



# Business Technology

**NONCREDIT COURSES**

▶ ***CF.edu/Noncredit***



**SPRING 2017**

## Partners



College of Central Florida

XCEL-IT provides educational and placement opportunities to residents of rural communities for careers in Information Technology.

Specialized certificate training is available in programs such as Engineering Technology, Logistics and Supply Chain Management, Help Desk Support, Accounting Technology, Network Security, and others.

[www.cf.edu/xcelit](http://www.cf.edu/xcelit) | [xcel-it@cf.edu](mailto:xcel-it@cf.edu)  
352.873.5855



The Florida Small Business Development Center at UNF employs professionally certified business consultants who provide no-cost information, guidance, and confidential sounding board to business owners.

[www.SBDC.UNF.edu](http://www.SBDC.UNF.edu)  
352.622.8763 | 866.998.8332

### How to START UP Your Own Business

Do you have a great idea for a business but just don't know where to begin? This workshop will provide a comprehensive introduction on how to start your own business. Topics covered include idea generation, the legal environment and business structures.

The aspiring business owner will leave with an understanding of realistic tools and resources for business startup such as selecting an idea, testing the market, acquiring capital, writing a business plan, turning for help, understanding legal requirements, and projecting cash flow. Workbook included.

Workshop meets 9 a.m.-noon Mondays. Please call for 2017 dates.

Contact Rebecca Rapp  
352-622-8763, ext. 1758, or  
email [admin-sbdc@atlantic.net](mailto:admin-sbdc@atlantic.net).

All classes are held at the College of Central Florida Ocala Campus unless otherwise noted. To register for classes or view additional course offerings, visit [www.CF.edu/noncredit](http://www.CF.edu/noncredit), call 352-854-2322, ext. 1855, or visit us at:

**Ocala Campus**  
3003 S.W. College Road  
Enterprise Center, Room 101  
Ocala, FL 34474-4415

Refunds for noncredit courses will be granted when a student requests to drop a course at least three business days before class begins. To request a refund, call 352-854-2322, ext. 1855, or email [haysb@cf.edu](mailto:haysb@cf.edu).

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## Professional Development

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<b>Leadership Toolbox</b>	Feb. 10, 24, March 10 Fridays 1:00-5:00 p.m.	\$259
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## Computers

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<b>Introduction to Office</b>	Jan. 17, 24, 31 Tuesdays 5:30-8:30 p.m.	\$75
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<b>Basic Excel 2016</b>	Feb. 16, 23, and March 2, 9 Thursdays 5:30-8:30 p.m.	\$85
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<b>Intermediate Excel 2016</b>	March 28 and April 4, 11, 18 Tuesdays 5:30-8:30 p.m.	\$85
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## Manufacturing and Engineering

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*\*\*Tuition assistance may be available for these courses. For details, call 352-854-2322, ext. 1855.*

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<b>AutoCAD certification</b>	Feb. 1- April 5 Wednesdays 5:30-8:15 p.m.	\$599
<b>Solid Works</b>	TBD	
<b>Blueprint Reading</b>	Feb. 17 and 24 Fridays 8:00 a.m. – 4:30 p.m.	\$275
<b>Automation Process Control</b>	Jan. 9 – May 4 Thursdays 5:30-8:15 p.m.	\$350
<b>Industrial Applications Using PLCs and Robotics</b>	Jan. 9 – May 4 Thursdays 3:30-5:15 p.m.	\$350
<b>Hydraulics and Pneumatics</b>	Jan. 9 – May 4 Tuesdays and Thursdays 9:30-10:45 a.m.	\$350
<b>Introduction to PLCs</b>	Jan. 9 – May 4 Tuesdays and Thursdays 11:00 a.m. - 12:15 p.m.	\$350
<b>Mechanical Devices and Systems</b>	Jan. 9 – May 4 Tuesdays 5:30 – 8:15 p.m.	\$350
<b>Motors and Controls</b>	Jan. 9 – May 4 Mondays and Wednesdays 11:00 a.m. - 12:15 p.m.	\$350
<b>Survey of Electronics</b>	Jan. 9 – May 4 Tuesdays 5:30 - 8:15 p.m.	\$350
<b>Industrial Safety (online course)</b>	Jan. 9 – May 4	\$350
<b>Introduction to Quality Control (online course)</b>	Jan. 9 – May 4	\$350

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## Partners



**SCORE** provides free, confidential mentoring to entrepreneurs wanting to start or grow a small business. SCORE has dozens of certified volunteer mentors covering almost every imaginable business background.  
**www.midflorida.score.org**  
**midflorida@scorevolunteer.org**  
**352-399-0050**

SCORE also offers classes in Ocala, Belleview and the Villages. Topics include Advertising that Works, Assessing Your Competition, Building a Strong Sales Team, Customer Acquisition and Retention, How to Deal with Difficult People, How to Increase Your Business Profit, Steps to Business Ownership, and much more.

For class dates, times, and to register, go to **midflorida.score.org/localworkshops**.



**Ocala Human Resource Management Association** supports human resource professionals and employers by providing quality programs, networking resources, and career development opportunities to assist our community.  
**www.ohrma.shrm.org**



**Mid-Florida Regional Manufacturers Association** provides an environment for manufacturing companies, suppliers, and educators to exchange ideas, share knowledge and problems, and discuss opportunities for the mutual benefit of the manufacturing environment in Marion, Levy, Citrus, and Sumter counties.  
**www.MRMA.net**  
**352.840.5764**

## Lean Processes – Online Courses

<b>Concepts of Lean Manufacturing and Six Sigma</b>	Jan. 9 – May 4	\$350
<b>Developing and Coaching Self-Directed Work Teams</b>	Jan. 9 – May 4	\$350
<b>Lean Enterprise for the Expert</b>	Jan. 9 – May 4	\$350
<b>Six Sigma for the Expert</b>	Jan. 9 – May 4	\$350
<b>Green Belt Refresher/Certification Prep</b>	Jan 27 – April 7 Fridays 4:30 p.m. – 7:30 p.m. No Class March 17.	\$899

## Online Noncredit Courses



Ed2Go offers dozens of **ONLINE** classes. They are affordable, fast, easy to navigate and well-liked by customers! Each highly interactive, self-paced course runs for only six weeks. Topics include **Speed Spanish, Digital Photography, Computer Programming, Personal Finances, Beginning Writer's Workshop** and more! For a complete listing of Ed2Go courses, visit [www.ed2go.com/cfflorida](http://www.ed2go.com/cfflorida).

## Partners



CareerSource Citrus Levy Marion brings together business and community partners, economic development leaders and educational providers to connect employers with qualified, skilled talent and job seekers with employment and career development opportunities.  
[www.careersourceclm.com](http://www.careersourceclm.com)  
 352.732.1700, ext. 2260 or  
 800.746.9950, ext. 2260



Talent Center is an affiliate of CareerSource Citrus Levy Marion with the primary focus of serving college students, graduates and professionals in transition. Our **Professional Networking Group (PNG)** provides a setting for professionals and graduates to learn key marketing strategies that can be helpful in their efforts to become employed again or seek higher level positions.

PNG participants begin by attending our **Refocus and Reconnect (R & R) Workshop for Professionals and Graduates**. The workshop focuses on the importance of developing a global resume essential to in-person and digital marketing **and** job specific resumes that target the candidates' skills to an employer job opening. In addition, networking strategies are discussed and practiced. Lastly, individuals are coached on techniques for nailing the interview and getting the job offer.

For more information about Talent Center and the services it offers, please contact Jerry Flanders at **352.840.5770** or by email at [jflanders@careersourceclm.com](mailto:jflanders@careersourceclm.com).

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or [smithc@cf.edu](mailto:smithc@cf.edu).