

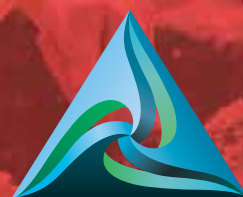
Continuing Education

A Division of Workforce Education and Economic Development

Non-Credit Catalog:

September - January 2015-16

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Kent Campus

3939 Roosevelt Blvd., Jacksonville, FL 32205

NAS

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76346 William Burgess Blvd., Yulee, FL 32097

NC

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4501 Capper Rd., Jacksonville, FL 32218

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SC

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11901 Beach Blvd., Jacksonville, FL 32246

URC

Urban Resource Center

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FSCJ Continuing Education is an Authorized Pearson Vue & Prometric Testing Center

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Call **(904) 357-8910** or
email **continuingeducation@fscj.edu**
for more information.

» Located in the FSCJ Urban Resource Center (Downtown)



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Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

REGISTRATION OPTIONS

Phone



Call (904) 357-8910 between 8 a.m. – 4 p.m.

In Person



FSCJ Urban Resource Center,
601 W. State Street between
8 a.m. – 4 p.m.
(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.

Don't Forget!

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

AUTOCAD BASIC SKILLS

Early: \$1,195 Regular: \$1,295

The objective of AutoCAD Basic Skills is to enable students to create a basic 2D drawing in AutoCAD. This hands-on course covers the indispensable core topics of working with AutoCAD and starts with the basic tools to create and edit a simple drawing and continues on to the more advanced tools/resources. (36 hours)

URC	M-F	9/21-9/25	8 a.m.-5 p.m.
URC	MW	10/5-11/2	6-10 p.m.
URC	M-F	1/11-1/15	8 a.m.-5 p.m.

AUTOCAD INTERMEDIATE

Early: \$1,095 Regular: \$1,195

This intermediate level course builds on basic skills with more sophisticated techniques to extend the student's mastery of AutoCAD. This course is intended to increase speed and provide additional production techniques. (24 hours)

URC	MTW	10/19-10/21	8 a.m.-5 p.m.
URC	MW	11/20-12/16	6-10 p.m.
URC	WRF	1/27-1/29	8 a.m.-5 p.m.

AUTOCAD ADVANCED TOPICS

Early: \$1,195 Regular: \$1,295

AutoCAD Advanced Topics is a hands-on course designed to improve production efficiency and strives to make the student more proficient in his or her use of AutoCAD and introduces more advanced techniques. The topics that will be covered are advanced text objects, creating tables, defining dynamic blocks and attributes, using external reference files and image files and creating sheet sets. (36 hours)

URC	M-F	11/16-11/20	8 a.m.-5 p.m.
URC	MW	1/11-2/10	6-10 p.m.



COMPTIA A+ CERTIFICATION

Early: \$1,795 Regular: \$2,095

Preparing for a career as an entry-level information technology professional or personal computer technician? This course is a first step in your process of preparation. Learn the skills required to identify hardware, peripheral, networking and security components, as well as how to configure, upgrade, maintain and troubleshoot PC workstations, Windows OS and SOHO networks. Upon completion of this

course, you will be eligible to register for and take the CompTIA A+ Exams (220-801 & 220-802). Please visit CompTIA's Certification Center at <http://certification.comptia.org/getCertified/certifications.aspx> for exam details and requirements. Exam administered through the FSCJ Continuing Education department's Authorized Pearson Vue Test Center. (40 hours)

URC	M-F	9/28-10/2	8 a.m.-5 p.m.
SC	M-F	11/2-11/6	8 a.m.-5 p.m.



COMPTIA HEALTHCARE IT TECHNICIAN

Early: \$1,295 Regular: \$1,395

This course is a complement to the CompTIA A+ course. Individuals will learn how to integrate IT concepts learned from the CompTIA A+ course into the health care environment. You will learn medical skills such as medical terminology, billing and coding, as well as how to set up Electronic Medical/Health Systems and troubleshoot basic medical IT issues. Upon completion of this course, you will be eligible to register for and take the CompTIA Healthcare IT Technician Exam (HIT-001). Please visit CompTIA's Certification Center at <http://certification.comptia.org/getCertified/certifications.aspx> for exam details and requirements. Exam administered through the FSCJ Continuing Education department's Authorized Pearson Vue Test Center. (24 hours)

URC	MTW	10/5-10/7	8 a.m.-5 p.m.
SC	MTW	11/9-11/12	8 a.m.-5 p.m.



COMPTIA NETWORK+

Early: \$1,795 Regular: \$2,095

Looking to earn the CompTIA Network+ certification? This course will introduce you to the technical knowledge required of an entry-level IT network practitioner. Learn to implement a defined network architecture with basic network security. Upon completion of this course, you will be eligible to register for and take the CompTIA Network+ Exam (N10-005). Please visit CompTIA's Certification Center at <http://certification.comptia.org/getCertified/certifications.aspx> for exam details and requirements. Exam administered through the FSCJ Continuing Education department's Authorized Pearson Vue Test Center. (40 hours)

URC	M-F	10/12-10/16	8 a.m.-5 p.m.
SC	M-F	11/16-11/20	8 a.m.-5 p.m.



COMPTIA SECURITY+

Early: \$1,795 Regular: \$2,095

This course is intended for computer support professionals looking to become certified in CompTIA Security+. Upon completion of this course, you will be eligible to register for and take the CompTIA Security+ Exam (SY0-401). Please visit CompTIA's Certification Center at <http://certification.comptia.org/getCertified/certifications.aspx> for exam details and requirements. Exam administered through the FSCJ Continuing Education department's Authorized Pearson Vue Test Center. (40 hours)

URC	M-F	10/19-10/23	8 a.m.-5 p.m.
SC	M-F	11/30-12/4	8 a.m.-5 p.m.



COMPTIA MOBILITY+

Early: \$1,795 Regular: \$2,095

Want to learn how to manage a mobile network environment? This course is for you. You will learn the knowledge and skills required to understand various mobile devices, including maintaining mobile security, troubleshooting and mobile network infrastructure. Upon completion of this course, you will be eligible to register for and take the CompTIA Mobility+ Exam (MBO-001). Please visit CompTIA's Certification Center at <http://certification.comptia.org/getCertified/certifications.aspx> for exam details and requirements. Exam administered through the FSCJ Continuing Education department's Authorized Pearson Vue Test Center. (40 hours)

URC	M-F	10/26-10/30	8 a.m.-5 p.m.
SC	M-F	12/7-12/11	8 a.m.-5 p.m.



COMPTIA MOBILE APP SECURITY+ ANDROID EDITION

Early: \$1,295 Regular: \$1,395

Have you ever wanted to create your own mobile app? This course will equip you with the necessary skills to securely create one for Android Mobile. Upon completion of this course, you will be eligible to register for and take the CompTIA Mobile App Security+ Exam (ADR-001). Please visit CompTIA's Certification Center at <http://certification.comptia.org/getCertified/certifications.aspx> for exam details and requirements. Exam administered through the FSCJ Continuing Education department's Authorized Pearson Vue Test Center. (24 hours)

URC	MTW	9/21-9/23	8 a.m.-5 p.m.
SC	MTW	12/14-12/16	8 a.m.-5 p.m.



COMPTIA MOBILE APP SECURITY+ IOS EDITION

Early: \$1,295

Regular: \$1,395

Ever wanted to create your own mobile app? This course will equip you with the necessary skills to securely create an IOS Mobile Application. Upon completion of this course, you will be eligible to register for and take the CompTIA Mobile App Security+ Exam (IOS-001). Please visit CompTIA's Certification Center at <http://certification.comptia.org/getCertified/certifications.aspx> for exam details and requirements. Exam administered through the FSCJ Continuing Education department's Authorized Pearson Vue Test Center. (24 hours)

URC	MTW	9/14-9/16	8 a.m.-5 p.m.
SC	MTW	1/11-1/13	8 a.m.-5 p.m.

IRS ENROLLED AGENT EXAM PREP ACADEMY

Course Price: \$1,199

The IRS Enrolled Agent Prep Academy is geared toward individuals who currently work in the tax profession (Tax Preparer, CPA) or

are interested in beginning a career in tax preparation. IRS Enrolled Agent designation is the highest credential awarded by the IRS. The IRS Enrolled Agent Prep Academy is a comprehensive program that covers all three parts of the IRS Enrolled Agent exam. Features include review sessions with test-taking techniques, sample exams and instructors with extensive experience in tax preparation. Note: Students will be required to purchase textbooks and materials from an authorized GLEIM dealer. (36 hours)

Online Orientation

	W	9/16
SC	S	9/19-1/16

IRS ENROLLED AGENT EXAM PREPARATION: PART 1-INDIVIDUALS

Course Price: \$399

This IRS Enrolled Agent Tax Exam Prep: Individuals course covers the basics of assets, filing requirements, gross income, itemized deduction, credits, employee business expenses, casualty losses and alternative

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minimum tax deductions from AGI. Students will also learn sale of assets, individual retirement accounts, retirement plans for small businesses, estate and gift taxes. Note: Students will be required to purchase textbooks and materials for the class from an authorized GLEIM dealer. (12 hours)

SC	S	9/19-10/10	9 a.m.-noon
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IRS ENROLLED AGENT EXAM PREPARATION: PART 2-BUSINESSES

Course Price: \$549

This IRS Enrolled Agent Tax Exam Prep: Businesses course covers accounting methods, basis and depreciation, limited versus general partnership, sole proprietorships, business expenses, K-1 reporting, C Corporation, S Corporations, decent, estate, trust income taxation and exempt organizations. Note: Students will be required to purchase textbooks and materials for the class from an authorized GLEIM dealer. (18 hours)

SC	S	10/24-12/5	9 a.m.-noon
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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.





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, and analyze and solve quality problems while overseeing quality improvement projects.

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

IRS ENROLLED AGENT EXAM PREPARATION: PART 3 – REPRESENTATION

Course Price: \$279

The IRS Enrolled Agent Tax Prep: Representation course covers practice before the IRS, income tax preparers and penalties, representation, collection procedures, examination of returns and the appeals process. NOTE: Students will be required to purchase textbooks and materials for the class from an authorized GLEIM dealer. (6 hours)

SC TR 12/8 & 12/10 9 a.m.-noon

FEDERAL INCOME TAX PREPARATION – INTRODUCTION AND REVIEW

Course Price: \$99

This course will provide you with the knowledge to understand the Federal Tax Laws and how to prepare individual tax returns. The student will be required to purchase, "Your Income Tax, 2015" by J.K. Lasser's A-Wiley Brand. The textbook is available online at Amazon.com. (24 hours)

SC MW 9/28-11/4 6-8 p.m.

LEAN SIX SIGMA YELLOW TO GREEN BELT

Course Price: \$4,595

Businesses across all sectors are having 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)

SC TWR 10/6-12/3 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)

SC TWR 10/6-10/13 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. Participants will apply the concepts learned in class 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)

SC TWR 10/14-12/3 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)

URC T 9/29 & 10/6 8 a.m.-5 p.m.
SC MW 11/2-11/16 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)

URC TR 10/27 & 10/29 8 a.m.-5 p.m.
SC TR 12/1-12/10 5:30-9:30 p.m.

PROJECT MANAGEMENT ADVANCED WITH MICROSOFT PROJECT

Early: \$349

Regular: \$399

This course builds on the skills taught in the Project Management Intermediate course. Learn about contracts, procurement, solicitation, integration and the project management process. (16 hours)

URC	T	11/10 & 11/17	8 a.m.-5 p.m.
SC	TR	1/12-1/21	5:30-9:30 p.m.

PROJECT MANAGEMENT - CAPM CERTIFICATION PREP

Course Price: \$699

This course is designed to help individuals interested in taking the Project Management Institute (PMI)® (CAPM)® certification exam. Regardless of your career stage, the Certified Associate in Project Management (CAPM)® is an asset that will distinguish you in the job market and enhance your credibility and effectiveness working on or with project teams. Prerequisites: Students must possess a secondary degree (high school, associates or higher) as well as 1,500 hours of project experience or 23 hours of project management education completed by the start of the class. (24 hours)

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

URC	MW	9/28-10/14	5:30-9:30 p.m.
URC	TR	1/28-2/16	5:30-9:30 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	M-F	10/19-10/23	8 a.m.-5 p.m.
URC	M-F	1/11-1/15	8 a.m.-5 p.m.

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 flexclassroom.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

Visit our website and enroll today!

solutions to your daily challenges.

To register for the Certificate in General Management or Supervision, visit flexclassroom.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	9/22-11/3	8:30 a.m.-12:30 p.m.
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We are here to help.

- Military and veteran student advocacy
- Veteran benefits certification
- Vocational rehab counseling
- Peer-to-peer networking
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Military and Veterans Service Center
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(904) 357-8890
(800) 700-2795
military@fscj.edu
vets@fscj.edu

Make the Transition From Service Member to Business Leader!

BRAND NEW COURSE

ENROLLED AGENT CERTIFICATION

Enrolled agents are licensed by the federal government, and represent clients on tax matters and have the potential to earn an average of **\$91,000** annually.

*Bureau of Labor Statistics

- A blended learning program designed to help prepare you to pass the Special Enrollment Examination

- No prior experience or degree required

- Flexible sessions and online study to fit your busy schedule



Register at
fscj.edu/continuingeducation

Learn more at
**irs.gov/tax-professionals/
enrolledagents**

SEE PAGES 5 & 6

FLORIDA STATE COLLEGE
AT JACKSONVILLE

URC T 1/12-2/16 8:30 a.m.-12:30 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 9/22 & 9/29 8:30 a.m.-12:30 p.m.

URC T 1/12 & 1/19 8:30 a.m.-12:30 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 10/6 8:30 a.m.-12:30 p.m.

URC T 1/26 8:30 a.m.-12:30 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 10/13
URC T 2/2

8:30 a.m.-12:30 p.m.
8:30 a.m.-12:30 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 T 10/20

8:30 a.m.-12:30 p.m.

URC T 2/9

8:30 a.m.-12:30 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 reports and proposals you write, so communicating complex information clearly and persuasively is key. (4 hours)

URC T 11/3

8:30 a.m.-12:30 p.m.

URC T 2/16

8:30 a.m.-12:30 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 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 flexclassroom.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. 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.flexclassroom.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 flexclassroom.com/fscj today.

Open Enrollment

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.

ENTREPRENEURSHIP AND SMALL BUSINESS

QUICKBOOKS PRO

Early: \$399

Regular: \$429

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

URC	S	9/19-10/3	9 a.m.-1 p.m.
URC	T	11/3-11/17	9 a.m.-1 p.m.
URC	S	1/23-2/6	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, health care 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 class for \$40. (10 hours)

KC	R	9/10-10/1	6-8:30 p.m.
SC	R	10/15-11/5	6-8:30 p.m.

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)

OD	S	10/10	9-11 a.m.
NC	S	1/16	9-11 a.m.

INTRODUCTION TO GRANT WRITING Course Price: \$149

This workshop 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	M	10/5-10/26	6-8:30 p.m.
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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.

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, a stand-up comedian or

just want to improve your public speaking skills, here is your chance to learn 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 learn professional microphone skills plus improve stage skills while developing your own style of stand-up comedy show. (10 hours)

Comedy Club of Jacksonville
W 9/16-10/14 6-8 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	R	11/5	9 a.m.-4 p.m.
URC	S	1/23-1/30	9 a.m.-noon



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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)

URC	S	11/7-11/21	8:30 a.m.-1:30 p.m.
OD	S	1/16-1/30	8:30 a.m.-1:30 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 class and must purchase the following textbook prior to class: "Basic Spanish from the Practice Makes Perfect Series" by Dorothy Richmond. (16 hours)

SC	T	9/22-11/10	6-8 p.m.
KC	MW	10/14-11/9	6-8 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 class and must purchase the following textbook prior to class: "Basic Spanish from the Practice Makes Perfect Series" by Dorothy Richmond. (16 hours)

KC	MW	11/16-12/16	6-8 p.m.
SC	T	1/12-3/1	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. Student must bring an English/Spanish dictionary to class and must purchase the following text book prior to the first day of class: "Practice Makes Perfect Complete Spanish Grammar, 2nd Edition by Gilda Nissenberg. (16 hours)

KC	TR	1/19-2/11	6-8 p.m.
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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 class students will be able to engage in simple conversation read, write and even type multiple characters. You will be able to interpret what you see on Chinese menus and will emerge with a solid foundational knowledge of the Mandarin Chinese language and culture. Student must purchase the following text book prior to the first day of class: "Chinese for Beginners: Mastering Conversational Chinese" by Yi Ren & Xiayuan Liang. (16 hours)

URC	TR	11/3-12/3	6-8 p.m.
OD	MW	1/20-2/17	6-8 p.m.

SOCIAL MEDIA

INTRODUCTION TO SOCIAL MEDIA

Early: \$69 Regular: \$89

This interactive class 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)

SC	S	10/17 & 10/24	9 a.m.-1 p.m.
NC	S	1/9 & 1/16	9 a.m.-1 p.m.

BLOGGING BASICS 101

Early: \$49 Regular: \$69

Do you want to create an easy and enjoyable online presence by sharing your experiences, insights and adventures with others? This course will inspire you to explore the world of

blogging. From posting tips to exploration of some of the most popular blogging sites, you'll learn how to write a blog that works. (8 hours)

URC W 9/23 8 a.m.-5 p.m.
URC S 11/7 & 11/14 9 a.m.-1 p.m.

INTRODUCTION TO GOOGLE ANALYTICS

Early: \$149 Regular: \$199

This course will cover the basics of web analytics software with an emphasis on Google Analytics. Discuss the history and development of web analytics tools, current market share and the latest trends and developments. Other topics will include why you need Google analytics for your website(s) and where to find resources for more advanced analytics topics. (12 hours)

SC F 9/25 & 10/2 9 a.m.-4 p.m.
KC S 11/7-11/21 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. If you've been meaning to get started, now is the time to get LinkedIn. (3 hours)

SC S 10/10 9 a.m.-noon
URC F 1/15 9 a.m.-noon

PERSONAL GROWTH & ENRICHMENT

SEWING 101

Early: \$129 Regular: \$149

This project-based course will introduce the very basic elements of hand sewing alterations, reading patterns and sewing simple seams. Students must bring their own sewing machine. (12 hours)

URC S 9/19-10/3 9 a.m.-1 p.m.
URC T 10/6-10/27 5:30-8:30 p.m.
URC S 1/16-1/30 9 a.m.-1 p.m.

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- Customer Service
- Conflict Resolution
- Team Development/Dynamics
- Sales
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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 and much more. Students must bring their own sewing machine. (12 hours)

URC	S	10/17 -10/31	9 a.m.-1 p.m.
URC	T	11/17-12/15	5:30-8:30 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)

NC	S	9/19	10 a.m.-1 p.m.
URC	S	11/21	10 a.m.-1 p.m.
OD	S	1/30	10 a.m.-1 p.m.

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)

OD	F	10/23-11/6	5:30-8:30 p.m.
URC	F	1/29-2/12	5:30-8:30 p.m.

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.
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THE CRAFT BEER SCENE WITH MELLOW MUSHROOM

Early: \$69

Regular: \$89

This class 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	10/17	10 a.m.-1 p.m.
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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	10/9	6-9 p.m.
	F	12/4	6-9 p.m.

INSPIRED MOSAICS CREATED BY YOU!

Course Price: \$49

Join us for a fun filled evening class where you can choose your own project. You will learn the fundamentals of mosaics using 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 class, surprise your friends and family with your very own mosaic masterpiece! Remember, you do not need prior mosaic or art experience! (2 hours)

SC	M	9/14	6:30-8:30 p.m.
SC	T	11/17	6:30-8:30 p.m.

DELECTABLE DELIGHTS

Early: \$59

Regular: \$79

Does the art of cake decorating captivate you? If yes, then this hands-on course is for you!

With the help of Sweets by Holly, explore the fundamental skills of using buttercream icings and fondant, crafting floral designs and more to create beautiful cakes, cupcakes and other baked goods that will fascinate family, friends and future customers. Students are required to bring a rotation cake stand. (2 hours)

Sweets by Holly	S	10/17	8-10 a.m.
	S	12/5	8-10 a.m.

VEGAN LIFESTYLE FOR THE HOLIDAYS

Course Price: \$79

This course is structured to provide the participant with an understanding of how nutrient-dense foods can be both beneficial and delicious. Students will learn the healing powers of food and what's so special about veganism. Join us for ideas on how to incorporate this new type of healthy cooking just in time for the holiday season! (12 hours)

SC	M	10/12-11/16	6:30-8:30 p.m.
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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)

NAS	S	10/17-10/24	9 a.m.-1 p.m.
SC	S	1/9 -1/16	9 a.m.-1 p.m.

ZUMBA!

Course Price: \$49

Join the class that started the dance-fitness revolution and changed the way we look at a workout forever. Zumba involves dance and aerobic elements and it's 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. (8 hours)

SC W 9/23-11/11 6-7 p.m.

TEE TIME-FRIDAY NIGHT FIX... YOUR SWING!

Course Price: \$49

This fun, interactive course is being held in conjunction with Bent Creek Golf, one of Jacksonville's premier public golf courses. Come and enjoy beautiful grounds while familiarizing yourself with the rules and fundamentals of the game of golf. (2 hours)

Bent Creek Golf Course

F 10/2 5:30-7:30 p.m.
11/6 5:30-7:30 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 six-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. Students will be required to purchase a text book and course materials from an authorized W.I.T.S. provider. (36 lecture and lab hours, plus 30 internship hours)

Orientation

OD W 10/7 6-7 p.m.

Lecture

OD S 10/10-11/14 9 a.m.- noon

Practical Lab - Brooks Family YMCA

S 10/10-11/14 1-4 p.m.

LIGHTS, CAMERA, ACTION: ACTING WORKSHOP

Early: \$179

Regular: \$199

Learn more about the art of acting and the skill of auditioning. This course is designed to introduce the basic skills, concepts and techniques of the acting profession. Explore character creation, script analysis, casting, set reputation, employment and more. Exercises will be given to challenge and stretch students to grow as actors, by introducing

them to tools to aid in creating imaginative, memorable characters. Student must purchase the following text book prior to the first day of class: "You Can Act! A complete Guide for Actors" by D.W. Brown. (20 hours)

KC S 10/24-11/14 9 a.m.-2 p.m.

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)

KC S 10/10 & 10/17 9 a.m.-noon

URC S 1/23 & 1/30 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, participants will explore the successful screenwriting elements of famous screenplays and popular films. (12 hours)

KC MW 10/5-10/14 5:30-8:30 p.m.

SCREENWRITING WORKSHOP

Early: \$279

Regular: \$299

This intensive course is designed for students who have completed or nearly completed a screenplay. In this workshop, participants 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. (24 hours)

KC MW 10/26-11/30 5:30-8:30 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 class is for you. Explore the business of the independent artist industry and learn about song writing, copyrighting, publishing and much more. (4 hours)

URC S 10/24 9 a.m.-1 p.m.

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)

OD R 10/8 & 10/15 6-8 p.m.

NC S 1/17 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)

URC T 9/22 6-9 p.m.

URC T 11/3 6-9 p.m.

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)

DC W 11/4 9 a.m.-noon

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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	T	9/29	8 a.m.-5 p.m.
URC	S	10/31 & 11/7	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	TR	11/17 & 11/19	5:30-9:30 p.m.
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PHOTOSHOP CREATIVE CLOUD

Early: \$269

Regular: \$319

Learn how to use Adobe's newest image editing cloud-based program. Whether you want to learn how to leverage the creative cloud personally or for your small business, this activity-based course will teach you the latest editing and illustration techniques. Upon completion of this course, students will be eligible to register and take the Adobe Certified Associate (ACA) in Visual Communication using Adobe Photoshop. (21 hours)

URC	MW	11/9-12/2	6-9 p.m.
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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	F	10/9 & 10/16	9 a.m.-1 p.m.
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	F	10/23	8 a.m.-5 p.m.
URC	MW	1/25 & 1/27	5:30-9:30 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	F	11/13	8 a.m.-5 p.m.
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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 class along with your computer connection cords and the instructional manual. (12 hours)

URC	S	9/19-10/3	9 a.m.-1 p.m.
SC	R	10/22-11/12	5:30-8:30 p.m.

Visit our website and enroll today!

**FOTOGRAFIA DIGITAL:
INTRODUCCION**

Este curso de introduccion para familiarizalo con los detalles de su camara digital. Aprendera' a aprovechar a las caracteristicas y herramientas para que brillantemente puede capturar lo que ves. Nota: Por favor traer su camara digital a la clase junto con sus cables de conexion de la computadora y el manual de instrucciones. (12 horas)

OD	TR	12/1-12/10	5:30-8:30 p.m.
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**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	11/7-11/21	9 a.m.-1 p.m.
SC	R	1/14-2/4	5:30-8:30 p.m.

**MICROSOFT
OFFICE****ACCESS 2010: BASIC**

Early: \$179 **Regular: \$199**

This introductory course will explore basic

database concepts in the Windows Access environment. Learn how to design and create databases, work with tables, fields and records, sort and filter data, and set field properties and data entry rules. (8 hours)

KC	F	9/25	8 a.m.-5 p.m.
URC	TR	10/20 & 10/22	8 a.m.-noon
OD	TR	12/1 & 12/3	5:30-9:30 p.m.
URC	F	1/8 & 1/15	8 a.m.-noon

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	M	9/21	8 a.m.-5 p.m.
OD	TR	10/6 & 10/8	5:30 p.m.-9:30 p.m.
NAS	S	11/7 & 11/14	9 a.m.-1 p.m.
CC	F	1/8 & 1/15	8 a.m.-noon

ACCESS 2010: INTERMEDIATE

Early: \$179 **Regular: \$199**

This course is a continuation of the Access 2010 Basic course. Learn how to normalize data, manage table relationships and enforce referential integrity. Upon completion of the course, you will be able to print reports and labels, create and modify charts and use PivotTables and Pivot Charts. Textbook is included. (8 hours)

KC	F	10/16	8 a.m.-5 p.m.
URC	M	11/9 & 11/16	8 a.m.-noon

OD	MW	1/11 & 1/13	5:30-9:30 p.m.
URC	R	1/28 & 2/4	8 a.m.-noon

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	M	10/12	8 a.m.-5 p.m.
OD	TR	10/27 & 10/29	8 a.m.-noon
KC	TR	11/10 & 11/12	5:30-9:30 p.m.
NAS	S	12/5 & 12/12	9 a.m.-1 p.m.
CC	F	1/29 & 2/5	8 a.m.-noon

ACCESS 2010: ADVANCED

Early: \$179 **Regular: \$199**

In this advanced level course, you will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with SML documents; create hyperlink fields; optimize, split, and back up databases; password-protect and encrypt databases; and set Access options and properties. Course note: This course is recommended for individuals who have taken the two previous courses, or for those with experience using Microsoft Access. (8 hours)

KC	W	12/2 & 12/9	8 a.m.-noon
OD	MW	1/25 & 1/27	5:30-9:30 p.m.

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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	M	11/2	8 a.m.-5 p.m.
OD	TR	11/17 & 11/19	8 a.m.-noon
KC	MW	12/7 & 12/9	5:30-9:30 p.m.
NAS	S	1/9 & 1/16	9 a.m.-1 p.m.

EXCEL 2010: BASIC

Early: \$179

Regular: \$199

Covering simple functions, basic formatting techniques and printing, you'll learn to create and modify charts, as well as learn how to manage large workbooks. (8 hours)

URC	W	9/30	8 a.m.-5 p.m.
KC	TR	10/13 & 10/15	8 a.m.-noon
OD	MW	11/16 & 11/18	5:30-9:30 p.m.
KC	M	1/11	8 a.m.-5 p.m.

EXCEL 2013: BASIC

Early: \$179

Regular: \$199

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

URC	R	9/24	8 a.m.-5 p.m.
SC	S	10/10 & 10/17	9 a.m.-1 p.m.
KC	WF	11/18 & 11/20	8 a.m.-noon
NC	T	12/1	8 a.m.-5 p.m.
CC	TR	1/12 & 1/14	5:30-9:30 p.m.

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, learn to work with Pivot Tables and Pivot Charts. (8 hours)

URC	W	10/21	8 a.m.-5 p.m.
OD	MW	12/7 & 12/9	5:30-9:30 p.m.
KC	M	1/25	8 a.m.-5 p.m.

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	R	10/15	8 a.m.-5 p.m.
SC	S	11/7 & 11/4	9 a.m.-1 p.m.
KC	WF	12/9 & 12/11	8 a.m.-noon
NC	T	12/15	8 a.m.-5 p.m.
CC	WF	1/20 & 1/22	8 a.m.-noon
OD	TR	1/26 & 1/28	5:30-9:30 p.m.

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)

URC	TR	11/3 & 11/5	8 a.m.-noon
OD	MW	1/11 & 1/13	5:30-9:30 p.m.

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	R	11/5	8 a.m.-5 p.m.
SC	S	12/5 & 12/12	9 a.m.-1 p.m.

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	F	9/25	9 a.m.-noon
URC	F	11/6	9 a.m.-noon
KC	M	1/11	6-9 p.m.

MICROSOFT OFFICE SUITE

Early: \$599

Regular: \$649

Learn the basics of Access, Word, Excel,

PowerPoint and Outlook in this beginner-intermediate comprehensive course. Textbook is included. (40 hours)

OD T 9/22-12/1 5:30-9:30 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 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)

NC	F	10/9	9 a.m.-noon
NAS	W	12/2	9 a.m.-noon
SC	W	1/20	9 a.m.-noon

POWERPOINT 2010: BASIC

Early: \$179

Regular: \$199

Learn how to use templates and themes, slide masters and transition effects. Also learn to proofread, run and print presentations. (8 hours)

URC	F	10/9	8 a.m.-5 p.m.
KC	WF	11/4 & 11/6	8 a.m.-noon
OD	TR	12/1 & 12/3	5:30-9:30 p.m.

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)

SC	W	9/23	8 a.m.-5 p.m.
NAS	TR	11/17 & 11/19	8 a.m.-noon
CC	TR	1/12 & 1/14	5:30-9:30 p.m.

POWERPOINT 2010: ADVANCED

Early: \$179

Regular: \$199

Learn how to customize PowerPoint by modifying the Ribbon and changing application settings. This advanced course will explore themes and templates, SmartArt graphics and tables. Discover how to add

multimedia content and interactive elements to slides, and learn about presentation distribution options including PDF, HTML and online broadcasts. (8 hours)

URC	F	10/30	8 a.m.-5 p.m.
KC	MW	11/16 & 11/18	8 a.m.-noon
OD	TR	12/15 & 12/17	5:30-9:30 p.m.

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)

SC	W	10/14	8 a.m.-5 p.m.
NAS	WF	12/2 & 12/4	8 a.m.-noon
CC	TR	1/26 & 1/28	5:30-9:30 p.m.

PROJECT: BASIC 2013

Early: \$179

Regular: \$199

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	F	9/25	8 a.m.-5 p.m.
URC	TR	1/19 & 1/21	5:30-9:30 p.m.

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)

KC	F	10/2	8 a.m.-5 p.m.
NAS	M	11/9 & 11/16	8 a.m.-noon
SC	TR	1/12 & 1/14	5:30-9:30 p.m.



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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)

KC	F	10/23	8 a.m.-5 p.m.
NAS	M	12/7 & 12/14	8 a.m.-noon
SC	MW	1/25 & 1/27	5:30-9:30 p.m.

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)

KC	F	11/20	8 a.m.-5 p.m.
NAS	TR	1/19 & 1/21	8 a.m.-noon

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)

URC	F	10/23	9 a.m.-4 p.m.
NC	S	1/9 & 1/16	9 am-noon

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R.O.P.E.S Team Building - \$219

This interactive course engages you in activities to strengthen teamwork, professionalism, and communication skills with an emphasis on how to become a better team player. (8 hours)

Real Estate: I have my License... Now What? - \$370

This course will teach you effective ways to prosper, handle stalls and objections, control your listing inventory and sales, as well as negotiating and closing contract techniques. (24 hours)

R.I.G It Up! - \$69

We all possess a set of skills that make us unique and set us apart from others. This course will help you learn how to utilize these skills and RIG It Up in preparation for your next career move. (8 hours)

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