



Faulkner State Community College
 Center for Professional Development
 440 Fairhope Ave
 Fairhope, Alabama 36532-2110

Fall Classes 2015
Recreational Courses &
Training for Existing Business & Industry Courses
www.faulknerstate.edu/cpd

Share this brochure with a friend or business associate!

It is the official policy of the Alabama Community College System and Faulkner State Community College that no person in Alabama shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program, activity, or employment.

James H. Faulkner State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (1866 Southern Lane, Decatur, Georgia, 30033, Telephone number 404-679-4501) to award Associate in Arts, Associate in Science, Associate in Applied Science Degrees and Certificates. The three-fold purpose for publishing the Commission's access and contact number is to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about Faulkner State Community College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Faulkner State Community College and not the Commission's office. For more information, go to <http://www.sacscoc.org>.

Five Convenient Ways to Pre-Register

Online Pre-Registration **NOW** Available
 Phone, Fax, Detach & Mail or Walk-In

Telephone: (251) 990-0445
 or **Toll Free:** 1-800-381-3722 Ext: 0445

Fax: (251) 580-2254

Mail or Walk-In:

Faulkner State Community College
 Center for Professional Development
 440 Fairhope Avenue
 Fairhope, AL 36532-2110

Steps to Pre-Register ONLINE

1. Go to: www.faulknerstate.edu/cpd
2. Click the link for the CPD Online Registration Form.
3. Complete all areas of the form and click "Send."
4. You will receive an email within 24 business hours confirming pre-registration for the classes and payment options (if applicable).

ONLINE Pre-Registration is fast and simple!

Enrollment is not complete until payment has been received.

NOTE: Faulkner State reserves the right to cancel any classes and make instructor and/or course changes without prior notice.

Faulkner State Center for Professional Development
Pre-Registration Form for Summer 2015
PRE-REGISTRATION IS REQUIRED FOR ALL CLASSES

First & Last Name _____

Date of Birth ___/___/___ Email _____

Street _____ PO Box _____

City _____ State _____ Zip _____

Primary Phone _____ Alternate Phone _____

I would like to pre-register for the following courses:
 Course Name(s):

Payment Options AFTER Pre-Registration:

On-Site Payment: Once pre-registration information has been confirmed, you may pay at any FSCC campus Business Office with check or cash. Check payments may also be mailed to: FSCC Center for Professional Development, 440 Fairhope Avenue, Fairhope, AL 36532-2110

Confirmation of Pre-Registration must be received BEFORE making payments in person.

COMPUTER

Computer Basic I – For Beginners (Windows 8)

8 Contact Hours **\$79**

Pre-requisite: None

Course Overview:

This class is for you if you are a computer user just starting off or who has not yet taken the leap into the world of computers. This class will teach you the very basics for operating and using your computer and the internet. Textbooks will be furnished in class or may be purchased.

Campus Minimum 5/ Maximum 10

Gulf Shores: (P114)

Wednesday & Friday November 11 & 13 10:30am - 2:30pm

Fairhope: (Gaston)

Monday & Tuesday October 5 & 6 9am - 1pm

Wednesday & Thursday November 18 & 19 1pm - 5pm

Computer Basic II (Windows 8)

12 Contact Hours **\$109**

Pre-requisite: Computer Basic Windows I or self-taught

Course Overview: Make your computer work for you!! Save time and energy by learning to manage your files, organize your data, and maintain your computer instead of spending an hour on a task, learn how to efficiently store and compile data so that it's always at your fingertips. Textbooks will be furnished in class or may be purchased.

Campus Minimum 5/ Maximum 10

Fairhope: (Gaston)

Tuesday, Wednesday, & Thursday
October 13 - 15 9am - 1pm

Microsoft Excel Basic 2010

12 Contact Hours **\$109**

Prerequisite: Basic Computer Concepts or equivalent

Course Overview: Spreadsheets for the beginner. Learn how to construct a simple spreadsheet, apply formulas and formatting, generate charts, save and print. Textbooks will be furnished in class or may be purchased.

Campus Minimum 5/ Maximum 10

Fairhope: (Gaston)

Monday, Tuesday & Wednesday
September 28 - 30 8am - 12pm

Microsoft Excel Intermediate 2010

12 Contact Hours **\$109**

Pre-requisite: Excel Basic I

Course Overview: An enhancement to Excel Basic I. Learn how to automate your spreadsheets, manage them and prepare them for the web, analyzing data and enhancing worksheets and charts. Textbooks will be furnished in class or may be purchased.

Campus Minimum 5/ Maximum 10

Fairhope: (Gaston)

Tuesday, Wednesday & Thursday
October 27 - 29 1pm - 5pm

Microsoft Basic Word 2010

12 Contact Hours **\$109**

Prerequisite: Basic Computer Concepts or equivalent

Course Overview: For the beginner. Learn how to edit and format documents and tables. Textbooks will be furnished in class or may be purchased.

Campus Minimum 5/ Maximum 10

Fairhope: (Gaston)

Monday, Tuesday, & Wednesday
November 16 - 18 8am - 12pm

QuickBooks Pro 2015

16 Contact Hours **\$250**

Instructor: Alicia Spencer

Prerequisite: Computer Basic I & II or at least 3 years of computer experience

Course Overview: QuickBooks Pro 2015 is the nation's most popular accounting software program and is one of the easiest to learn! This course offers the bookkeeping skills you need to operate a small business. Learn how to set up your company, establish your chart of accounts, invoice customers, write checks and process accounts payable. Textbooks are included with the cost of the class.

Campus Minimum 6/Maximum 11

Fairhope: (Gaston)

Tuesday & Wednesday September 15 & 16 8am - 5pm

PHOTOGRAPHY

Beginner Digital Photography

9 Contact Hours **\$79**

Prerequisite: Must have a digital camera and the owner's manual.

Instructor: Jason Davis

Course Overview: A fun, hands-on course designed to help you enter the world of digital photography. This course is geared towards point-and-shoot cameras. By learning how to use your camera, you will be able to take better photos from vacations, family reunions, or even for online sales.

Campus Minimum 6/Maximum 12

Fairhope: (Gaston)

Tuesday, Wednesday, & Thursday
October 20 – 22 5:00pm - 7:30pm

POETRY

Building a Poem from the Bottom up – An Introduction to Poetry Writing

12 Contact Hours **\$35**

Purpose: The purpose of this class will be to learn basic poetry writing.

Course Premise: The basic building materials for poetry can be found in prose, if you know what you're looking for. This course will examine the student's prose memories to enable the student to build a poem from the bottom up.

Campus Minimum 6/ Maximum 20

Fairhope: Bell Building

Thursdays September 17 – October 15 1:00pm- 3:00pm

ACT WORKSHOPS

Prep It

8 Contact Hours **\$99**

Course Overview: This workshop will familiarize students with test-taking strategies in the areas of Math, English/Reading, and Science. Students will also receive the official ACT Prep Guide, which includes five practice tests. This course is for individuals who have never taken the ACT test. You will also need to bring your MacBook or a laptop with you to class.

Campus Minimum 10/ Maximum 25

Fairhope: (Fairhope Public Library, 2nd floor) (Room 220)

October 3 & 10
Saturday 9:30am - 1:30pm

Fairhope: (Fairhope Public Library, 2nd floor) (Room 220)

November 14 & 21
Saturday 9:30am - 1:30pm

Rev It Class6 Contact Hours **\$50**

Course Overview: Rev it up! This fast-paced course covers test-taking tips and strategies for improving your ACT score. Students will receive 2.5 hours of instruction per topic. This class is for individuals who have already taken the ACT test. The book is not included in cost of the class, but students will need the Real ACT Prep Guide, 3rd edition. Please specify if the book is needed when registering. The cost is \$26.50. You will also need to bring your MacBook or laptop with you to class.

Campus Minimum 10/ Maximum 25

Fairhope: (Fairhope Public Library, 2nd floor) (Room 220)

Math/Science:

October 17 & 22

Saturday 9:30am – 1:30pm & Thursday 6pm - 8pm

Campus Minimum 10/ Maximum 25

Gulf Shores: (H105)

English/Reading:

September 30, October 5 & 14

Wednesdays & Monday 5:30pm - 7:30pm

Campus Minimum 10/ Maximum 25

Gulf Shores: (H105)

Math/Science:

October 1, 6 & 15

Thursdays & Tuesday 5:30pm - 7:30pm

Campus Minimum 10/ Maximum 25

Gulf Shores: (H105)

English/Reading:

November 9, 18 & December 2

Monday & Wednesdays 5:30pm - 7:30pm

Campus Minimum 10/ Maximum 25

Gulf Shores: (H105)

Math/Science:

November 12, 19 & December 3

Thursdays 5:30pm - 7:30pm

Campus Minimum 10/ Maximum 25

Fairhope: (Fairhope Public Library, 2nd floor) (Room 220)

Math/Science:

December 5 & 12

Saturdays 9:30am – 1:30pm

FINANCIAL**Financial Survival for Retirement**4 Contact Hours **\$25**

If you are retired or getting close to retirement, this two (2) day course will teach you the fundamental principles to ensure your money lasts. Learn how to better manage and control your investments, get information on basic tax reduction strategies, increase your monthly income, protect your life savings and avoid unnecessary estate taxes.

Campus Minimum 6/ Maximum 20

Fairhope: Fairhope Public Library 2nd floor (Room 220)

Thursdays October 29 & November 5 5pm - 7pm

Bay Minette: C206

Tuesdays November 10 & 17 5pm – 7pm

A, B, C & Ds of Medicare2 Contact Hours **\$20**

Whether you are just turning 65 or have been on Medicare a while, your choices and coverage can be complex. This class will lift your cloud of confusion!

Campus Minimum 6/ Maximum 20

Fairhope: Fairhope Public Library 2nd floor (Room 220)

Thursday November 19 5pm – 7pm

Five Star Southern Hospitality Classes Gulf Shores Campus

Wednesday, September 16 2015**9am-11:30am****Hospitality 101****\$25**

Let's talk about it. Why are customer service skills important? Is it worth investing your time to become an ambassador for this area?

1pm-4pm**Communication Basics****\$35**

Discover the fundamentals of communication and listening, how to improve listening, and tips to improve your company's corporate culture by learning to communicate in a positive manner.

Wednesday, September 23, 2015**9am-12pm****Customer Service Skills****\$35**

Better your organization's image by learning behaviors that engage customers. Learn ways to convey positive behaviors, develop a customer-centered corporate culture, and impact customers.

1pm-4pm**Exceeding Customer Expectations****\$35**

Discuss the shift in customer service expectations and demographics and the role of interactive marketing in customer service. This course also covers customer feedback, including ways to handle negative feedback.

Wednesday, October 7, 2015**9am-12pm****Coaching for Managers****\$35**

Let's talk about it. Why are customer service skills important? Is it worth investing your time to become an ambassador for this area?

1pm-4pm**Tele-Sales Skills****\$35**

Identify techniques for communicating effectively on the telephone. Learn how to use phone responsiveness to enhance customer loyalty and improve customer satisfaction.