

# CONTINUING EDUCATION



# CONTINUING EDUCATION PROGRAMS



Northwest Florida State College offers a variety of non-credit instructional options for individuals and groups wishing to pursue their educational goals outside of the traditional credit programs that lead to degrees and certificates. Courses offered through these options range from personal enrichment, recreation, leisure, and crafts to professional development and customized business/industry training. Courses offered through these options are non-credit and may not be used toward any Northwest Florida State College degree or certificate program. Students enrolled in non-credit courses receive all of the benefits of the regular students, including use of the library, access to special events, and free parking.

## • Corporate Training Institute

The Corporate Training Institute, coordinated from the Fort Walton Beach campus, is dedicated to serving the specialized training needs of business, industry, government, agencies, and other local entities.

The Northwest Florida State College Corporate Training Institute offers custom training programs developed to meet the needs of a specific business, professional group, or other organization, as well as professional development classes for individuals wishing to upgrade their job skills, seek certification in a particular occupation, maintain licensure requirements, or refresh their professional skills in anticipation of an employment change.

Certain classes offered through the Institute carry Continuing Education Units (CEUs). For non-credit courses containing structured, sequential content with appropriate learning objectives targeted to the needs of a specific group or profession, the college may award one CEU for every ten hours of instruction or equivalent. CEU courses are distinct from other non-credit classes and may require additional fees, special eligibility enrollment standards, minimum attendance hours, or other special considerations. Course fees vary with the type of course offered.

## • Recreation and Leisure (Personal Enrichment)

A variety of non-credit personal enrichment courses are available throughout the year. Topics range from computer skills, finance, consumer education and a variety of courses to meet the needs of the community. Fees vary with the length and type of course offered; most classes are held on the Niceville campus.

## • PRIME TIME

The Prime Time program offers a wide selection of non-credit courses for adults of all ages who are interested in leisure learning. Courses range from art, politics, foreign language, trips and tours, to lunch and learns, and computers. The main objective of these classes is for personal enrichment, therefore students learn at their own pace, without the stress of grades and tests. The course offerings are planned by a special Prime Time Curriculum Committee, which considers topics and suggestions of past enrollees and of community members. Fees vary with the length and type of course.

## • Professional Certification/Testing

Northwest Florida State College offers a variety of professional certification and testing services. For information contact the Career Resource Center at (850) 729-5227.

**Information Technology Certifications (Prometric)** Designed for software and technology professionals, exams offered at NWF State College include: Microsoft Certified Systems Engineer (MCSE) and a Microsoft Certified Systems Administrator (MCSA), UNIX, LINUX, A+, Network +, Cisco Certified Network Associate (CCNA), Certified Novell Administrator (CNA) and Certified Novell Engineer (CNE).

**Microsoft Office Specialist (Certiport)** Northwest Florida State College offers the official Microsoft Office certification for desktop productivity

in the following areas: Word, Excel, Outlook, PowerPoint, Access, and Project.

**Florida Ready to Work** is an online assessment, training, and career database through which completers obtain a Ready to Work credential.

## • Student Career and Competency Assessments

The following are offered through the Northwest Florida State College Career Resource Center:

**CareerScope** offers a broad range of career assessment measures, including an interest and aptitude test to assist individuals develop a career plan.

**FBAT (Florida Basic Abilities Test)** is a required exam for all individuals planning to enroll in either the College's Law Enforcement Academy or Corrections Academy.

**Hogan's Personality Assessment** is administered only to the individuals in the College's Dental Assisting and Surgical Technology programs.

**Keirsey Temperament Sorter II® (KTS®-II)** is a personality instrument that helps individuals discover their personality type. The KTS®-II is based on Dr. David Keirsey's Temperament theory. It helps individuals gain insight into themselves and the people around them, to aid in selecting a career or work environment.

**OccuBrowse+** provides quick and easy access to Career, Occupational, Employment, Wage and Training information.

**Skills Tutor** is delivered online and can be used as a teacher-aided instructional tool or as a one-on-one tutoring resource for individualized instruction, diagnostic testing, assignments and more.

**TABE (Test of Adult Basic Skills)** assesses literacy level work-skills in speaking, listening, reading, and writing.