



FAYETTEVILLE TECHNICAL
COMMUNITY COLLEGE

FUTURE
STUDENTS

CURRENT
STUDENTS

MILITARY
STUDENTS

CONTINUING
EDUCATION

DISTANCE
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FTCC



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BUSINESS SERVICES

The Business Services area of FTCC Continuing Education, located in the Center for Business and Industry, helps businesses, governmental agencies, and medical organizations by customizing educational programs and training courses for employees. The staff is available to assist, design and implement appropriate courses to meet the needs of business in the following and in other areas:

Supervisory Skills

Improved supervisory skills can contribute in a significant manner to employee productivity. The staff can assist business and industry in developing and evaluating training programs to meet staff members' needs ranging from general management skills, finance, and marketing to manufacturing management.

FTCC is proud to offer the American Management Association Certificate in Management program that provides 126 hours of supervisory and management training for businesses and professionals, as well as the Human Resource Certificate Program, totaling 105 hours of training.

Communication

Good verbal and written communication in an organization is essential. The staff has developed seminars ranging from proper telephone usage for the secretarial staff to effective business letter writing for managers.

Computer Training

Specialized classes can be designed to provide training on software programs such as Windows, Office, Word, Excel, Access, PowerPoint, and other business application.

Instructor Training

Workshops are available to assist personnel in becoming more proficient instructors. For example, "Training the Trainer" and "Team Development" workshops are offered.

License Support Training

Classes are designed for various professional groups, such as Real Estate, Day Care, and Funeral Service to assist in maintaining existing licenses.

For more information:

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