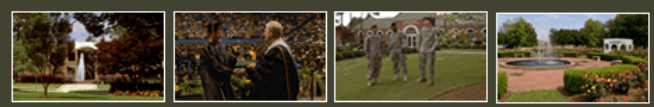




<a href="#">FUTURE STUDENTS</a>	<a href="#">CURRENT STUDENTS</a>	<a href="#">MILITARY STUDENTS</a>	<a href="#">CONTINUING EDUCATION</a>	<a href="#">DISTANCE LEARNING</a>	<a href="#">EMPLOYMENT AT FTCC</a>	<a href="#">ABOUT FTCC</a>
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### FTCC EMPLOYMENT OPPORTUNITIES

#### FTCC Employment Opportunities For Additional Information About These Opportunities Contact

Human Resources Office  
Fayetteville Technical Community College  
P.O. Box 35236/2201 Hull Road  
Administration Building, Room 162  
Fayetteville, NC 28303-0236

Hours of Operation  
Monday - Friday - 8:00 am to 5:00 pm  
Phone: (910) 678-8378  
Fax: (910) 678-0029  
Email: [buncej@faytechcc.edu](mailto:buncej@faytechcc.edu)

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#### AN EQUAL OPPORTUNITY EMPLOYER

Applications are accepted for advertised vacancies only, except for part-time instructor applications which are taken at anytime.

**\*A completed FTCC Employment Application, a cover letter addressing the duties and requirements, a comprehensive resume of educational, professional and community qualifications, and copies of college transcripts (if a degree is posted in minimum requirements), must be received in the Human Resources Office by 4:00 p.m. on the closing date of the vacancy to be considered.**

Degrees **must** be from a regionally accredited institution that is recognized by the United States Department of Education. Transcripts **must** show degree earned and date conferred. A resume will not be accepted in lieu of an FTCC Employment Application. Applicants not meeting the minimum requirements for the position will not be considered. A separate FTCC Employment Application is required for each position applied for. Applicants are responsible for providing all supporting documentation with each application. **The Human Resources Office does not provide copies.** The FTCC Employment Application is provided as a WORD fill-in document for your convenience, however email applications are not accepted. Completed applications may be hand carried to the Thomas McLean Administration Building, Room 162; FAXed to (910) 678-0029; or sent via US Mail to FTCC Human Resources Office, PO Box 35236, Fayetteville, NC 28303.

**\*NOTE: APPLICATIONS WILL NOT BE CONSIDERED WITHOUT A COMPLETE PACKET.**

- |                                                                                     |                                                                                        |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <a href="#">Click here to access the FTCC Employment Application (Word Fill-In)</a> | <a href="#">Click here to find us</a>                                                  |
| <a href="#">FTCC Employment Application (PDF)</a>                                   | <a href="#">Map of FTCC Campus &amp; Map to FTCC College and Community Information</a> |

PLEASE SCROLL DOWN TO VIEW ALL JOBS.

<p><b>POSITION VACANCY:</b> <a href="#">Part-time Data Management Technician, Job #09-40</a> (State Headquarters, NC Military Business Center, NCMBC)</p> <p><b>DATE AVAILABLE:</b> January 25, 2010</p> <p><b>DUTIES:</b> Conducts research, creates and publishes reports and documents, and performs other data management functions for the NCMB. Assists with administering the NCMB's military contracting and skills matching tool, <a href="http://www.MatchForce.org">www.MatchForce.org</a>; provides non-technical support to all users; assists users establish valid profiles, post jobs, post skills and find military business and employment opportunities; coordinates with design and hosting company on MatchForce functionality. Assists with administering the NCMB's internal client management software and database, ACT!. Provides back up office management support and assists the NCMB's webmaster in maintaining <a href="http://www.ncmbc.us">www.ncmbc.us</a>.</p> <p><b>QUALIFICATIONS: Minimum requirements:</b> Combination of education or experience equivalent to an associate degree in computer science or a related field and two years of computer programming or computer applications software experience.</p> <p><b>Preferred:</b> Education or experience in business, data research and/or application software systems management. Advanced skills in word processing and spreadsheet programs. Work experience in managing computer applications software, as well as word processing, spreadsheet and database applications.</p> <p><b>SALARY:</b> Based on college salary scale.</p> <p><b>CLOSING DATE:</b> <b>January 19, 2010</b> A completed FTCC application, with college transcripts, must be received in the Human Resources Office by 4 p.m. on this date to be considered. <b>A resume will not be accepted in lieu of an FTCC application.</b></p> <p>*****</p>
<p><b>POSITION VACANCY:</b> <a href="#">Part-time Radiography Clinical Instructor</a></p> <p><b>DATE AVAILABLE:</b> Immediate</p> <p><b>DUTIES:</b> Clinical supervision of Radiography students at on-campus lab and off-campus clinical agencies. Responsible for participation in departmental activities.</p> <p><b>QUALIFICATIONS: Minimum Requirement:</b> Associate in Applied Science Degree in Radiography, ARRT Certified with active registration. Two years of full-time work experience in the professional discipline. Proficient in supervision, instruction, and evaluation. Successful applicant must have begun or completed the Hepatitis B Immunizations and possess a valid CPR certification. <b>Applicants not meeting this minimum requirement will not be considered.</b></p> <p><b>SALARY:</b> Based on college part-time salary scale.</p> <p><b>CLOSING DATE: Open Until Filled:</b> A completed FTCC application, with copies of college transcripts, must be received in the Human Resources Office by 4:00 p.m. on this date to be considered. Degrees <b>MUST</b> be from a regionally accredited institution that is recognized by the Department of Education. Transcripts <b>MUST</b> show degree earned and date conferred. <b>A resume will not be considered in lieu of an FTCC application.</b></p> <p>*****</p>
<p><b>POSITION VACANCY:</b> <a href="#">Department Chairperson – Associate Degree Nursing Program, Job #09-39</a></p> <p>Fayetteville Technical Community College is seeking qualified applicants for this full-time position. The ability to effectively lead professional nurses in providing nursing education is critical to experiencing success in this position. Expertise in marketing, curriculum design, technology, program planning, budgeting and personnel management is essential to this position. Qualified candidates will possess excellent computer skills, demonstrate evidence of a career that includes flexibility and willingness to change; open-mindedness, fairness and the ability to see multiple perspectives; a willingness to take risks, and willingness to accept responsibility for professional and personal growth.</p> <p><b>DUTIES:</b> The successful candidate will:</p>

- Teach face-to-face and on-line classes, incorporating latest instructional technologies & interactive learning technologies in course delivery.
- Advise students who are in the Associate Degree Nursing program.
- Supervise nursing faculty.
- Participate in/lead faculty committees and other activities, as appropriate.
- Plan, organize, and coordinate all aspects of the Associate Degree Nursing Program.
- Provide highly responsible academic and administrative support to the assigned Academic Dean.
- Maintain standards of program approval and accreditation.
- Develop and maintain community relationships that support the mission of the school and the nursing program.

**QUALIFICATIONS:**

**Minimum Requirements:** Master's in Nursing, two years full-time clinical experience and two years full time experience teaching in an approved nursing program at the Associate Degree level or higher. Preparation in teaching and learning principles for adult education, including curriculum development, implementation, and evaluation. Hold a current unrestricted license as a Registered Nurse in the state of North Carolina. Communication, both oral and written, and computer skills necessary. Must have begun or completed Hepatitis B immunizations. **Applicants not meeting this minimum requirement will not be considered. Preferred:** Master's in Nursing, two years full time clinical experience, five years full-time experience in teaching nursing, two years of management experience as lead instructor, course coordinator, or some aspect of leadership, and must hold a current unrestricted license as a Registered Nurse in the state of North Carolina.

**SALARY:** Based on college salary scale, plus an excellent benefit package.

**CLOSING DATE:** Open Until Filled

**APPLICATION PROCEDURE:** A completed packet including an FTCC application, a cover letter addressing the duties and requirements, a comprehensive resume of educational, professional and community qualifications, and copies of **ALL** college transcripts, must be received in the Human Resources Office by **4:00 p.m.** on the closing date to be considered. Degrees **MUST** be from a regionally accredited institution that is recognized by the Department of Education. Transcripts **MUST** show degree earned and date conferred. **A resume will not be considered in lieu of an FTCC application.**

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**POSITION VACANCY: Grant Coordinator, Job # 09-35**

**DUTIES:** Requires a broad knowledge of the principle and practices of grant project management, grant administrations and grant compliance. Responsible for writing for both unrestricted operating revenues and restricted projects and for submitting timely and accurate reports for all existing grant funded projects. Plan, coordinate, and organize resource development activities within the College and community to include all fund raising campaigns. Research and identify governmental and institutional funding sources, prepare grant applications, and monitor and evaluate grant projects. This position may be assigned to perform similar duties for other companies or businesses associated with the College.

**QUALIFICATIONS: Minimum Requirements:** A Master's Degree from an accredited college or university in Communications, Journalism, English, Education, Business Administration or the equivalent of education, training, and experience where comparable skills can be acquired. Skills include writing, editing, project management, budget development, fiscal management and project administration. Four years of professional work experience relating to essential job duties. Qualified candidates must possess computer skills (Microsoft Office Suite) and database management skills. **Applicants not meeting this minimum requirement will not be considered.**

**SALARY:** Based on college salary scale, plus an excellent benefits package.

**CLOSING DATE: Open Until Filled.** To be considered, a completed packet including a FTCC application, a cover letter addressing the duties and qualifications, a comprehensive resume, and copies of college transcripts must be received in the Human Resources Office by the closing date. **Applications will not be considered without a complete packet.**

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**POSITION VACANCY: Executive Director of Economic Development and Emerging Technologies, Job #09-25**

**DUTIES:** The successful candidate will:

- Work with local business and industry to incorporate emerging technologies into traditional workforce training opportunities.
- Work to promote growth of established businesses.
- Lead, guide, and oversee the budgeting process.
- Coordinate and develop workforce training & integration of emerging technologies into existing training across the College.
- Plan and promote strategies to attract new businesses, encourage expansion and retention of existing businesses.
- Provide innovative training to local business and industry leaders.
- Provide customized training programs and courses for new and existing industries and organizations.
- Lead and participate in strategic planning for economic development.
- Work closely with College employees to facilitate support for economic development initiatives.
- Participate in and provide support for the marketing of workforce development and economic development outreach to the community; work closely with the VP for Institutional Advancement to provide world-class marketing materials.
- Manage the budget for economic development activities.
- Provide oversight for professional development education and training for staff and faculty in integration of emerging technologies in workforce training.
- Maintain knowledge and understanding of current and developing economic development trends.
- Represent FTCC at public and other required occasions.

**QUALIFICATIONS: Minimum Requirements:** A bachelor's degree from an accredited college or university with major course work in finance, accounting, business or public administration, or a related field; or comparable work experience. Five years of management responsibility and experience in industrial training or business management in a large and/or small business environment. **Applicants not meeting this minimum requirement will not be considered for this position. Preferred:** A master's degree in business administration, management or a field related to industrial training.

**SALARY:** Based on college salary scale, plus an excellent benefit package.

**CLOSING DATE: Open Until Filled.**

**APPLICATION PROCEDURE:** A completed packet including an FTCC application, a cover letter addressing the duties and requirements, a comprehensive resume of educational, professional and community qualifications, and copies of college transcripts, **must be received** in the Human Resources Office to be considered. Degrees **MUST** be from an accredited institution that is recognized by the Department of Education. Transcripts **MUST** show degree earned and date conferred. **Applications will not be considered without a complete packet.**

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**Position Vacancy: Assistant Director of Student Financial Aid Services - Job 09-27**

**Date Available:** Immediately

Fayetteville Technical Community College is seeking qualified applicants for this full-time position on its main campus to be instrumental in assisting with the planning, organization and supervision of the Colleges financial aid services staff; to actively participate in processing financial aid documents and reports, consult with staff and other College divisions and departments; monitor the processing of student financial aid and veterans files, and perform a variety of technical tasks relative to financial aid processing. Applicant should demonstrate evidence of a career that includes flexibility and willingness to change; open-mindedness,

fairness and the ability to see multiple perspectives; a willingness to take risks, and willingness to accept responsibility for professional and personal growth.

**Duties:** Responsibilities include but are not limited to planning, organizing, and coordinating the College's Financial Aid programs and services consisting of federal, state, private, and institutional financing. Provide highly responsible and complex administrative staff support to the Director of Student Financial Aid Services. Administer the processes for Return to Title IV (all federal aid) and monitor the remedial studies load for students. Coordinate assigned activities with other College divisions, departments, and outside organizations. Perform the functions of the Director of Financial Aid in the absence of that individual.

**Qualifications: Minimum Requirement:** A Bachelor's Degree in Business Administration or a closely related field. Three years of progressively responsible administrative or staff experience in financial assistance programs. Knowledge of Datatel and processing applications related to financial aid programs. Effective oral and written communication skills. Supervisory experience and excellent customer service skills. **Applicants not meeting this minimum requirement will not be considered. Preferred:** Experience and knowledge working with Datatel/Colleague System and some computer programming experience. Supervisory experience.

**Salary:** Based on College's salary scale, and an excellent benefits package.

**Closing Date: Open until filled.** To be assured consideration, a completed packet including an FTCC application, a cover letter addressing the duties and requirements, a comprehensive resume of educational, professional and community qualifications, and copies of college transcripts, must be received in the Human Resources Office. Transcripts **MUST** show degree earned and date conferred. **Applications will not be considered without a complete packet.**

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**POSITION VACANCY: Civil Engineering/Surveying Technology Instructor (10 month contract) – Job #09-30**

Fayetteville Technical Community College is seeking qualified applicants for this full-time position. The ability to teach courses in Civil Engineering and Surveying Technology with emphasis on theory and processes in land surveying and development, construction and topographic surveying, computer applications utilizing AutoCad, Excel, spreadsheet development, GPS and GIS and other application specific software. Responsible for educational leadership, student instruction and advisement of students in the Civil Engineering/Surveying Technology Program. Qualified candidates will possess excellent computer skills, demonstrate evidence of a career that includes flexibility and willingness to change; open-mindedness, fairness and the ability to see multiple perspectives; a willingness to take risks, and willingness to accept responsibility for professional and personal growth.

**DUTIES:** The successful candidate will:

- Teach face-to-face classes to include days, evenings, and weekends both on and off campus.
- Teach web-based or totally online classes as needed by the Department.
- Incorporate latest instructional technologies & interactive learning technologies in course delivery and engage in professional development and technological upgrade activities.
- Assist in the design and update of course syllabi, curriculum review, revision and development.
- Advise students who are in the Civil Engineering/Surveying Technology Program.
- Participate in faculty committees and other activities, as assigned.

**QUALIFICATIONS: Minimum Requirements:** Licensed Professional Engineer (LPE) and Bachelor's of Science in Civil Engineering or Master's Degree in a related field with a minimum of eighteen (18) hours in Civil Engineering in lieu of a PLE. A minimum of five years experience as a civil engineer with a theoretical knowledge of land surveying, GIS and GPS, working knowledge of AutoCAD, Civil 3D and proficient in use of standard surveying equipment. Communication, both oral and written, and computer skills necessary. **Applicants not meeting this minimum requirement will not be considered for this position. Preferred:** Master's Degree in Civil Engineering and licensed or eligible for licensure in North Carolina as a Professional Engineer or Professional Land Surveyor. Teaching experience at a community college or four-year college with online teaching

**SALARY:** Based on college salary scale, plus an excellent benefit package.

**CLOSING DATE: Open until filled.** : A completed packet including an FTCC application, a cover letter addressing the duties and requirements, a comprehensive resume of educational, professional and community qualifications, and copies of **ALL** college transcripts, must be received in the Human Resources Office by **4:00 p.m.** by the closing date; however the position will be open until filled. Degrees **MUST** be from a regionally accredited institution that is recognized by the Department of Education. Transcripts **MUST** show degree earned and date conferred. **A resume will not be considered in lieu of an FTCC application.**

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**POSITION VACANCY: Horticulture Technology Instructor / Department Chair (10 month contract) – Job #09-29**

Fayetteville Technical Community College is seeking qualified applicants for this full-time position. The ability to teach courses in Horticulture Technology Management and Basic Landscape with emphasis on plant science, propagation, and identification, horticulture pest management and basic landscape design and management. Responsible for educational leadership, student instruction and advisement of students in the Horticulture Department. Expertise in marketing, curriculum design, technology, program planning, budgeting and personnel management is essential to this position. Qualified candidates will possess excellent computer skills, demonstrate evidence of a career that includes flexibility and willingness to change; open-mindedness, fairness and the ability to see multiple perspectives; a willingness to take risks, and willingness to accept responsibility for professional and personal growth.

**DUTIES:** The successful candidate will:

- Teach face-to-face classes to include days, evenings, and weekends both on and off campus.
- Teach web-based or online classes as needed by the Department.
- Incorporate latest instructional technologies & interactive learning technologies in course delivery.
- Advise students who are in the Horticulture Technology program.
- Assist in the design and update of course syllabi, curriculum review, revision and development.
- Participate in faculty committees and other activities, as assigned.
- Maintain a safe lab environment

**QUALIFICATIONS: Minimum Requirements:** Master's Degree in Horticulture Science or Agriculture Education with 18 graduate hours in Horticulture or a related field. Teaching experience at the high school or college level with two years work experience in landscape installation and management. Successful completion of the Certified Plant Professional Exam, hold a Public Pesticide Operator License with subclasses (HLN), and demonstrated expertise in use of AutoCad for the purpose landscape design. Communication, both oral and written, and computer skills are necessary. **Applicants not meeting this minimum requirement will not be considered for this position. Preferred:** Training in the operation and management of greenhouses, demonstrated proficiency in the servicing and operation of power machinery equipment used in landscape maintenance and installation, in addition to a working knowledge of landscape construction.

**SALARY:** Based on college salary scale, plus an excellent benefit package.

**CLOSING DATE: Open until filled.** A completed packet including an FTCC application, a cover letter addressing the duties and requirements, a comprehensive resume of educational, professional and community qualifications, and copies of **ALL** college transcripts, must be received in the Human Resources Office by **4:00 p.m.** by the closing date; however the position will be open until filled. Degrees **MUST** be from a regionally accredited institution that is recognized by the Department of Education. Transcripts **MUST** show degree earned and date conferred. **Applications will not be considered without a complete packet.**

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**POSITION VACANCY: Early Childhood Education Associate Instructor (10 month Contract) Job #09-32**

Fayetteville Technical Community College is seeking qualified applicants for this full-time position. The ability to effectively teach courses in early childhood education with an emphasis on children, ages birth to five is critical to experiencing success in this position. Qualified candidates will possess excellent computer skills, demonstrate evidence of a career that includes flexibility and

willingness to change; open-mindedness, fairness and the ability to see multiple perspectives; a willingness to take risks, and willingness to accept responsibility for professional and personal growth.

**DUTIES:** The successful candidate will:

- Teach face-to-face classes to include days, evenings, and weekends both on and off campus.
- Teach web-based and online classes as needed by the Department.
- Incorporate latest instructional technologies & interactive learning technologies in course delivery.
- Advise students who are in the Early Childhood Education programs.
- Participate in faculty committees and other activities, as assigned.
- Assist in the design and update of course syllabi, curriculum review, revision and development.

**QUALIFICATIONS: Minimum Requirements:** Master's Degree in Early Childhood, Child Development, Elementary Education with a Birth through Kindergarten License or Family Science/Human Ecology. Communication, both oral and written, and computer skills necessary. **Applicants not meeting this minimum requirement will not be considered for this position. Preferred :** Teaching experience at the community college or four-year college with on-line experience preferred and experience working with children in a birth through kindergarten setting.

**SALARY:** Based on college salary scale, plus an excellent benefit package.

**CLOSING DATE:** Open until filled

**APPLICATION PROCEDURE:** A completed packet including an FTCC application, a cover letter addressing the duties and requirements, a comprehensive resume of educational, professional and community qualifications, and copies of **ALL** college transcripts, must be received in the Human Resources Office by **4:00 p.m.** on the closing date to be considered. Degrees **MUST** be from a regionally accredited institution that is recognized by the Department of Education. Transcripts **MUST** show degree earned and date conferred. **Applications will not be considered without a complete packet.**

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**POSITION VACANCY: Part-time Surgical Technology Instructor**

Fayetteville Technical Community College is seeking qualified applicants for this part-time position. Instructor will be responsible for organization, planning, development, and general effectiveness of clinical experiences for students enrolled in the Surgical Technology Program. Qualified candidates will possess excellent surgical skills, computer skills, demonstrate evidence of a career that includes flexibility and willingness to change; open-mindedness, fairness and the ability to see multiple perspectives; ability to integrate technology, and willingness to accept responsibility for professional and personal growth.

**DUTIES:** The successful candidate will:

- Be responsible for laboratory instruction in addition to clinical instruction.
- Be organized, able to meet deadlines, and be able to turn in reports in a timely manner.
- Assess, expand, and develop teaching techniques, communication skills and subject knowledge to enhance student learning and to bring about success in academic achievement.
- Assist students in resolving concerns/issues and direct them to the appropriate person.
- Work with the Department Chairperson to ensure learning standards are maintained.

**QUALIFICATIONS: Minimum Requirements:** Diploma in Surgical Technology with three years of current Operating Room experience. Successful applicant must be certified as a Surgical Technologist, and must have begun or completed the required immunizations. Communication, both oral and written, and computer skills necessary. **Applicants not meeting this minimum requirement will not be considered for this position. Preferred Requirements:** Associate Degree with prior teaching experience.

**SALARY:** Based on college salary scale, plus an excellent benefit package.

**CLOSING DATE:** Opened until filled

**APPLICATION PROCEDURE:** A completed packet including an FTCC application, a cover letter addressing the duties and requirements, a comprehensive resume of educational, professional and community qualifications, and copies of **ALL** college transcripts, must be received in the Human Resources Office by **4:00 p.m.** on the closing date to be considered. Degrees **MUST** be from a regionally accredited institution that is recognized by the Department of Education. Transcripts **MUST** show degree earned and date conferred. **A resume will not be considered in lieu of an FTCC application.**

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**POSITION VACANCY: Part-time Associate Degree Nursing Instructor**

Fayetteville Technical Community College is seeking qualified applicants for this full-time position. The ability to effectively manage a clinical group of up to ten (10) nursing students in a variety of clinical settings. Must have excellent oral and written communication skills. The applicant will possess the ability to represent FTCC and the Associate Degree Nursing Program in a positive and professional manner. In addition, will be a mentor and role model to students, faculty, and the community by presenting a positive professional image. Additionally, organizational skills are critical to experiencing success in this position. Experience in teaching, curriculum design and planning, is desirable to this position. Qualified candidates will demonstrate evidence of a career that includes a variety of clinical experiences which is critical to experiencing success in this position. Expertise in marketing, curriculum design, technology, program planning, budgeting and personnel management is essential to this position. Qualified candidates will possess excellent computer skills, demonstrate evidence of a career that includes flexibility and willingness to change; open-mindedness, fairness and the ability to see multiple perspectives; a willingness to take risks, and willingness to accept responsibility for professional and personal growth.

**DUTIES:** The successful candidate will:

- Teach face-to-face classes to include days, evenings, and weekends both on and off campus.
- Teach online classes as needed by the Department.
- Incorporate latest instructional technologies & interactive learning technologies in course delivery.
- Advise students who are in the Associate Degree Nursing program.
- Participate in faculty committees and other activities, as assigned.

**QUALIFICATIONS: Minimum Requirements:** Bachelor's Degree in Nursing (BSN). A current and unrestricted license as a Registered Nurse (RN) in North Carolina. Will have two (2) years of employment in direct patient care as a registered nurse (RN). Must have **begun/completed and current** with required immunizations and possess a current CPR card. Communication, both oral and written, and computer skills necessary. **Applicants not meeting this minimum requirement will not be considered for this position. Preferred:** Two years of teaching experience in Nursing with a Master of Science in Nursing (MSN). On-line teaching experience. Teaching experience at the community college or four-year college.

**SALARY:** Based on college part-time salary scale.

**CLOSING DATE:** Open until filled.

**APPLICATION PROCEDURE:** A completed packet including an FTCC application, a cover letter addressing the duties and requirements, a comprehensive resume of educational, professional and community qualifications, and copies of ALL college transcripts, must be received in the Human Resources Office by 4:00 p.m. on the closing date to be considered. Degrees **MUST** be from a regionally accredited institution that is recognized by the Department of Education. Transcripts **MUST** show degree earned and

date conferred. **Applications will not be considered without a complete packet.**

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This page is maintained by Barbara Maria Driscoll: [driscolb@faytechcc.edu](mailto:driscolb@faytechcc.edu)

Revised: January 11, 2010

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