

Florida State College at Jacksonville

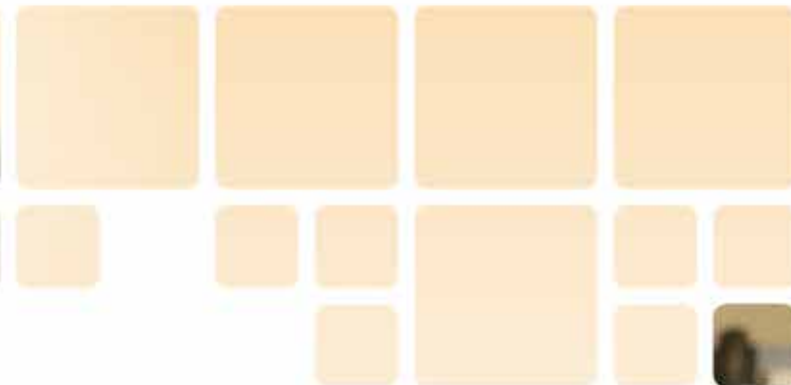
Continuing Education

A Division of Workforce Education and Economic Development

Non-Credit Catalog: January - April 2016



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DC

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KC

Kent Campus

3939 Roosevelt Blvd., Jacksonville, FL 32205

NAS

Nassau Center

76346 William Burgess Blvd., Yulee, FL 32097

NC

North Campus

4501 Capper Rd., Jacksonville, FL 32218

OD

Open Campus/Deerwood Center

9911 Old Baymeadows Rd., Jacksonville, FL 32256

SC

South Campus

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URC

Urban Resource Center

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Located in the FSCJ Urban Resource Center (Downtown)

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601 W State Street between
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(Check or cash accepted)

Online



fscj.edu/continuingeducation

Fax



(904) 633-5979

Special Accommodations



Please advise disabled student services at (904) 766-6767 (Voice) or (904) 766-6766 (TDD) at least 48 hours in advance if special accommodations are required.



*Cancellations
must be requested
within 72 hours of
the class start date.*

PROFESSIONAL CERTIFICATION & LICENSURE

LEAN SIX SIGMA YELLOW TO GREEN BELT

Course Price: \$4,595

Businesses across all sectors have to do more with less. This course will provide the fundamental knowledge and intuition necessary to identify areas of improvement and leverage self-initiative to lead teams in deploying, executing and sustaining project deliverables by utilizing the DMAIC methodology and Lean Six Sigma principles. Upon successful completion, students will receive a certificate of training as a Lean Six Sigma Yellow and Green Belt. (71 hours)

KC TWR 3/1- 4/27 6-9 p.m.

LEAN SIX SIGMA: YELLOW BELT

Course Price: \$1,595

This course will introduce students to the basics of Lean Six Sigma methodology. Lean Six Sigma Yellow Belt training covers basic improvement procedures and the requisite metrics. Upon successful completion, students will receive a certificate of training as a Lean Six Sigma Yellow Belt. (12 hours)

KC TWR 3/1-3/8 6-9 p.m.

LEAN SIX SIGMA: GREEN BELT

Course Price: \$3,595

This course is designed for individuals seeking to understand and improve processes through the use of Lean Six Sigma methodology. Students will learn how to direct Lean Six Sigma projects through individual and team exercises. Students will apply the concepts learned in course to a business improvement project assigned to them by the instructor. Prerequisite: Students must be Yellow belt certified or must have completed the department's Lean Six Sigma Yellow Belt course before registering. Upon successful completion, students will receive a certificate of training as a Lean Six Sigma Green Belt. (59 hours)

KC TWR 3/9-4/27 6-9 p.m.

PROJECT MANAGEMENT BASIC

Early: \$249

Regular: \$299

This course teaches basic project management techniques, including managing time and cost. Students will identify the features and attributes of a project, the steps and variables of the project management process, the effects of environmental, socioeconomic and organizational structure issues and the responsibilities of a project manager. (16 hours)

SC	S	2/6 & 2/13	8 a.m.-5 p.m.
KC	TR	3/1-3/10	5:30-9:30 p.m.

PROJECT MANAGEMENT INTERMEDIATE

Early: \$249

Regular: \$299

This course builds on the fundamentals taught in the Project Management Basic course. Learn how to implement quality measures, handle project risks, acquire and motivate team members and communicate effectively. This course also explores the characteristics of a good manager, how to build and maintain a productive team and utilization of analysis tools and reports to evaluate project performance. (16 hours)

SC	S	3/12 & 3/19	8 a.m.-5 p.m.
KC	TR	3/29-4/7	5:30-9:30 p.m.

PROJECT MANAGEMENT ADVANCED

Early: \$199

Regular: \$229

This course builds on the skills taught in the Project Management Intermediate course. Learn about contracts, procurement, solicitation, integration and the project management process. (8 hours)

SC	S	4/9	8 a.m.-5 p.m.
KC	TR	4/14 & 4/19	5:30-9:30 p.m.

PROJECT MANAGEMENT-CAPM CERTIFICATION PREP

Course Price: \$699

This course is designed to prepare individuals interested in taking the Project Management Institute (PMI)[®] (CAPM)[®] certification exam. The Certified Associate in Project Management (CAPM)[®] is an invaluable, industry-recognized certification that will distinguish you from others in the job market. It will establish you

as a credible and effective individual capable of working on or with project teams. Prerequisites: Students must possess a secondary degree (high school, associate or higher) as well as 1,500 hours of project experience or 23 hours of project management education completed by the start of the course. (24 hours)

NOTE: Students will be required to purchase textbooks and materials prior to the first day of class.

URC	TR	1/28-2/16	5:30-9:30 p.m.
KC	TR	4/28-5/24	6-9 p.m.

PROJECT MANAGEMENT-PMP CERTIFICATION PREP

Course Price: \$1,199

This course is designed for project managers interested in taking the Project Management Professional Certification. The Project Management Professional (PMP)[®] is the most important industry-recognized certification for project managers. As a PMP, you can work in virtually any industry, with any methodology and in any location. Prerequisites: Secondary degree (high school diploma, associate degree or the global equivalent or four-year degree), 4,500-7,500 hours leading and directing projects, plus 35 hours of project management education. (40 hours)

URC	MW	3/2-5/2	6-8:30 p.m.
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FLORIDA PRIVATE INVESTIGATOR INTERN TRAINING I

Course Price: \$300

This 24-hour course is one of two courses designed to prepare you for the unarmed private investigator intern course "CC" license and occupations that require investigations licensing. This course focuses on the understanding and demonstration of professional ethics, legal issues, evidence, surveillance, equipment for private investigation, report writing, anti-terrorism, courtroom demeanor and practice. (24 hours)

For additional course information, please call (904) 713-6004.

NC	SU	1/9, 10 & 16	9 a.m.-5p.m.
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FLORIDA PRIVATE INVESTIGATOR INTERN TRAINING II

Course Price: \$200

This 16-hour course is one of two courses in a two-part Private Investigator Intern program. It satisfies the requisite training required to obtain a course "CC" license. This course focuses on the understanding and demonstration of professional ethics, legal issues, evidence surveillance, equipment for private investigation, report writing, anti-terrorism, courtroom demeanor and practice. (16 hours)

For additional course information, please call (904) 713-6004.

NC SU 1/23 & 1/24 9 a.m.-5 p.m.

CERTIFIED PAYROLL PROFESSIONAL (CPP) CERTIFICATION EXAM PREP

Course Price: \$825

This course is designed to help payroll specialists interested in taking the Certified

Payroll Professional (CPP) exam. The Certified Payroll Professional certification is the highest payroll certification offered through the American Payroll Association (APA) and is recognized worldwide. (36 hours)

KC S 1/23-3/19 9 a.m.-1 p.m.

PAYROLL SPECIALIST FAST TRACK CERTIFICATE PROGRAM

Course Price: \$725

This fast track bundled course provides students with an effective and convenient way to learn and apply the skills required for basic payroll processing. Students will explore the basic accounting and payroll practices associated with payroll transactions, filing and more. At the conclusion of this certificate program, students will be equipped with the knowledge and skills necessary to successfully sit for the American Payroll Association's (APA), Fundamental Payroll Certification (FPC) exam. (32 hours)

URC TR 1/12-3/3 6 p.m.-8 p.m.

W.I.T.S. NATIONAL PERSONAL TRAINER CERTIFICATION

Course Price: \$749

Become a nationally certified personal trainer. After successfully passing the requirements of this nine-week course, you will be nationally certified through the World Instructor Training School (W.I.T.S). This certification program includes lecture, practical training and an internship. Instructional topics include biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. This is the only course of its kind in the industry. (36 lecture and lab hours, plus 30 internship hours)

Lecture

OD S 3/12-4/23 9 a.m.-noon

Practical Lab-Brooks Family YMCA

OD S 3/12-4/23 1-4 p.m.

NOTE: Students will be required to purchase textbooks and course materials from an authorized W.I.T.S. provider.

Check out the following professional development and certification courses at FSCJ North Campus:

- **IV THERAPY FOR LPNS**
- **RN REFRESHER**
- **RN NCLEX REMEDIATION**
- **RN CLINICAL REFRESHER (NCLEX)**
- **FLORIDA PRIVATE INVESTIGATOR INTERN TRAINING 1 & 2**
- **BARTENDING**
- **FOOD SAFETY MANAGER CERTIFICATION**

Register online at fscj.edu/continuingeducation or call (904) 357-8910 for more information.



FLORIDA STATE COLLEGE AT JACKSONVILLE™



SIX SIGMA CERTIFICATION

Six Sigma professionals exist at every level – each with a different role to play. Our Six Sigma certification courses are taught by an ASQ affiliated Master Black Belt instructor who possesses real world knowledge and extensive project experience.

Individuals will become familiar with the fundamental tools associated with Six Sigma, analyze and solve quality problems while overseeing quality improvement projects.

- * **Yellow Belt Certification**
- * **Green Belt Certification**
- * **Yellow to Green Belt Certification**

FOOD SAFETY MANAGER CERTIFICATION

Course Price: \$125

Prepare for the Food Safety Manager's Certification exam. Learn basic food protection practices, including how to prevent contamination and cross-contamination, personal hygiene and employee health policies, managing controls in a food establishment, monitoring food flow from purchase and receipt to storage and display, maintaining food thermometers and time and temperature controls, conducting cleaning and sanitizing, design and upkeep of facility and pest control. You'll have a better understanding of food service issues and be ready to earn your certification. (8 hours)

NC	M	1/4	9 a.m.-5 p.m.
NC	M	2/1	9 a.m.-5 p.m.
NC	M	3/7	9 a.m.-5 p.m.
NC	M	4/4	9 a.m.-5 p.m.

LOCAL ANESTHESIA DELIVERY FOR THE LICENSED DENTAL HYGIENIST

Course Price: \$800

As a Florida-licensed dental hygienist, it is now possible for you to be certified to deliver local anesthesia to your patients. Prepare for certification with this 60-hour course that includes a self-paced online section and hands-on preclinical/clinical instruction. Learn the neurophysiology, techniques and legal considerations of local anesthetics. The required text for this course is "Local Anesthesia for the Dental Hygienist, Logothetis" by D. Elsevier (2012). (60 hours)

NC	TBA	1/6-4/20	TBA
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CAREER ENRICHMENT

CERTIFICATE IN STRATEGIC LEADERSHIP (10 CEUS)

Online

Develop strategic thinking skills and encourage it in others. Stimulate your strategic thinking, learn to recognize patterns that impact strategy and enhance your abilities to generate new insights and ideas.

American Management Association (AMA) self-study courses bring up-to-date, real-world solutions for today's business challenges. You get the latest management information, "how-to" explanations, practical examples and solutions to your daily challenges. (12 weeks)

To register for the Certificate in Strategic Leadership, visit flexcourseroom.com/fscj today.

Open Enrollment

CERTIFICATE IN GENERAL MANAGEMENT (10 CEUS)

Online

Develop the crucial foundational skills to shift from being an individual contributor to a well-respected manager who can achieve team success and drive bottom-line performance by motivating, delegating, coaching and communicating. (12 weeks)

Open Enrollment

CERTIFICATE IN SUPERVISION (10 CEUS)

Online

Develop the personal, interpersonal and group skills to be influential in one-on-one situations, facilitate group performance and become an effective supervisor. (12 weeks)

Open Enrollment

American Management Association (AMA) self-study courses bring up-to-date, real-world solutions for today's business challenges. You get the latest management information, "how-to" explanations, practical examples and real solutions to your daily challenges. To register for the Certificate in General Management or Supervision, visit flexcourseroom.com/fscj today.

BUSINESS WRITING ACADEMY

Early: \$699

Regular: \$749

This dynamic six-week series will sharpen your grammar skills, help you organize your material, polish your writing style and most importantly, boost your professional standing. Writing clear, concise, correct and conversational messages maximizes effective communication. Employers cite good writing among the most valued skills for their employees. Select combination or individual courses, or enroll in the entire

six-week Business Writing Academy (Grammar & Usage, Business Writing Style, Proofreading, Letters and Email, and Reports and Proposals). (24 hours)

URC	T	1/12-2/16	8:30 a.m.-12:30 p.m.
OD	R	3/3-4/14	5:30-9:30 p.m.

BWA I: GRAMMAR REFRESHER

Early: \$199 Regular: \$249

This course will introduce skills that can be applied immediately to your writing and speaking. Avoid embarrassing errors and sharpen your communication skills with this review of grammar fundamentals. Get practical pointers on punctuation and rules for identifying parts of speech, subject-verb agreement and proper pronoun usage. Learn tips for spotting and fixing tricky spellings and review handy guidelines for capitalization, writing numbers and using abbreviations. (8 hours)

URC	T	1/12 & 1/19	8:30 a.m.-12:30 p.m.
OD	R	3/3 & 3/10	5:30-9:30 p.m.

BWA II: BUSINESS WRITING STYLES

Early: \$99 Regular: \$149

Cut through wordiness and get to the point. Develop a professional writing style that avoids stilted formal expressions and uses positive, simple language to convey your ideas. Avoid "isms," stereotypes, bias and gender errors, and discover the five "C's" criteria for better writing. This course will show you how to write in an active voice and fine-tune your tone to meet reader expectations. The practical writing skills you develop will empower your business documents and letters to get attention and results. (4 hours)

URC	T	1/26	8:30 a.m.-12:30 p.m.
OD	R	3/17	5:30- 9:30 p.m.

BWA III: PROOFREADING

Early: \$99 Regular: \$149

Develop the critical eye for detail and good judgment you need for precise proofing from first draft to final copy. Simplify your revisions and detect tricky spelling, typos and punctuation traps with time-saving editing techniques and multi-pass proofing methods. Get tips for meeting deadlines and standard proofreading symbols that professional editors

use. Solid proofreading skills will make you a more valued member of the workplace. Let this course help you become the "eagle eye" of your department. (4 hours)

URC	T	2/2	8:30 a.m.-12:30 p.m.
OD	R	3/31	5:30-9:30 p.m.

BWA IV: LETTERS AND EMAILS

Early: \$99 Regular: \$149

Take the guesswork out of writing letters and emails. Learn how to craft effective communication by preparing and focusing on your audience. Review letter basics and email etiquette that will generate clear, informative messages. Write attention-grabbing openings that build rapport with your reader and end your letters with strong closings that inspire actions. With good planning and style know-how, you can get results with all your business correspondence. (4 hours)

URC	M	2/8	8:30 a.m.-12:30 p.m.
OD	R	4/7	5:30-9:30 p.m.

BWA V: REPORTS AND PROPOSALS

Early: \$99 Regular: \$149

This course will help you showcase your technical expertise and advance your projects with model reports and proposals. Review pointers for creating documents by organizing your data, recording the research and selecting the right format for your audience. Learn when to bolster your message with graphs, charts, tables and statistics. Businesses make crucial decisions based on written reports and proposals you write, so communicating complex information clearly and persuasively is key. (4 hours)

URC	T	2/16	8:30 a.m.-12:30 p.m.
OD	R	4/14	5:30-9:30 p.m.

CERTIFICATE IN SUCCESS SKILLS IN THE WORKPLACE (10 CEUS)

Online

Develop a toolkit of proven techniques to powerfully, persuasively and professionally win respect, influence people, cultivate cooperation and deliver information which all are absolutely essential to career success. American Management Association (AMA) self-study courses bring up-to-date, real-world

Visit our website and enroll today!

solutions for today's business challenges. You get the latest management information, "how-to" explanations, practical examples and real solutions to your daily challenges. (12 weeks)

To register for the Certificate in Success Skills in the Workplace, visit flexcourseroom.com/fscj today.

Open Enrollment

WORKPLACE ESSENTIALS

CERTIFICATE IN BUSINESS COMMUNICATIONS MANAGEMENT (10 CEUS)

Online

Maximize all your business interactions and achieve your critical goals. Develop the interpersonal and communication tools you need to ensure mutual clarity and understanding when dealing with others.

FLORIDA STATE COLLEGE
OF JACSONVILLE

We are here to help.

- Military and veteran student advocacy
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Make the Transition From Service Member to Business Leader!

POPULAR COURSE



FOOD TRUCK FOR LIFE

THE FOOD TRUCK CONCEPT has become an influential segment in the foodservice industry.

This workshop will:

- introduce you to mobile food management
- provide the fundamentals of owning and operating a food truck or cart

It will also familiarize you with the tools needed to:

- formulate a food truck concept
- standardize a plan
- plan a menu
- help you with truck/cart design and location

TO REGISTER, VISIT

fscj.edu/continuingeducation



American Management Association (AMA) self-study courses bring up-to-date, real world solutions for today's business challenges. You get the latest management information, "how-to" explanations, practical examples and real solutions to your daily challenges. (12 weeks)

To register for the Certificate in Business Communications Management, visit www.flexcourseroom.com/fscj.

Open Enrollment

CERTIFICATE IN CUSTOMER SATISFACTION MANAGEMENT (10 CEUS)

Online

Develop the skills you need to communicate professionalism, gain respect, enhance customer relationships and secure an overall competitive advantage through customer service excellence. American Management Association (AMA) self-study courses bring up-to-date, real-world solutions for today's business challenges. You get the latest management information, "how-to" explanations, practical examples and real solutions to your daily challenges. (12 weeks)

To register for the Certificate in Customer Satisfaction Management, visit flexcourseroom.com/fscj today.

Open Enrollment

ENTREPRENEURSHIP AND SMALL BUSINESS

START UP!

Course Price: \$499

This hands-on seven-week series is for individuals seeking to start or grow a small business. Students will explore the fundamental elements of starting a small business including understanding the financial and tax implications of the various small business formations, to learning how to leverage Quick Books Pro to set-up and manage their small business finances. At the conclusion of the Start Up! series, students will be equipped with the tools necessary to

successfully build and/or grow a small business. (28 hours)

URC S 3/5-4/30 9 a.m.-1 p.m.

QUICKBOOKS PRO

Early: \$399

Regular: \$429

This interactive, hands-on course will introduce the basic features of QuickBooks Pro. Learn the skills to operate the software properly and manage transactions and finances for your business. (12 hours)

URC S 1/23-2/6 9 a.m.-1 p.m.
URC W 4/6-4/20 9 a.m.-1 p.m.

FINANCIAL STRATEGIES FOR SUCCESSFUL RETIREMENT

Course Price: \$50

Are you retired, nearing retirement or thinking about developing a retirement plan after your professional career? This course introduces financial concepts and strategies to help you make appropriate choices when confronted with decisions about investment alternatives, insurance coverage, healthcare costs and more. Proper financial planning is vital to achieving your retirement objectives. Course book is optional and can be purchased at the time of the course for \$40. (10 hours)

Please visit our website at fscj.edu/continuingeducation for course dates and registration.

MAXIMIZING SOCIAL SECURITY BENEFITS

Course Price: \$29

Learn how to prepare for your retirement needs and the secrets of how to successfully leverage your social security benefits to ensure maximum impact and longevity. (2 hours)

KC S 3/5 9-11 a.m.

INTRODUCTION TO GRANT WRITING

Course Price: \$149

This course covers everything you need to know to be introduced to the wonderful world of alternative funding. From the newbie to the established, you will learn how to locate the best grant-funding opportunities and how to

write a winning grant proposal using proven strategies, tips and models developed by successful grant writers. (10 hours)

SC T 2/2-2/23 6-8:30 p.m.

UNDERSTANDING PATENTS, TRADEMARKS & COPYRIGHTS

Early: \$99 Regular: \$119

This course is designed to introduce the various types of intellectual property, namely patents, trademarks and copyrights. Learn the basic requirements for protecting each type of intellectual property, highlight the sources of authority that govern intellectual property law and explain what types of rights are available. (6 hours)

URC S 1/23-1/30 9 a.m.-noon

CERTIFICATE IN SALES AND MARKETING MANAGEMENT (10 CEUS)

Online

Develop the skills and techniques necessary to help your organization enhance the bottom line by building a customer-focused culture. American Management Association (AMA) self-study courses bring up-to-date, real-world solutions for today's business challenges. You get the latest management information, how-to explanations, practical examples and real solutions to your daily challenges. (12 weeks)

To register for the Certificate in Sales and Marketing Management, visit flexcourseroom.com/fscj today.

Open Enrollment

FOOD TRUCK LIFE

Early: \$79 Regular: \$99

Catch a glimpse into the day in the life of a food truck chef. Learn everything from menu planning to product selection and preparation. Also, get a first-hand account of what it takes to own and operate a food truck business. This course includes a live cooking demonstration with food sampling. (3 hours)

Please visit our website at fscj.edu/continuingeducation for course dates and registration.

NORTHEAST FLORIDA CRIMINAL JUSTICE CENTER IS OFFERING:

- > Basic Law Enforcement Officer
- > Crossover from Correctional Officer to Law Enforcement Officer
- > 911 Telecommunicator Training Course



For more information, please email r.nettles@fscj.edu or call (904) 713-4814.

THIS CLASS IS A JOKE!

Early: \$119 Regular: \$129

Learn the profession of stand-up comedy. You will develop your own style of humor and presentation. Whether you want to be the life of the party or a stand-up comedian, here's your chance to learn how to leave them laughing. Classes take place in the professional surroundings at the Comedy Club of Jacksonville on Beach Boulevard. You will receive lots of stage time and professional microphone skills plus improve stage skills while developing your own style of stand-up comedy show. (10 hours)

Comedy Club of Jacksonville
W 2/17- 3/16 6-8 p.m.

MANDARIN CHINESE

Early: \$179 Regular: \$199

In this fun and interactive course, students will master the fundamentals of spoken and written Mandarin Chinese which is the official language of Mainland China and Taiwan. By the end of the course students will be able to engage in simple conversation read, write and even type multiple characters. Students purchase the following textbook prior to the start of the course: "Chinese for Beginners: Mastering Conversational Chinese" by Yi Ren & Xiayuan Liang. (16 hours)

OD MW 1/20-2/17 6-8 p.m.
URC MW 4/4-4/27 6-8 p.m.

SPEAKING SPANISH I

Early: \$179 Regular: \$199

Discover the many benefits of knowing a second language by learning to speak Spanish. This course is ideal for the business and recreational traveler as well as those seeking skills for bilingual business communications. This basic level course will emphasize oral and written expression and pronunciation, grammar and vocabulary. Students must bring an English/Spanish dictionary to the course and must purchase the following textbook prior to the start of the course: "Basic Spanish from the Practice Makes Perfect Series" by Dorothy Richmond. (16 hours)

KC MW 2/22-3/16 6-8 p.m.
URC S 4/16-5/7 9 a.m.-1 p.m.

EVERYDAY LANGUAGES

BASIC AMERICAN SIGN LANGUAGE

Early: \$179 Regular: \$199

Have you ever marveled at the beauty of sign language? Enroll in this introductory, conversational course and learn to communicate basic needs, wants and general manners. Get your hands involved in this wonderful 3D language art. (15 hours)

OD S 1/16-1/30 8:30 a.m.-1:30 p.m.
NC S 4/2-4/16 8:30 a.m.-1:30 p.m.

SPEAKING SPANISH II

Early: \$179

Regular: \$199

Students will focus on grammar, pronunciation, listening, reading and writing. Lively exercises and scenarios are presented to develop the ability to effectively communicate in a variety of settings, from restaurants and shopping to business exchanges and travel. Students must bring an English/Spanish dictionary to the course and must purchase the following textbook prior to the start of the course: "Basic Spanish from the Practice Makes Perfect Series" by Dorothy Richmond. (16 hours)

SC	T	1/12-3/1	6-8 p.m.
KC	MW	4/4-4/27	6-8 p.m.

SPEAKING SPANISH III

Early: \$179

Regular: \$199

This course is a continuation of Spanish II. Demonstrate an ever-increasing mastery of Spanish. Speak with grace and complete naturalness on many new subjects. Delve deeper into various scenarios and situations. Choose from a broader accumulation of vocabulary and structures to respond effortlessly. This is a semi-immersion course. The use of English will be limited. Students must bring an English/Spanish dictionary to the course and must purchase the following textbook prior to the start of the course: "Practice Makes Perfect Complete Spanish Grammar," 2nd Edition by Gilda Nissenberg. (16 hours)

KC	TR	1/19-2/11	6-8 p.m.
SC	T	3/29-5/17	6-8 p.m.

SOCIAL MEDIA

INTRODUCTION TO SOCIAL MEDIA

Early: \$99

Regular: \$129

This interactive course will introduce you to the basic elements of some of the most popular social media tools being used today. Join us and learn more about how to tweet, post and comment. (8 hours)

NC	S	1/9 & 1/16	9 a.m.-1 p.m.
NAS	S	3/5 & 3/12	9 a.m.-1 p.m.

LINKING IN TO LINKEDIN

Early: \$49

Regular: \$69

LinkedIn is the place for business professionals and can be a tremendously powerful tool to grow your business, your network and get noticed. Learn how to search for information, find professionals, discover business partners and get recommendations about business topics. Now is the time to get LinkedIn. (3 hours)

NC F 1/15 9 a.m.-noon

PERSONAL GROWTH & ENRICHMENT

SEWING 101

Early: \$129

Regular: \$149

Learn the basics of a sewing machine and how to sew a simple seam. Students will finish the course having made an infinity scarf. Prerequisite: Students must bring their own sewing machine. (12 hours)

URC S 1/16-1/30 9 a.m.-1 p.m.

SEWING INTERMEDIATE

Early: \$129

Regular: \$149

This project-based course is more than a notion. Build on the basic elements taught in Sewing 101. Learn about sewing terms, sewing stitches, fabric types, notions, how to read a pattern and much more. Prerequisite: Students must bring their own sewing machine. (12 hours)

URC S 3/5-3/19 9 a.m.-1 p.m.

BASIC MAKEUP TECHNIQUES

Early: \$49

Regular: \$69

In this makeup course, you will learn all the tips and tricks to applying makeup. Learn how to create a natural and glamorous look based on your face's shape, contour and structure. Take your look from day to night with the sweep of a brush. (3 hours)

OD S 1/30 10 a.m.-1 p.m.

BEAUTIFUL DESIGN: INTRODUCTORY NAIL ART TECHNIQUES

Course Price: \$199

The course will introduce students to the basics of nail art technique. Students will explore rhinestone application, flatstone design, glitter usage and application, as well as decal application (self-adhesive and water transfers). Learn how to design animal patterns, flowers with the dotting tool, hand-painted designs, abstract designs, marbled, stained glass and more. Learn how to create your own nail art masterpiece. (16 hours)

Please visit our website at fscj.edu/continuingeducation for course dates and registration.

ADVANCED BARBERING TECHNIQUES

Course Price: \$199

This course will introduce students to Advanced Barbering techniques. The hands-on, creative training offered in this course is led by licensed barbers who are experts in the field. The course is best suited for barbers who have already mastered the fundamentals of their craft and are now ready to progress into more advanced techniques. (16 hours)

Please visit our website at fscj.edu/continuingeducation for course dates and registration.

AUCTION & PLAY: BRIDGE BASICS

Early: \$69

Regular: \$89

Learn the business and intellectual skills used by top executives to master the game of bridge. This introduction to the popular card game of bridge is ideal for the beginner, advanced and inquisitive player. Students will learn the fundamentals of bidding and card play technique. This is a simple, quick-start approach to this challenging yet rewarding card game. (9 hours)

URC	F	1/29-2/12	5:30-8:30 p.m.
NAS	S	4/2-4/16	9 a.m.-noon

CHECK MATE!

Early: \$69

Regular: \$89

This course is designed to introduce new or beginning students to the fundamental rules

and strategies of the game of chess. Students will become familiar with the basic tools and rules of this dynamic game. Through interactive lessons and hands-on practical application, you will learn winning tactics and strategies to improve your overall confidence and playability. (8 hours)

OD S 1/9 & 1/16 9 a.m.-1 p.m.

THE CRAFT BEER SCENE WITH MELLOW MUSHROOM

Early: \$69 Regular: \$89

This course will provide an in-depth look into the world of beer from the origins of brewing and ingredients to the ever growing craft beer market. Learn about beer ingredients and the origination of brewing, the brewing process, styles of beers and their differences, large scale brewing versus craft brewing and ideal food pairings. Participants must be 21 years of age and will be required to bring a valid driver's license to class. (3 hours)

Mellow Mushroom (Southside)

S 4/16 10 a.m.-1 p.m.

WINE & DESIGN

Early: \$69 Regular: \$89

Meet at the Winey Wench Café to learn the basics of painting, while also sampling and learning about unique and flavorful wines from around the world. Participants must be 21 years of age and will be required to bring a valid driver's license to class. (3 hours)

Winey Wench Café

F 1/29 6-9 p.m.
F 3/11 6-9 p.m.

ESSENTIALS OF WINE TASTING

Course Price: \$150

Explore the essentials of wine tasting. This course will introduce students to various kinds of wines and their respective regions of origin. Participants can select combination or individual courses, or enroll in the entire Wine Appreciation Package-Wine Tasting I, II & III. (6 hours)

Please visit fscj.edu/continuingeducation for course dates and registration.

WINE TASTING I-BURGUNDY VS. BORDEAUX

Course Price: \$60

This course will focus on old world wine regions specifically featuring the regions of Burgundy and Bordeaux. (2 hours)

Please visit fscj.edu/continuingeducation for course dates and registration.

WINE TASTING II-PIEDMONT VS. TUSCANY

Course Price: \$60

Which Italian wine region is King? Students will discover what makes these two wine regions so special by exploring wines that have originated from each. (2 hours)

Please visit fscj.edu/continuingeducation for course dates and registration.

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WINE TASTING III-HOLIDAY WINE

Course Price: \$60

This course will introduce students to the perfect wine(s) to make their holiday meal even more spectacular. (2 hours)

Please visit our website at fscj.edu/continuingeducation for course dates and registration.

INSPIRED MOSAICS CREATED BY YOU!

Course Price: \$59

Join us for a fun-filled evening where you will learn the fundamentals of mosaics. Learn to properly use mosaic supplies such as glass tile, adhesive and grout. A grouting demonstration is provided and each student will receive a grouting kit to take home. At the end of the course, surprise your friends and family with your very own mosaic masterpiece. Remember you do not need prior mosaic or art experience. (2 hours)

SC	R	1/7	6:30-8:30 p.m.
SC	T	2/9	6:30-8:30 p.m.
SC	T	3/8	6:30-8:30 p.m.

SHOP SMART, FILL YOUR CART: COUPONING 101

Early: \$99 Regular: \$119

Do you want to get started with couponing? Learn strategies to maximize your savings by reducing your monthly grocery, household, personal and small business expenses. Learn the couponing lingo as well as strategies to organize, stack and find deals. Visit a local retailer and explore the right way to maximize manufacturer's coupons to save big. (8 hours)

SC	S	1/9 -1/16	9 a.m.-1 p.m.
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DO-IT-YOURSELF (DIY) WORKSHOP

Course Price: \$125

This hands on do-it-yourself course could potentially save you hundreds even thousands in household repairs. Why call a repair guy for your household repairs when you can take this course? This course is led by a licensed/state certified building contractor. Each student will have their own station and the required tools necessary to participate in the repair demonstrations. (2 hours)

Please visit our website at fscj.edu/continuingeducation for course dates and registration.

ZUMBA!

Course Price: \$99

Join the course that started the dance-fitness revolution and changed the way we look at a "workout" forever. Zumba involves dance and aerobic elements and its choreography incorporates hip-hop, samba, salsa, merengue and mambo. Don't miss out on this wonderful opportunity to get fit and have fun at the same time. (16 hours)

SC	MR	2/29-4/28	6-7 p.m.
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INTRODUCTION TO YOGA

Course Price: \$79

This introductory course is designed for all levels, from beginner to advanced. Students will focus on peak poses and will incorporate power vinyasa techniques to increase strength and cardiovascular training. (8 hours)

SC	T	1/5-2/23	4-5 p.m.
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BASIC SELF DEFENSE

Course Price: \$99

Learn how to be proactive and protect yourself. This course introduces techniques for getting free from an attacker, disabling an attacker and escaping to safety. (6 hours)

SC	W	3/30-4/13	6-8 p.m.
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3D PRINTING

Course Price: \$49

This course will introduce students to the exciting possibilities of 3D printing technology. See how 3D printing is changing the world of technology, industry medicine and art. Topics to include an overview of software, model creation, printer technologies and post processing. Students will have the opportunity to create their own 3D print. (2 hours)

SC	S	1/16	1-4 p.m.
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FILM PRODUCTION 101: BASICS OF THE BUSINESS

Early: \$79 Regular: \$99

This course is for anyone who wants to learn about the business of the film and television industry. Get introduced to the various stages of film production such as pre-production, production and post-production. In addition, explore the basic nuts and bolts of what is needed to produce a script, film, commercial or play. (6 hours)

URC S 1/30-2/6 9 a.m.-noon

THE FUNDAMENTAL ELEMENTS OF SCREENWRITING

Early: \$119 Regular: \$139

If you are new to screenwriting or planning to write a screenplay or script, this course will introduce you to screenplay structure, plot, dialogue, format writing rules and screenwriting etiquette. Through group discussion, students will explore the successful screenwriting elements of famous screenplays and popular films. (12 hours)

KC MW 2/8-2/22 5:30-8:30 p.m.

SCREENWRITING WORKSHOP 2

Early: \$119 Regular: \$139

This intensive course is designed for students who have completed or nearly completed a screenplay. In this workshop, students will discuss their project or ideas and receive practical feedback on how to better construct, promote and organize their screenplay from an experienced film and television producer. (12 hours)

KC MW 4/4-4/13 5:30-8:30 p.m.

THE AUTHOR'S ACADEMY: TOOLKIT FOR SUCCESS

Course Price: \$ 499

This dynamic eight-week series will immerse current and prospective authors in a study of book publishing and marketing. Students will learn the business, sales and digital aspects of the industry as well how to leverage social and digital media marketing tools to make your book a success. The Authors Academy is comprised of four courses. Students can select combination or individual courses, or enroll in the entire eight-week Authors Academy Series

(Business of Writing, Creating a Successful Business Plan, Marketing Your Book, A Publishers Mindset). (38 hours)

OD TR 2/2-3/29 6-8:45 p.m.

THE AUTHOR'S ACADEMY: TOOLS FOR THE AUTHOR

Course Price: \$99

This introductory course starts students on the journey of moving from being a writer to becoming a businessperson. Students will explore the various tools available to assist them in introducing a book. Students will discuss issues such as paying for book publishing, distribution options and developing a business plan. (8 hours)

OD TR 2/2-3/17 6-8:45 p.m.

AUTHOR'S ACADEMY: CREATING A BUSINESS PLAN

Course Price: \$129

Learn how to write a complete and implementable business plan that can lay the ground work for your success as an author. This course will cover all aspects of a business plan

for authors. Discover how to clearly express your unique genre, research market potential, financial plan and advertising and promotion strategies. (10 hours)

OD TR 2/11-2/23 6-8:30 p.m.

THE AUTHOR'S ACADEMY: MARKETING THROUGH SOCIAL MEDIA

Course Price: \$129

This course will introduce strategies for effectively leveraging social media to promote your book. Students will explore various sites to discuss the effectiveness of each site in promoting a book. Students will also learn how to create and maintain social media accounts and pages, as well as how to properly gauge the activity and success of your social media account. (10 hours)

OD TR 2/25-3/8 6-8:30 p.m.

THE AUTHOR'S ACADEMY: THE PUBLISHERS MINDSET

Course Price: \$129

This course covers the various aspects of the book publishing process. Explore the various publishing options, scams and fees to avoid, printing and binding options, establishing an online presence, developing marketing materials, maximizing book signings and much more. (10 hours)

OD TR 3/10-3/29 6-8:30 p.m.

INDEPENDENT ARTIST BOOT CAMP

Early: \$89 Regular: \$109

Learn the intricacies of the music industry. Whether you're an artist trying to make it in the mainstream industry or just beginning your music career, this course is for you. Explore the business of the independent artist industry and learn about song writing, copyrighting, publishing and much more. (4 hours)

OD S 1/16 9 a.m.-1 p.m.

DISCOVERING ME: UNCOVERING MY GENEALOGY TREE

Early: \$69 Regular: \$89

This course will introduce you to the various genealogy resources and tools available to help you discover the unique details of your family history. Uncover your family tree and discover you! (4 hours)

NC S 1/16 9 a.m.-1 p.m.
URC S 4/2 9 a.m.-1 p.m.

LANDSCAPING 101: SUSTAINABLE MANAGEMENT & DESIGN

Course Price: \$99

Learn the basic and foundational skills of the science of landscaping. During this course students will explore the concepts of design, irrigation, lighting and plant harmony. A visit to a local plant nursery will enable students to apply the knowledge learned in the classroom setting. Whether you are an individual interested in enhancing your front yard or own a home improvement business, this course will awaken your creativity and equip you with

tools and techniques that can immediately be applied to your lawn, terrace or garden. (3 hours)

Please visit our website at fscj.edu/continuingeducation for course dates and registration.

AQUAPONICS: AN ALTERNATIVE FARMING ENTERPRISE

Course Price: \$99

Learn how to grow more nutritionally beneficial fruits, vegetables and produce that last longer and taste better. This introductory course on aquaponics will introduce the basics of this alternative system for farming fish and plants together in an efficient and environmentally friendly manner. Receive vital information and resources necessary to implement this system in your back yard or incorporate into your existing farm operation. This hands-on, interactive course is being offered in conjunction with Traders Hill Farms in Hilliard, Florida. (3 hours)

Please visit our website at fscj.edu/continuingeducation for course dates and registration.

DEALING WITH DEATH AND THE FUNERAL PROCESS

Course Price: \$49

This course provides practical information about death and the funeral process so that students can make informed choices before and after the death of a loved one. This who, what, when, where and why course will provide students with the information necessary to make an informed decision during a very difficult time. (2 hours)

SC S 3/5 9-11 a.m.
SC W 3/16 6-8 p.m.

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ADOBE

PHOTOSHOP BASIC

Early: \$189 Regular: \$239

Adobe Photoshop is a graphics package used to create, modify and correct pictures and images. You can also create new images, import images from other graphics applications and work with scanned images. Photoshop also allows you to merge and edit color images and create original artwork and collages for both print media and the web. (8 hours)

URC S 3/5 & 3/12 9 a.m.-1 p.m.

PHOTOSHOP ADVANCED

Early: \$189 Regular: \$239

Adobe Photoshop emphasizes how to enhance the quality of photos. This advanced course focuses on masking, vector paths and overlaying images to augment the quality of images. (8 hours)

URC S 4/2 & 4/9 9 a.m.-1 p.m.

ILLUSTRATOR BASIC

Early: \$189 Regular: \$239

This course begins with the basics. After becoming familiar with the Illustrator environment, learn how to create a simple illustration by creating and manipulating shapes and drawing and editing paths. Plus, learn how to apply color, gradients and transparency, as well as how to work with text and layers. (8 hours)

URC R 1/7 8 a.m.-5 p.m.

INDESIGN BASIC

Early: \$189 Regular: \$239

Learn to create documents, place text and graphics and create custom color swatches. Work with master pages and multi-page documents. Learn how to format text, apply styles, work with threaded text frames, position and group objects, and work with layers. Finally, print documents, create print presets and package documents for commercial printing. (8 hours)

URC MW 1/25 & 1/27 5:30-9:30 p.m.
URC S 2/20 & 2/27 9 a.m.-1 p.m.

INDESIGN ADVANCED

Early: \$189 Regular: \$239

Learn how to create complex document structures, create tint and gradient swatches and use object libraries and snippets to work more efficiently. Explore advanced typography and composition techniques including working with graphics, object styles, tables, special characters and the Story Editor. (8 hours)

URC S 4/16 & 4/30 9 a.m.-1 p.m.

DIGITAL GRAPHICS & PHOTOGRAPHY

DIGITAL PHOTOGRAPHY INTRODUCTION

Early: \$149 Regular: \$179

A great photograph begins when you recognize a great scene or subject. But recognizing a great opportunity isn't enough to capture it, you also have to be prepared. This introductory course will acquaint you with your camera well enough for you to capture what you see. Please bring your digital camera to course along with your computer connection cords and the instructional manual. (12 hours)

KC S 1/23-2/6 9 a.m.-1 p.m.

DIGITAL PHOTOGRAPHY INTERMEDIATE

Early: \$149 Regular: \$179

Your pictures will improve with every shot you take. This course will take you through focus, flash, shutter, exposure, aperture and much more. No matter how much you know, there will be more to discover with photography. (12 hours)

URC S 2/13-2/27 9 a.m.-1 p.m.

MICROSOFT OFFICE

MICROSOFT ACCESS 2013: BASIC

Early: \$179 Regular: \$199

Learn to get started with Access 2013, build and use queries, use forms and reports and modify the database structure. (8 hours)

URC F 1/15 8 a.m.-5 p.m.
SC M 3/7 & 3/17 8 a.m.-noon

MICROSOFT ACCESS 2013: INTERMEDIATE

Early: \$179 Regular: \$199

Learn to create multiple tab queries, enhance forms, analyze data with reports, import and export data, analyze data design using Northwind and create advanced queries. (8 hours)

URC F 1/29 8 a.m.-5 p.m.
SC M 3/28 & 4/4 8 a.m.-noon

MICROSOFT ACCESS 2013: ADVANCED

Early: \$179 Regular: \$199

Learn to create advanced reports, build a database interface, create macros, create modules and VBA and maintain the database. (8 hours)

URC F 2/19 8 a.m.-5 p.m.
SC M 4/25 & 5/2 8 a.m.-noon

MASTERING MICROSOFT ACCESS 2010

Course Price: \$349

Become familiar with the basic, intermediate and advanced aspects of Microsoft Access. This bundled course will introduce students to skills such as planning and designing databases, creating and using queries, creating and modifying charts and pivot tables, as well as how to use the Access web editing tools. (24 hours)

URC TR 4/4-4/28 6-9 p.m.

MICROSOFT EXCEL 2010: BASIC

Early: \$179 Regular: \$199

This course covers simple functions, basic formatting techniques and printing. Students will learn how to create and modify charts, as well as how to manage large workbooks. (8 hours)

KC M 1/11 8 a.m.-5 p.m.
 URC R 2/18 & 2/25 8 a.m.-noon

MICROSOFT EXCEL 2010: INTERMEDIATE

Early: \$179 Regular: \$199

This course covers advanced charting techniques, use of trend lines and spark lines, worksheet auditing and protection, file sharing and merging, and workbook templates. In addition, students will learn how to work with Pivot Tables and Pivot Charts. (8 hours)

KC M 1/25 8 a.m.-5 p.m.
 URC W 3/17 & 3/31 8 a.m.-noon

MICROSOFT EXCEL 2010: ADVANCED

Early: \$179 Regular: \$199

This course explores advanced Excel formulas, as well as lookup functions such as VLOOKUP, MATCH and INDEX. Learn how to import and export data, and how to query external databases. In addition, learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, SmartArt graphics and conditional formatting with graphics. (8 hours)

OD TR 1/12 & 1/14 5:30-9:30 p.m.
 URC W 4/20 8 a.m.-5 p.m.

MICROSOFT EXCEL 2010: CHARTS AND PIVOT TABLE

Early: \$99 Regular: \$119

If you are new to Microsoft Excel 2010 and would like to create charts that will impress the boss, this is the course for you. Even beginners will be able to produce presentation-worthy charts. (3 hours)

KC M 1/11 6-9 p.m.
 URC S 3/12 9 a.m.-noon

MICROSOFT EXCEL 2013: BASIC

Early: \$179 Regular: \$199

This introductory course will help you to get started with Microsoft Excel 2013. Learn how to work with formulas and functions, format a worksheet, work with charts and analyze data using formulas. (8 hours)

URC W 1/13 & 1/20 8 a.m.-noon
 SC TR 2/2 & 2/4 5:30-9:30 p.m.
 NAS M 3/7 8 a.m.-5 p.m.

MICROSOFT EXCEL 2013: INTERMEDIATE

Early: \$179 Regular: \$199

This Intermediate course builds upon the foundational skills introduced in the Excel 2013: Basic course. Learn how to manage workbook data, use tables, analyze table data, automate worksheet tasks, enhance charts and use "what if" analysis. (8 hours)

URC W 2/10 & 2/17 8 a.m.-noon
 SC TR 2/23 & 2/25 5:30-9:30 p.m.
 NAS W 3/28 8 a.m.-5 p.m.

MICROSOFT EXCEL 2013: ADVANCED

Early: \$179 Regular: \$199

Get equipped with the knowledge to analyze data with pivot tables, exchange data with other programs, share Excel files and incorporate web information. Learn to customize Excel, manage advanced worksheets and program with Excel. (8 hours)

URC T 4/19 8 a.m.-5 p.m.

MASTERING MICROSOFT EXCEL 2013

Course Price: \$499

Can Excel really be mastered? Absolutely. This advanced Excel training course is perfect for beginners and intermediate users who want to better understand and make the most of Excel's many features and functions. Learn how to manage spreadsheets, input pivot charts, tables and macros, perform calculations, use formulas and create functions and much more. Learn the shortcuts, tips and tricks to Mastering Excel. Students must purchase the following textbook prior to the start of the course: "Microsoft Excel 2013: Comprehensive" by Steven M. Freund (Shelly Cashman Series). (40 hours)

URC S 4/2-6/4 9 a.m.-1 p.m.

GET ORGANIZED! USING MICROSOFT OUTLOOK

Early: \$99 Regular: \$119

This course provides insight on how to use Outlook tasks, to-do items and calendars more efficiently. Learn how to create, assign and track tasks that you have assigned, as well as a status report or a comment about a task assignment. Update Outlook calendar labels to

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colored categories, make an entry recur, change the reminder for a single entry, change the default reminder time and change how time appears to yourself and others. (3 hours)

SC W 1/20 9 a.m.-noon

MASTERING MICROSOFT POWERPOINT 2010

Course Price \$299

In this bundled course students will be introduced to the basic and advanced skills of PowerPoint. This course will prepare you to create professional presentations for clients, business meetings or even sales conferences. Students will learn how to use templates, tables, charts, themes, slider master and transition effects as well as SmartArt graphics multimedia content and PowerPoint distribution options including PDF, HTML and online broadcast. (16 hours)

SC S 2/6-2/27 9 a.m.-1 p.m.

MICROSOFT POWERPOINT 2013: BASIC

Early: \$179 Regular: \$199

Learn how to create, format and prepare presentations for delivery. Students will also

explore how to apply content and styles, use templates, create shapes as well as charts and tables. (8 hours)

NAS TR 1/19 & 1/21 8 a.m.-noon
URC F 4/8 8 a.m.-5 p.m.

MICROSOFT POWERPOINT 2013: ADVANCED

Early: \$179 Regular: \$199

Students will explore advanced PowerPoint techniques such as working with master slides, creating custom shows, editing and importing charts and leveraging special effects to make presentations more dynamic and impactful. (8 hours)

URC F 4/29 8 a.m.-5 p.m.

MASTERING MICROSOFT WORD 2010

Course Price: \$349

This course will introduce students to all the tools and features of Microsoft Word. This bundled course will cover the beginning, intermediate and advanced features of Microsoft Word. Students will learn how to edit and format text, manage page layouts, create

tables, use styles and outlines and much more. (24 hours)

KC MW 1/11-2/1 8 a.m.-noon

MICROSOFT WORD 2013: BASIC

Early: \$179 Regular: \$199

This course will introduce basic Microsoft Word tools and features such as editing text, inserting tables and modifying the appearance of text, control page appearance, proof documents and establish print features. (8 hours)

NAS F 2/5 8 a.m.-5 p.m.

MICROSOFT WORD 2013: INTERMEDIATE

Early: \$179 Regular: \$199

This course will introduce students to the additional aspects of Microsoft Word such as how to work with styles, sections and columns, as well as how to use the navigation pane to work with outlines. Students will explore how to format tables, print labels and envelopes, utilize document templates, manage document revisions and work with web features. (8 hours)

NAS F 2/26 8 a.m.-5 p.m.



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MICROSOFT WORD 2013: ADVANCED

Early: \$179 Regular: \$199

This course will introduce the more advanced functions of Microsoft Word 2013. Learn how to perform mail merges, create and use forms and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references and web frames. Additionally, learn how to create macros, customize the ribbon and Quick Access toolbar and work with XML documents. (8 hours)

NAS F 3/11 8 a.m.-5 p.m.

MICROSOFT OFFICE SUITE 2013

Course Price: \$549

Learn the basics of Access, Word, Excel, PowerPoint and Outlook in this beginner to intermediate, comprehensive course. (40 hours)

URC F 2/12-3/11 8 a.m.-5 p.m.

MICROSOFT PROJECT 2013: BASIC

Early: \$199 Regular: \$249

This course is designed to familiarize the student with the basic features and functions of Microsoft Project Professional 2013 so that you can use it effectively and efficiently in a real-world environment. This course covers the critical knowledge and skills a project manager needs to create a project plan. (8 hours)

URC R 1/21 8 a.m.-5 p.m.

INTRODUCTION TO PERSONAL COMPUTERS

Early: \$99 Regular: \$129

This course will define what a personal computer (PC) is and its basic capacities. You will learn how to create documents, send email, browse the Internet and share information between applications. Whether you're new to computers or have used them in the past, this course will help you become more comfortable using a PC. (6 hours)

NC S 1/9 & 1/16 9 a.m.-noon

NAS F 2/5 & 2/12 9 a.m.-noon

BRAND NEW COURSES!



SEVENTY PERCENT OF AMERICANS

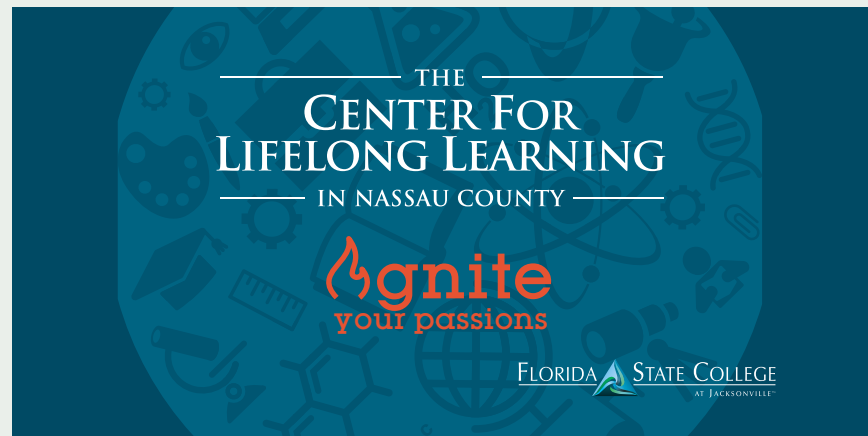
may feel helpless to act during a cardiac emergency because they either don't know how to administer CPR, or their training has significantly lapsed.

This alarming statistic could hit close to home because that's where **88 PERCENT OF CARDIAC ARRESTS OCCUR.**

NOW OFFERING THE FOLLOWING COURSES

- CPR Basic Life Support (BLS) for Healthcare Providers*
- Heartsaver® CPR/AED
- Heartsaver® First Aid & CPR
- Heartsaver® First Aid

**(Same-day cards if recertifying or taking BLS for the first time.)*



Classes offered in a relaxed atmosphere for adults of all ages, including:

- iPad Basics
- Italian for Travelers
- Great Decisions
- The Geomorphology of Amelia Island

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