQ)
11. Employment Legal Issues
12. Energy Leadership
13. Ethics
14. Highly Effective Networking
15. Interviewing and Hiring
16. Leadership for Managers
17. Meeting Magic
18. Motivational Activities
19. Negotiating Skills
20. Occupational Spanish
21. Performance Management Strategies
22. Planning for Top Performance
23. Presentation Skills
24. Presenting Your Ideas with POWER
25. Preventing Sexual Harassment and Discrimination
26. Resilience Building Strategies: Employee / Manager Versions
27. Positive Focus
28. Supervisory Development Series
29. Time Management/Priorities, Projects and Deadlines
30. Understanding the Change Cycle
31. Working Effectively through Organizational Change: Employee/Manager Version
32. 360 Degree Feedback

Technical Training
33. 5s & Housekeeping
34. Adhesive Applications, Bonding and Sealing
35. Applying Torque, Lock Wire & Seal
36. Basic Measurement Tools
37. Blueprint Reading & Interpretation
38. Cable, Harness and Connector Skills
39. Change Acceleration (BB, GB)
40. Composites Introduction
41. Composites Inspection & Repair
42. Design of Experiments (DOE) (BB)
43. Electronics Training
44. ESD-Electrostatic Discharge Awareness and Prevention
45. Fiber Optics Terminations & Testing
46. FMEA (BB, GB)
47. FOE/FOO
48. Geometric Dimensioning & Tolerancing Fundamentals
49. Geometric Dimensioning & Tolerancing Overview
50. Geometric Dimensioning & Tolerancing Applications
51. Geometric Dimensioning & Tolerancing Intermediary
52. PC-A 610 Certification
53. IPC-A-620 Certification
54. IPC-JEDEC & IPC-7711 Certifications
55. IPC/STD Soldering Certification
56. Measurement System Analysis (MSA) (GB)
57. Metallization
58. Non-Destructive Testing
59. OSHA Forklift Training
60. Process Capability (BB, GB)
61. Production & Inspection Documents
62. Quality
63. Quality Function Definition (QFD)
64. Statistical Process Control (SPC)
65. Value Stream Mapping (VSM)

Computers/Information Technology
66. Accounting Practices
67. AutoCAD
68. AutoCAD/Revit
69. FrontPage
70. Introduction to PC’s
71. Keyboarding
72. Lab View-Level 1, 2
73. Microsoft Access-Level 1, 2, 3
74. Microsoft Excel-Level 1, 2, 3
75. Microsoft Outlook-Level 1, 2
76. Microsoft PowerPoint-Level 1, 2
77. Microsoft Project-Level 1, 2, 3, 4
78. Microsoft Publisher-Level 1, 2
79. Microsoft Word-Level 1, 2, 3
80. MS Project Management
81. Photoshop-Level 1, 2
82. QuickBooks-Level 1, 2, 3, 4
83. SolidWorks 3D CAD Solutions

CUSTOMIZED CONTRACT TRAINING | 321-433-7505
Eastern Florida State College
Non-Credit & Continuing Education

Summer 2014 Class Schedule
(May 2014 – August 2014)

TABLE OF CONTENTS

CORPORATE SERVICES..............................................................see inside front cover

SCHEDULE OF CLASSES

Business/Professional ........................................................................2
  Insurance Pre-Licensing .................................................................2
  Business Certifications ..................................................................2
  Small Business Development Center ...........................................3
  Foreign Languages .........................................................................4
  Technical Training ........................................................................4
    Computer Applications ...............................................................4
    Electronics/Soldering .................................................................5
    Technical Certifications ............................................................5
    IT Certification Preparation .......................................................6
  Health Sciences ...........................................................................7
  Online Continuing Education .......................................................8

General Information

Eastern Florida State College  Non-Credit and Continuing Education - Eastern Florida State College offers non-credit and continuing education training and education courses designed to provide the student with employable, work ready skills and professional development opportunities beyond current job requirements to enhance and improve success in the workplace. Courses focus on supporting growth industries or emerging technologies, providing participants with an opportunity to engage in advanced technical training and current workplace practices.

Non-Credit & Continuing Education Classes offer:

  • Open Enrollment
  • Convenient Scheduling
  • No high school transcripts required
  • No placement test required
  • No application fee

Course Registration

Register ONLINE at: www.easternflorida.edu/workforce

Register by PHONE: (321) 433-7500, Monday – Thursday, 8:00 a.m. – 5:00 p.m.  Credit cards accepted!

Register early! Classes have a minimum enrollment requirement.

Tuition - Non-Credit Courses

Non-credit and continuing education courses vary in cost according to length, materials and instructor costs. Fees are advertised with class announcements.

Refund Policy - Non-Credit Courses

To receive a refund for a non-credit course, a student must submit a refund request in writing to the address listed below at least five business days prior to the start of the class. No refunds will be issued after that period.

www.easternflorida.edu/workforce
Schedule of Classes

BUSINESS/PROFESSIONAL

Insurance Pre-Licensing
Welcome to 100% Online Pre-licensing courses. No classroom time required! Jump start and advance your career in the Florida Insurance industry. You may start anytime.

Please allow 2-3 business days to receive your username and password for any online insurance classes. Brevard Community College is closed Fridays.

You have at least 90 days to complete your online Pre-Licensing Insurance course from the time that you register. Please note course ending date when you log on to the course. Once your registration is processed for online insurance courses there are no refunds. Upon successful completion of course, certificate will be mailed. To register or for more information go to easternflorida.edu/go/insurance.

LIFE, HEALTH AND VARIABLE ANNUITY 2-15 - (INSX 0109) FLDFS # 83692
This 40 hour in-depth course covers all aspects of the Life, Health and Variable Annuity state exam, including a comprehensive analysis of the transaction of: life insurance, fixed dollar annuity contracts, variable annuity contracts, and health insurance. This course also meets the state of Florida educational requirement to qualify for the state exam. Textbook purchase required. Ongoing enrollment.
Contact Hours: 40
Fee: $175

GENERAL LINES-PROPERTY & CASUALTY AGENT 2-20 - (INSX 0112) FLDFS # 83693
This comprehensive 200 hour course covers all you will need to know for the General Lines state exam. Transact any of the following kinds of insurance: Property, casualty, surety, health and marine and miscellaneous lines. This course also meets the state of Florida educational requirement to qualify for the state exam. Textbook purchase required.
Ongoing enrollment.
Contact Hours: 200
Fee: $499

4-40 TO 2-20 CONVERSION COURSE 2-20 - (INSX 0163) FLDFS # 83700
Have you completed at least one year of responsible insurance duties as a licensed and been appointed as a Customer Representative or limited Customer Representative? Take this abbreviated course to qualify for the General Lines-Property & Casualty (2-20) state exam. This course also meets the state of Florida educational requirement to qualify for the state exam.
Textbook purchase required.
Contact Hours: 40
Fee: $300

PERSONAL LINES- PROPERTY & CASUALTY AGENT 20-44 - (INSX 0164) FLDFS # 83699
This comprehensive 52 hour course covers all aspects of property and casualty for noncommercial purposes, including: personal automobile, property insurance, inland marine, homeowners, dwelling and related coverages. This pre-licensing course is approved by the Florida Department of Financial Services, fulfills the state of Florida educational requirement, and prepares students to take the state exam.
Textbook purchase required.
Contact Hours: 52
Fee: $350

CUSTOMER SERVICE REPRESENTATIVE 4-40 - (INSX 0129)
After successful completion of this 40 hour state approved course, you will receive the Registered Customer Service Representative (RCSR) designation, which allows you to apply to the Florida Department of Financial Services (FDOFS) for your license and waive the state exam. You will be able to work under the supervision of a licensed and appointed general lines agent. This class prepares the student for immediate entry into the insurance industry. Topics include automobile, property insurance, inland marine, crime, workers compensation, general liability, health insurance and state law.
Textbook recommended. Ongoing enrollment.
Contact Hours: 40
Fee: $295

ACCREDITED CLAIMS ADJUSTER 5-20, 6-20 - (INSX 0130)
Successful completion of this 40 hour course exempts you from the state exam and gives you the Accredited claims Adjuster designation, which allows you to apply to the FDOFS for your 5-20 or 6-20 license. This course will also meet the educational component for those pursuing Public Adjuster Apprentice designation (31-20). Textbook purchase required.
Ongoing enrollment.
Contact Hours: 40
Fee: $295

Business Certifications
CERTIFIED GLOBAL BUSINESS PROFESSIONAL PREP
(Online: www.gatlineducation.com/easternflorida/ and select Business and Professional) The North American Small Business International Trade Educators Association (NASBITE) Certified Global Business Professional (CGBP) Credential provides a benchmark for competency in global commerce. The CGBP designation demonstrates your ability to conduct global business. If you’re experienced in international trade, the certification provides recognition of your knowledge. If you’re just beginning a career in international business, the certification establishes your commitment to professional development.

The Certified Global Professional Online Program was created by academics, industry practitioners, and professionals who assisted in the development of the credential, and it’s facilitated by instructors with extensive backgrounds related to the material. The Certified Global Business Professional Program prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance.
Hours: 160
Fee: $2495
MICROSOFT OFFICE SPECIALIST (MOS) PREP
(Online: www.gatlineducation.com/easternflorida/ and select Business and Professional)
The Microsoft Office Specialist (MOS) program is the only comprehensive, performance-based certification program approved by Microsoft to validate business computer skills using Windows Vista and Microsoft Office: Excel, Word, Power Point, Access, and Outlook. MOS certification is the globally recognized standard for validating expertise with the Microsoft Office suite of programs.
Certification can help you differentiate yourself in today’s competitive job market, broaden your employment opportunities, and garner greater earning potential. Certification can also help you advance in your current job. Mastering more skills increases your effectiveness and efficiency. Research indicates that certified professionals are more confident and productive with Microsoft programs.
Hours: 300-400 Fee: Dependent upon certification chosen

PROJECT MANAGEMENT PROFESSIONAL (PMP) PREP
(Online: www.gatlineducation.com/easternflorida/ and select Business and Professional)
Are you looking for a high-paying career with a bright future? The field of project management is growing exponentially, and so is the demand for highly qualified project management professionals. Project managers are needed in all industries, from construction and manufacturing to aerospace and telecommunications.
In this program, you’ll master the skills you need to get started in project management or take your career to the next level. You’ll also complete the 35 hours of formal project management education that are a prerequisite for taking the Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) certification exam. This state-of-the-art program is fully compliant with the current edition of the Guide to Project Management Body of Knowledge (PMBOK).
Hours: 40 Fee: $1695

Small Business Development Center at Eastern Florida State College
Melbourne Campus, Building 10, Room 117
Phone: (321) 433-5570 or 433-5514
For 35 years, the Florida SBDC Network has nourished a statewide partnership between higher education and economic development organizations, dedicated to providing emerging and established business owners with management and technical assistance, enabling overall growth and increased profitability for the businesses and economic prosperity for the state. In 2012, The Florida SBDC Network helped its clients acquire $77 million in capital for business formation and expansion; create/retain 10,467 jobs; enjoy sales growth worth $561 million; open 733 businesses; and win contract awards worth $277 million.

Do you need assistance with?

**Startup:**
- Business Planning • Starting a Business
- Legal Issues / Corporation Types
- Managing Risk / Insurance
- Recordkeeping & Taxes

**Financial:**
- Loan Packaging • Profit Planning
- Increasing Sales • QuickBooks
- Increasing Profit & Cash Flow

**Specialty Topics:**
- Procurement / Government Contract
- Buying & Selling a Business
- Website Evaluation
- Social Media • Marketing
- Veteran’s Business Issues
- International Trade
- Disaster Planning

The Small Business Development Center (SBDC) at Eastern Florida State College serves as the hub for specialized education and information services for new and existing businesses in Brevard County. Its mission is to provide the necessary resources and expertise to assist entrepreneurs with new business startups as well as to help existing businesses grow and prosper.

**BREVARD COUNTY SBDC OFFICE LOCATIONS:**
Main SBDC Office - Melbourne Campus
Bldg 10, Room 117 | Phone: 321-433-5570/5573
Procurement Technical Assistance (PTAC) Office located on
Cocoa Campus, Bldg 3, Room 113 | Phone: 321-433-7386

**Services provided by the SBDC include:**
- Business Counseling: Certified Business Consultants can provide confidential one-on-one counseling at your place of business or at Eastern Florida State College.
- Specialized Training: Issue-specific training of current business owners, prospective business owners and employees is accomplished through regularly scheduled credit and non-credit courses offered by Eastern Florida State College.
- Free Workshops: Two-hour Business Planning workshops are held at all Eastern Florida State College campuses and Brevard area chamber of commerce offices.
- SBDC at EFSC Staff Certifications:
  - Certified Business Analysts • Certified Profit Mastery Counselor,
  - Certified Business Continuity Planner, Licensed Growth Wheel Consultant.
- Access to Statewide network of resources and specialized programs including PTAC (Procurement Technical Assistance Center), Export Marketing Plan Services, Small Business Resource Network (SBRN) and Growth Acceleration Services.

**SBDC Summer 2014 – Fee Classes**
Call the SBDC office for full schedule
Or visit our website: www.easternflorida.edu/go/sbdc
LEGAL CLINIC & MANAGING RISK - (MNAX 0004) Legal Clinic and Managing Risks will update start up and seasoned businesses on the importance of proper legal structure, entity selection and necessary insurance coverage. Contact Hours: 2 Fee: $25
72012 05/13 – 05/13 T 2:00PM-4:00PM Melb 10-111A
72015 08/12 – 08/12 T 2:00PM-4:00PM T OS-119/Chamber

BUILDING EFFICIENT RECORDKEEPING AND TAX STRATEGIES FOR YOUR SMALL BUSINESS - (AACX 0016) Whether you are just getting started or in business for a while, there are tax issues that affect you and your small business. Tax professionals guide you through the ever changing laws and reporting requirements a small business owner faces. Contact Hours: 2 Fee: $25
72013 05/20 – 05/20 T 2:00PM-4:00PM Melb 10-111A
72016 08/19 – 08/19 T 2:00PM-4:00PM T OS-119/Chamber

QUICKBOOKS FOR SMALL BUSINESS OWNERS - (AACX0014) This course uses QuickBooks Pro 2013 to assist businesses in achieving better results with their recordkeeping. Learn to: print checks, pay bills, track sales and expenses. Gain tools for payroll and tracking employee time. Prepare invoices and track client payments. Incorporate Microsoft Excel. Track inventory and set reorder points. Print all required government reports. Payroll and tax laws are addressed. Fee: $190 Course number is: 72014 Contact Hours: 14 Fee: $190
71065 07/10 – 07/31 R P 9:00AM-2:30PM PB 02-160

Foreign Languages for the Global Workforce

FRENCH, BEGINNING - (IBMX 0014) Students will learn and use basic vocabulary, basic word recognition, enunciation, and some writing for professional and travel use and cultural understanding. Book required French Made Simple which may be purchased at the Melbourne campus Bookstore. Contact Hours: 18 Fee: $145
72003 06/02-07/21 M 6:15PM-8:30PM Melb 07-109A Sacra

FRENCH, INTERACTION AND CONVERSATION - (IBMX 0054) This course is for those students who have studied French and want to continue to develop their conversational skills. Students will have an opportunity to interact and practice French conversation as well as writing for business and travel use and cultural understanding. Contact Hours: 18 Fee: $135
72001 06/07-07/23 W 6:15PM-8:30PM Cocoa 20-221 Sacra

GERMAN, INTERMEDIATE - (IBMX 0011) This course continues after the foundation of Beginning German. Students will continue to learn and use vocabulary, word recognition, and enunciation. Book required. Learn German the Fast and Fun Way which may be purchased at the Melbourne campus Bookstore. Contact Hours: 18 Fee: $145
72004 05/27-07/22 T 6:15PM-8:15PM Melb 02-202 Warren

GERMAN, ADVANCED - (IBMX 0027) Students will continue to develop conversational skills introduced in the intermediate class as well as develop writing and advanced grammar skills. Contact Hours: 18 Fee: $145
72005 05/28-07/23 W 6:15PM-8:15PM Melb 02-202 Warren

Computer Applications
SOLIDWORKS - An introductory course of SolidWorks designed to teach the student how to use the SolidWorks mechanical design automation software to build parametric models of parts and assemblies, and how to make drawings of those parts and assemblies. Fee: $190

COMPUTER FUNDAMENTALS - (CAPX 0072) - Participants will learn fundamental navigation and operation skills using basic computer concepts, tips, techniques, and essentials of the Windows operating system. Fee includes book. Contact Hours: 15 Fee: $150
72017 06/02-06/18 MW 9:30AM-12:00PM Melb 01-164 Piduch

WORD 1 - (CAPX 0432) MICROSOFT OFFICE 2013 - Participants will learn to open, navigate, create, and save documents; enter, move, insert, cut, copy, and paste text; format and align text; and insert clip art. Prerequisite: Working knowledge of Windows. Fee includes book. Contact Hours: 10 Fee: $120
72018 06/23-07/02 MW 9:30AM-12:00PM Melb 01-164 Piduch

WORD 2 - (CAPX 0434) MICROSOFT OFFICE 2013 - Participants learn to create travel expense reports; project income and expenses; enter, edit, move, and copy data; enter formulas and functions; and format numbers, text, and worksheets. Fee includes book. Contact Hours: 10 Fee: $120
72019 07/07-07/16 MW 9:30AM-12:00PM Melb 01-164 Piduch

EXCEL 1 - (CAPX 0216) MICROSOFT OFFICE 2013 - Participants learn to create travel expense reports; project income and expenses; enter, edit, move, and copy data; enter formulas and functions; and format numbers, text, and worksheets. Fee includes book. Contact Hours: 10 Fee: $120
72029 07/21-07/30 MW 9:30AM-12:00PM Melb 01-164 Piduch

Online Computer Applications
Check www.ed2go.com/easternflorida/ to view a complete listing of available online computer classes. They are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office at any time of the day or night in about six weeks. Classes start every month. New classes are added often and start at $130.00. For more information, please call 433-7509.
Electronics/Soldering

THROUGH HOLE AND SMT SOLDERING - (EERX 0021)
This course covers high reliability soldering techniques and surface mount re-work and repair. Course fees include lab fees, but do not include books or kits, which may be purchased through the Palm Bay Bookstore. Call 433-5196 for bookstore hours.
Contact Hours: 40  Fee: $335
72030  05/19-06/26  MW 5:30PM-9:10PM  PBay 01-152  Burns

SURFACE MOUNT SOLDERING, ADVANCED - (EERX 0026)
This course focuses on rework and repair techniques for electronic technicians. Prerequisite: Through Hole and Surface Mount Soldering. Course fees include lab fees but do not include books or kits, which can be purchased through the Palm Bay campus bookstore. Call 433-5196 for bookstore hours.
Contact Hours: 40  Fee: $335
72031  06/30-08/06  MW 5:30PM-9:10PM  PBay 01-152  Burns

Technical Certifications
New class sections offered throughout the semester. Call 321-433-7514 if you need a class offered again!

CERTIFIED IPC SPECIALIST (CIS) (EERX 0055)
J-STANDARD-001 SOLDERING / (Modules 1 through 6) - The Joint Industry Standard (J-STD-001) requirements for soldering electrical and electronic assemblies are an industry recognized standard which describes the materials, methods, and verification criteria for producing high quality soldered interconnections. The J-STD-001 has emerged as the preeminent standard for electronics assembly manufacturing and is increasingly becoming a requirement for companies which support the aviation and space industry. This class includes the optional module 6, the Space Addendum. Book, Kit and lab fees included. Testing and Certification is given in class. You will produce a sample of your own work to take to your employer or job interview. No extra exam fees. Contact Hours: up to 48  Fee: $1300
72021  06/09-06/19  MTWR 8:00AM-2:30PM  C 14-187  Edwards

J-STANDARD-001 SOLDERING / (Module 1-5) (EERX 0028) - without the Space Addendum
Contact Hours: 40  Fee: $1050
72022  06/09-06/18  MTWR 8:00AM-2:30PM  C 14-187  Edwards

J-STANDARD-001 SOLDERING RECERTIFICATION (EERX 0058)
This class is designed for the CIS who needs to be recertified. The course has a condensed review of modules. Includes testing and Maximum time of 20 contact hours. Modules 1-5. Book, Kit and IPC Certificate is included. Renewals must be completed within 90 days of the expiration date. Please call if only individual modules are needed or if additional Space Addendum (module 6) is needed. 10% Group discount of 5 or more. Call 321-433-7514 or email boatmanp@easternflorida.edu. ½ hr lunch
Contact Hours: 20  Fee: $529
72020  06/02-06/04  TWR 8:00AM-3:10PM  C 14-185  Edwards

IPC A-610 CERTIFIED SPECIALIST - (EERX 0052)
This lecture is for anyone responsible for the quality and reliability of electronic assemblies. This includes engineers, quality supervisors, inspectors and manufacturing personnel responsible for quality assurance. Students who successfully complete this course will receive IPC A-610 Specialist Certification which is the most widely used specification for post assembly inspection and contains visual accept/reject criteria for all three classes of production. Book is included. Testing and Certification is given in class. No extra exam fees. Please call or check website for additional class sections not listed! 321-433-7514
Contact Hours: 24  Fee: $575
72032 06/23-06/26 MTWR 8:00AM-2:30PM  C 25-116  TBA
Call 321-433-7514 for CHALLENGE EXAM, no review, $300

IPC A-620 CERTIFIED SPECIALIST - (EERX 0053)
This lecture is for anyone responsible for the quality and reliability of cable and wire harness assemblies. This includes engineers, quality supervisors, inspectors and manufacturing personnel responsible for quality assurance. Students who successfully complete this course will receive IPC A-620 Specialist Certification which is the most widely used specification for cable and wire harness inspection and contains visual accept/reject criteria for all three classes of production. Book is included. Testing and Certification is given in class. No extra exam fees. Please call or check website for additional class sections not listed! 321-433-7514
Contact Hours: 24  Fee: $575
72033  07/14-07/17  MTWR 8:00AM-2:30PM  C 25-116  Edwards
Call 321-433-7514 for CHALLENGE EXAM, no review, $300

IPC A-620 CERTIFIED SPECIALIST WITH HANDS-ON LAB - (EERX 0059)
This course combines the IPC/WHMA-A-620 with an optional Hands-On Lab. The hands-on component will provide projects to be completed such as Soldered Termination, Crimped Terminations, Coax-Clamped and Coax-Crimped. Your Instructor will cover IDC Mass Termination IDC Modular Connector and Wire Bundle Securing as well. In addition to the IPC/WHMA-A-620 Certification and IPC Certificate, each student will receive an EFSC Certificate for successful completion of the Hands-On Lab.
Contact Hours: 32  Fee: $700
72034  07/14-07/17  MTWR 8:00AM-5:00PM  C 25-116  Edwards

IPC 7711/7721 CERTIFIED SPECIALIST - (EERX 0049)
Rework, Modification and Repair of Electronic Assemblies Training and Certification Program is designed for solderers with at least 5 months experience. This course covers common assembly rework and repair techniques and is a widely used standard of industry-approved techniques for through-hole and surface mount PCP assemblies. Other topics include land, conductor and laminate repair, procedural requirements, tools, materials and methods for removing and replacing conformal coatings. Kits, IPC Certificate and book are included. Call to be placed on a waiting list. 321-433-7514
Contact Hours: 40

Additional Contailing Information:
- Contact Hours: 40  Fee: $335
- MTWR 8:00AM-2:30PM  C 25-116  TBA
- Fee: $575
IT Certification Preparation

COMP TIA CERTIFICATIONS
(Online: www.gatlineducation.com/easternflorida/ and select IT and Software Development) CompTIA™ is the Computing Technology Industry Association, and CompTIA A+, Network+ & Security + certification is the industry standard for validating the skills expected of computer technicians. CompTIA certification opens the door to an exciting career in computer technology and ed2go’s (formerly Gatlin) online program makes training convenient, interactive, and enjoyable.

This online program will prepare you to take your certification exams, but the exams or exam vouchers are not offered as a part of this online program. It will be your responsibility to set up exam dates and pay for exam fees independent of this online program.

Hours: 80-150 Fee: Dependent upon certification chosen

MICROSOFT CERTIFICATIONS
(Online: www.gatlineducation.com/easternflorida/ and select IT and Software Development)

A Microsoft certification will make you highly competitive in today’s high-tech workplace. Many employers consider certification in determining who to hire. Certification can be the difference in whether or not you get a job, or get a better job. A variety of Microsoft certifications are available in this convenient online format.

Hours: 80-150 Fee: Dependent upon certification chosen

CISCO CCNA CERTIFICATION TRAINING
(Online: www.gatlineducation.com/easternflorida/ and select IT and Software Development)

The CCNA certification indicates a professional level of knowledge and a foundation in basic networking. This program incorporates the objectives for the Cisco CCNA exam version 640-802, focusing on giving you the skills and knowledge necessary to install, operate, and troubleshoot a small and medium branch office Enterprise network, including configuring several switches and routers, connecting to a WAN, and implanting network security. A student should be able to complete configuration and implementation of a small branch office network under supervision. Upon successful completion of this program, you’ll be prepared to sit for the Cisco 640-802 certification exam.

No other self-paced program is as up-to-date or as complete as this one. This program contains online tutorials, practice questions, online labs (using real, not simulated, Cisco equipment), and a mentor to answer any questions you may have pertaining to the curriculum and program completion.

Hours: 100 Fee:$1995

PROJECT MANAGEMENT
(Online: http://www.gatlineducation.com/bcc-cocoa and select Business and Professional)

Prerequisites: There are no specific prerequisites for this program. If you are interested in taking the Certified Associate in Project Management (CAPM) certification, this program will meet the educational prerequisites for the exam. However, there are other experience prerequisites for the Project Management Professional (PMP) certification that you must meet if you wish to take that exam.

In this program, you’ll master the skills you need to get started in project management or take your career to the next level. You’ll also complete the 35 hours of formal project management education that are a prerequisite for taking the Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) certification exam. This state-of-the-art program is fully compliant with the current edition of the Guide to Project Management Body of Knowledge (PMBOK).

The 10 modules in this program cover all essential aspects of project management, including:

- Initiating a new project and analyzing the project’s scope
- Identifying work efforts and developing a schedule
- Defining measurable quality metrics for the project
- Understanding how procurement applies to the project framework
- Identifying, assessing, and mitigating project risks
- Creating a project management plan
- Identifying resource requirements and negotiating for team members
- Developing a communications plan to meet stakeholders’ needs

In each module, you’ll work with real-life scenarios and learn how to handle a wide variety of situations and problems effectively. By the time you complete the program, you’ll have the talent and confidence you need to manage any project successfully from beginning to end.

40 Hours Fee: $1695

SIX SIGMA BLACK BELT
(Online: www.gatlineducation.com/easternflorida/ and select Business and Professional)

Prerequisites: Black Belt candidates generally have college degrees in industry-related fields, including business, engineering, or sciences. They’re comfortable using mathematics, are experienced problem solvers, have college-level reading comprehension skills, and are proficient in using Windows-based computer software, including Microsoft Office and general statistical software packages. You should also have Excel 2000 or any more recent version of Excel in order to complete the program.

The Six Sigma Black Belt Online Training Program integrates Six Sigma with hands-on data analysis. The program material provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, DMAIC: Define the problem, Measure key aspects, Analyze data, Improve the process, Control the future process. You’ll also learn about deployment and project development approaches. All materials are included.

Your analytical and problem-solving skills will be challenged by workshops, which are incorporated extensively throughout the training. Once you’ve successfully completed the program, you’ll be eligible to work toward a Black Belt Certification through the International Quality Federation (http://www.iqfnet.org). Achieving this certification is at your discretion and dependent upon you meeting the criteria the International Quality Federation sets; certification is not automatic upon completion of this program or tied to the accredited college or university you registered through.

Upon registering, you’re given an initial six months to complete the program. Should you need more time, you may request a six-month extension at no additional charge.

200 Hours Fee: $2,695
HEALTH SCIENCES

ADMINISTRATIVE MEDICAL SPECIALIST with MEDICAL BILLING & CODING (CMAA CERTIFICATION)
(Online: www.gatlineducation.com/easternflorida/ and select Healthcare and Fitness)

Prerequisites: It is recommended, but not required, that you have knowledge of medical terminology or have taken a medical terminology course. Knowledge of anatomy and physiology is also helpful.

This program offers you the training you need to become an Administrative Medical Specialist (AMS), a medical receptionist, a scheduler, an insurance specialist, or a diagnostic or procedural coder. You will master skills that will make you an asset in a wide variety of healthcare settings. From scheduling appointments to managing medical records to filing insurance claims, you will understand the tasks for supporting patient care from start to finish. You will also gain hands-on, practical experience in medical billing and coding working with the main coding manuals in the field, the ICD-9-CM and the CPT.

Upon completion of this program, you will be ready to begin your career in an entry-level position, or to take the Certified Billing and Coding Specialist (CBCS) exam and the Certified Medical Administrative Assistant (CMAA) exam offered by National Healthcareer Association (NHA).

Hours: 300
Fee: $1995

ADVANCED HOSPITAL CODING AND CCS PREP
(Online: www.gatlineducation.com/easternflorida/ and select Healthcare and Fitness)

Prerequisites:
• High school diploma/GED
• Minimum two years of experience with medical terminology, anatomy, physiology, pathology
• ICD-9-CM coding experience
• CPT-4 coding experience

The Advanced Hospital Coding (AHC) Program will fill in the gaps, making you a more marketable employee. These skills are essential to your successful completion of the American Health Information Management Association’s (AHIMA) mastery-level credentialing exam, the Certified Coding Specialist (CCS).

The AHC program covers advanced, hospital-specific coding and billing procedures and is designed to help students meet the challenge of today’s changing standards. This program will utilize your existing knowledge of medical terminology and healthcare sciences. Your coding skills will be heightened and focused, preparing you for employment testing and successful completion of the CCS exam.

Hours: 80
Fee: $1895

NEW ICD-10 MEDICAL CODING
(Online: www.gatlineducation.com/easternflorida/ and select Healthcare and Fitness)

Prerequisites:
• Minimum experience with medical terminology & anatomy, physiology

This online program offers you comprehensive, robust training in diagnostic and procedural coding, using the ICD-10CM (diagnostic) and ICD-10PCS (procedural coding) manuals. Training includes detailed instructions for using the coding manuals, understanding the coding guidelines and accurately applying the ICD-10 coding steps. In addition, you will find information on the impact of the coding changes on medical coders, healthcare staff, physicians, software systems, documentation and information technology.

Hours: 150
Fee: $1,795

MEDICAL BILLING & CODING (CBCS CERTIFICATION)
(Online: www.gatlineducation.com/easternflorida/ and select Healthcare and Fitness)

Prerequisites:
• A basic understanding of medical terminology
• Proficient in keyboarding
• A basic understanding of a word-processing computer program (Microsoft Word is recommended),
• A command of English grammar and punctuation.
• No health care work experience is required.

This program is for you if you’re interested in learning job skills to work in a medical office. The Medical Billing and Coding (MBC) program will give you the skills you need to be competitive in the healthcare market, as well as the credentials through certification to prove your qualifications.

Upon successful completion of the course, you will receive a Certificate of Completion from the school through which you enrolled. You will also be eligible to register, prepare, and take the National Healthcareer Association (NHA)’s Certified Billing and Coding Specialist (CBCS) certification examination.

Hours: 240
Fee: $1,795

OPTICIAN CERTIFICATION TRAINING (ABO PREP)
(Online: www.gatlineducation.com/easternflorida/ and select Healthcare and Fitness)

Prerequisites: There is no prerequisite for taking this program. If you plan to take the ABO exam, a high school diploma or GED is required and job experience will be very helpful.

Opticians are in high demand in the job market, and the need for eye care professionals is constantly expanding. Better yet, the field of opticianry is full of opportunities—from working as a frame stylist in a retail setting to teaching or working in a medical clinic.

In this program, you’ll gain the skills and knowledge you need to obtain an entry-level job as an optician. In addition, you’ll prepare yourself to achieve American Board of Opticianry (ABO) certification, which is required by many states and is a stepping-stone to career advancement.

Hours: 150
Fee: $1,895
PHARMACY TECHNICIAN
(Online: www.gatlineducation.com/easternflorida/ and select Healthcare and Fitness)

Prerequisites:
• Proficient in keyboarding
• A basic understanding of a word-processing computer program (Microsoft Word is recommended),
• An understanding of high school level math
• A command of English grammar and punctuation.
• No health care work experience is required.
• In order to sit for the national certification exam, candidates must have a high school diploma or equivalent; therefore, it’s recommended you have this before enrolling for this program.

Learn the skills you need to become a pharmacy tech in a hospital or retail setting with the Pharmacy Technician Online Certification Training Program. You’ll gain the skills and knowledge to qualify for entry-level positions in pharmacies, and you’ll be prepared for national certification. This program pairs students with an instructor for one-on-one assistance and may include a 40-100 hour externship. All materials are included. Please view complete details online.

Hours: 330  
Fee: $1,995

NEW PHLEBOTOMY FOR HEALTH CARE PROFESSIONALS (NURX 0025)

Prerequisites:
This course is meant to supplement the previous medical training of the healthcare professional and therefore does not focus on general biohazard safety or legal concerns specific to the medical field.

This course is designed to train healthcare professionals the skills and techniques necessary to perform blood collection procedures with a minimum of discomfort for the patient while observing all safety precautions, adhering to medical ethics codes, as well as following all specimen quality guidelines.

Contact Hours: 40  
Fee: $195
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NEW VETERINARY ASSISTANT
(Online: www.gatlineducation.com/easternflorida/ and select Healthcare and Fitness)

Prerequisites:
High school diploma or equivalent is recommended but not essential. This program will prepare you to become a productive member of a veterinary team. You’ll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation and taking radiographs. You’ll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations and administering medication. This program is designed for people who want to work at a veterinary hospital, those who are already employed in positions in which they look after animals. All materials are included. Please view complete details online.

Hours: 170  
Fee: $1,995

ONLINE CONTINUING EDUCATION

All these online courses run for six weeks (with a two week grace period at the end). They are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office at any time of the day or night. Classes start every month. New classes are added often and start at $130.00. Check http://www.ed2go.com/easternflorida/ to view a complete listing of available classes. For more information, please call 433-7509.

ACCOUNTING FUNDAMENTALS

Accounting Fundamentals (1) - Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Accounting Fundamentals (2) - Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

BUSINESS COMMUNICATION

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

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

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

GENERAL BUSINESS SKILLS

Administrative Assistant Fundamentals - Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

Business Analysis (Intro) - Learn powerful techniques to improve your decision-making skills at work.

Help for the Helpdesk - Learn powerful customer helpdesk skills that will enable you to resolve issues quickly and effectively.

Manufacturing Applications - Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.

Manufacturing Fundamentals - Learn the basic skills required to work in the manufacturing field.

Mastery of Business Fundamentals - Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Purchasing Fundamentals - Improve your company’s bottom line by mastering the fundamentals of purchasing.

GRANT WRITING

A to Z Grant Writing - Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Advanced Grant Proposal Writing - Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.
Becoming a Grant Writing Consultant - Increase your income while working from home by starting a grant writing consulting business.

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.

MANAGEMENT AND LEADERSHIP

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

Building Teams That Work - Learn the secrets of dynamic team building.

Distribution & Logistics Management - Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.

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

Fundamentals of Supervision & Management (1) - Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Fundamentals of Supervision & Management (2) - Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

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

Managing Customer Service - Become indispensable to any organization by understanding how to identify and meet customer needs.

Supply Chain Management Fundamentals - Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

Understanding Human Resources Function - Learn to handle basic human resource functions to ensure the best possible results.

NONPROFIT MANAGEMENT

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.

Nonprofit Fundraising Essentials - Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving.

Nonprofit Management (Intro) - Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.

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

PROJECT MANAGEMENT

PMP Certification Prep (1) - Begin a well-paying career as a project manager by preparing to take--and pass--the PMP certification exam.

PMP Certification Prep (2) - Prepare to take--and pass--the Project Management Institute's PMP certification exam.

Project Management Applications - Experienced project manager teaches you tricks of the project management trade.

Project Management Fundamentals - Gain the skills you'll need to succeed in the fast-growing field of project management.

Six Sigma: Total Quality Fundamentals - Learn the basics of total quality management.

Six Sigma: Total Quality Applications - Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

SALES AND MARKETING

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

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

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

Effective Business Writing - Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Effective Selling - Learn the secret to converting a potential customer into a long-term asset. Lay the groundwork for repeat business.

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

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

Principles of Sales Management - Master the art of managing sales teams from a sales management professional.

Professional Sales Skills - Discover how to begin a successful and rewarding career in sales.

Publisher (Intro) - Enhance your image by learning to create stunning brochures, newsletters, and other publications.

START YOUR OWN BUSINESS

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

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

Internet Writing Markets (Intro) - A professional writer shows you how to make money writing on the Internet.
Marketing Your Business on the Internet - E-commerce expert helps you develop an Internet marketing plan for your business.

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

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

Start & 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.

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

Start Your Own Small Business - Stop dreaming and learn how to start your own successful small business.

COMPUTER APPLICATIONS

Adobe Acrobat (Intro) - Create PDF documents and more with Adobe Acrobat and learn to use many of the software’s time and cost saving features.

Creating Web Graphics w/Photoshop CS3 - Learn how to use Photoshop to create graphics for the Web.

Discover Digital Photography - An informative introduction to the fascinating world of digital photography equipment.

Dreamweaver (Intro) - Learn to use Adobe Dreamweaver CS4 to design, create, and maintain user-friendly Web sites full of professional-quality Web pages.

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

Flash (Intro) - Learn how to create exciting interactive animations from a working Flash designer and author.

Illustrator (Intro) - In this class, you’ll get the training you need to create infinitely resizable vector images using Adobe Illustrator, one of the best illustration programs on the market.

Photoshop (Intro) - Learn how to use Photoshop to fix and process photos and create original images.

Photoshop (Intermediate) - Have fun taking your Photoshop skills to the next level of creativity and productivity.

Photoshop Elements for the Digital Photographer (1) - Master the secrets of correcting digital photos and bring out the best in all your photographs!

Photoshop Elements for the Digital Photographer (2) - If you already know the basics of Photoshop Elements for Windows, it’s time to learn the advanced features!

Photoshop for the Digital Photographer - Learn how to use Adobe’s Photoshop to edit and enhance your photographic images.

Access (Intro) - Learn how Microsoft’s powerful database can help you store and manage information you’ve collected about your business, home, or community.

Access (Intermediate) - Learn to solve real-world business problems with Microsoft Access.

Excel (Intro) - Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

Excel (Intermediate) - Master advanced features of Excel, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity.

Excel (Advanced) - Increase your potential and maximize your value by becoming an expert Microsoft Excel user.

FrontPage (Intro) - Find out how FrontPage makes it easy to create and upload professional Web sites without programming.

Outlook (Intro) - Harness the communication and information management power of Microsoft Office Outlook.

PowerPoint (Intro) - Learn how to use Microsoft PowerPoint to create impressive, professional-looking slide presentations.

Project (Intro) - Learn how to effectively plan, implement, and control projects using Microsoft Project.

Publisher (Intro) - Enhance your image by learning to create stunning brochures, newsletters, and other publications.

Word (Intro) - Learn how to create and modify documents with the world’s most popular word processor.

Word (Intermediate) - Take advantage of Word’s publishing capabilities to create eye-catching documents.

Word (Advanced) - Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.

What’s New in MS Office 2010 - Learn the most important new features of Microsoft Office Word, Excel, PowerPoint, and Access 2007, including the totally new Ribbon and tab user interface that replaces menus and toolbars from earlier versions.

CorelDRAW (Intro) - Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web.

Peachtree Accounting (Intro) - Get the training you need to perform everyday accounting tasks using Peachtree Accounting software.

Performing Payroll with QuickBooks - Learn to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

QuickBooks (Intro) - Learn how to quickly and efficiently gain control over the financial aspects of your business.

QuickBooks for Contractors - Learn how to use the Premier Contractor of QuickBooks to run your contracting business more efficiently.
DESIGN AND COMPOSITION
Adobe Acrobat (Intro) – Create PDF documents and more with Adobe Acrobat and learn to use many of the software’s time and cost saving features.

Creating Web Graphics w/Photoshop CS3 - Learn how to use Photoshop to create graphics for the Web.

Discover Digital Photography - An informative introduction to the fascinating world of digital photography equipment.

Dreamweaver (Intro) - Learn to use Adobe Dreamweaver CS4 to design, create, and maintain user-friendly Web sites full of professional-quality Web pages.

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

Flash (Intro) - Learn how to create exciting interactive animations from a working Flash designer and author.

Illustrator (Intro) - In this class, you’ll get the training you need to create infinitely resizable vector images using Adobe Illustrator, one of the best illustration programs on the market.

Photoshop (Intro) - Learn how to use Photoshop to fix and process photos and create original images.

Photoshop Elements for the Digital Photographer (1) - Master the secrets of correcting digital photos and bring out the best in all your photographs!

Photoshop for the Digital Photographer - Learn how to use Adobe’s Photoshop to edit and enhance your photographic images.

MULTIMEDIA
Flash (Intro) - Learn how to create exciting interactive animations from a working Flash designer and author.

Making Movies with Windows - Learn how to create fun, professional-quality movies using Windows.

PUBLISHING
Beginner’s Guide to Getting Published - Published writer shows you how to give yourself the credibility you need to get your books and articles published.

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

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

BUSINESS AND LEGAL
Business Law for the Small Business Owner - Learn how to successfully protect your small business and solve most of the legal problems that may arise.

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

Worker’s Compensation - Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

IT CERTIFICATION PREP
A+, Comp TIA Certification Prep (Basic) - Prepare for the CompTIA A+ exam and begin a rewarding career in the fast-growing PC repair field.

A+, Comp TIA Certification Prep (Intermediate) - Prepare for the CompTIA A+ exam and begin a rewarding career in the fast-growing PC repair field.

A+, Comp TIA Certification Prep (Advanced) - Prepare for the CompTIA A+ exam and begin a rewarding career in the fast-growing PC repair field.

Network+, Comp TIA Certification Prep - Prepare to take and pass the CompTIA Network+ Exam and begin a career as a network tech.

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

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

Excel (Intro) - Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

Expression Web (Intro) – Learn to use Microsoft Expression Web to create web sites, and discover how MS Expression makes it simple to design, edit, and maintain your sites.
Keyboarding - Use the computer program FasType for Windows to learn the basic skills of touch-typing.

Linux (Intro) - Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.

PC Troubleshooting (Intro) - Learn to decipher and solve almost any problem with your PC.

Programming (Intro) - Take your first steps toward a career as a computer programmer as you master basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.

Web 2.0: Blogs, Wikis, and Podcasts - In this course, you’ll join the Web 2.0 world as you learn how to create and maintain your own blog, wiki, and podcast.

Windows Vista (Intermediate) – Master the skills you need to work with files, folders, disks, programs, and shortcuts in Windows.

Windows Vista (Intro) - Learn the important basic skills and concepts you need to take control of your Windows Vista PC.

Windows XP (Intro) - Learn the important basic skills and concepts you need to take control of your Windows Vista PC.

COMPUTER PROGRAMMING

Ajax Programming (Intro) – Learn Ajax programming and discover how to use the technologies that comprise Ajax (HTML, JavaScript, XML, PHP, and more) to create web applications with desktop-like performance.

Alice (Intro) - Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements.

ASP.NET (Intro) - Learn how to create powerful, interactive, community-based Web sites with ASP.NET.

C++ (Intro) - Learn to program in C++, even if you have no prior programming experience!

C# Programming (Intro) - Learn the fundamentals of computer programming with the new C# programming language.

C# Programming (Intermediate) - Learn to write Graphical User Interface programs in the C# Programming Language.

Java Programming (Intro) - An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

Java Programming (Intermediate) - Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional.

Perl Programming (Intro) - Learn a programming skill that will make you a more valuable Web developer or system administrator.

PHP & MySQL (Intro) - Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

PHP & MySQL (Intermediate) - Learn how to create a dynamic, interactive online store using advanced PHP techniques and a MySQL database server.

Programming (Intro) - Take your first steps toward a career as a computer programmer as you master basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.

Python (Intro) - Learn the fundamentals of computer programming in Python with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

Ruby Programming (Intro) - Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language.

Visual Basic (Intro) - Experienced programmer and teacher shows you how to create Windows applications using Visual Basic.

Visual Basic (Intermediate) - Discover how to write VB programs that can access and modify a database.

DATABASE MANAGEMENT

Access (Intro) - Learn how Microsoft’s powerful database can help you store and manage information you’ve collected about your business, home, or community.

Access (Intermediate) - Learn to solve real-world business problems with Microsoft Access.

Database Development (Intro) - An experienced professional guides you through a structured approach to database design and development.

Oracle (Intro) - Learn how to use the Oracle database management system to plan, organize, and manage your data.

Oracle (Intermediate) - Learn how to write powerful and flexible PL/SQL programs.

SQL (Intro) - Gain a solid working knowledge of the most powerful and widely used database programming language.

SQL (Intermediate) - Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language.

NETWORKING AND COMMUNICATIONS

Networking (Intro) - Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

Networking (Intermediate) - Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity.

Wireless Networking - Industry expert shows you how wireless networking works, as well as how to plan, deploy, and connect to wireless networks.

SECURITY

PC Security (Intro) - Security expert teaches the fundamentals of PC and network security.
SHRM HR Certified Training Program

Secure your place in today’s rapidly changing field of Human Resources. The official SHRM Learning System will provide a general overview of current topics in the field of HR as well as help prepare individuals for the PHR or SPHR certification exams. PHR/SPHR certification provides a nationally recognized credential and demonstrates the HR professional’s commitment to current trends and developments in the field. The SHRM Learning System course is segmented into six learning modules that cover HR topics that are most relevant to today’s HR profession and are tested on the HR Certification Institute exams.

Call 321-433-7514 for more information.

SHRM CERTIFICATION CLASSES

- IPC A-610 Certified IPC Specialist (EERX 0022)
  The most widely used specification for post assembly inspection and contains visual accept/reject criteria for all three classes of production.

- IPC A-620 Certified IPC Specialist (EERX 0025)
  The most widely used specification for cable and wire harness inspection and contains visual accept/reject criteria for all three classes of production.

- IPC 7711/7721 Certified IPC Specialist - (EERX 0049)
  Rework, Modification and Repair of Electronic Assemblies Training and Certification Program is designed for experienced solderers. This course covers common assembly rework and repair techniques and is a widely used standard of industry-approved techniques for through-hole and surface mount PCP assemblies. Other topics include land, conductor and laminate repair, procedural requirements, tools, materials and methods for removing and replacing conformal coatings.

- J-STD-001 Certified IPC Specialist (EERX 0028)
  The preeminent standard for electronics assembly manufacturing! The J-STD-001 requirements for soldering electrical and electronic assemblies are an industry recognized standard which describes the materials, methods, and verification criteria for producing high quality soldered interconnections.

Student receives:
- Book
- Kit (if applicable)
- Certification Exams
- IPC Certificate (upon successful completion of each module)

Please call 321-433-7514 for more information.