

# One Step Approved courses for 2016-2017

**For information regarding One Step Salary Incentive please review [APM 03-0911](#)**

**The following is a list of One-Step Salary Incentive approved courses, arranged by competency and level**

## Assessment & Evaluation

Course Number	Title	Description	Contact Hrs	Format	Competency	Level
AFPD 6016	Taskstream Assessment Management System Training	This interactive training will teach participants to utilize Taskstream's Assessment Management System. Topics covered will include inputting unit mission statements, program learning outcomes, assessment plans, assessment results, and status reports.	2.5 hrs	Face-to-face	Assessment & Evaluation	Beginner
AFPD 7058	Assessment	Learn about the various assessments to include Accuplacer College Placement Test (CPT); Scholastic Aptitude Test (SAT); American College Testing (ACT); Test of Adult Basic Education (TABE); General Education Diploma (GED); Information Literacy Assessment; College-Level Academic Skills Test (CLAST); assessment preparation and; Academic Skills Requirements for Postsecondary Adult Vocational (PSAV) Programs.	3 hrs	Face-to-face	Assessment & Evaluation	Beginner
AFPD 7627	Building Student Learning Outcomes in Student Services	Student affairs professionals can make significant contributions to student learning through the programs and services that they offer. In order to measure this impact, participants will learn to develop measurable student learning outcomes for Student Services initiatives.	2 hrs	Face-to-face	Assessment & Evaluation	Intermediate

## Collaboration

Course Number	Title	Description	Contact Hrs	Format	Competency	Level
AFPD 3454	Conflict Resolution Part I	Participants in this course will deal interactively with typical scenarios involving conflict. Emphasis will be upon understanding the roots of conflict and how to respond and deal with conflict as it applies to working with faculty. Methods of instruction will be small group discussion and role playing using community college scenarios.	2 hrs	Face-to-face	Collaboration	Advanced
AFPD 3455	Conflict Resolution Part II	Participants in this course will deal interactively with typical scenarios involving conflict. Emphasis will be upon understanding the roots of conflict and how to respond and deal with conflict as it applies to working with students. Methods of instruction will be small group discussion and role playing using community college scenarios. This is a continuation of Part I.	2 hrs	Face-to-face	Collaboration	Advanced
AFPD 6402	Conflict Management	When people come together they bring their differences with them, and it is inevitable that conflicts will occasionally erupt. The workplace is not an exception. Dealing with interpersonal conflict is an essential job skill. This presentation will encourage employees to identify their individual conflict management styles as well as the characteristics of different styles that represent coworkers. Employing active listening and speaking with intent can increase open and effective conflict resolution as well as lead to a more productive work environment.	1 hr	Face-to-face	Collaboration	Beginner
AFPD 5106	Strengthening Relationships	We all want a loving strong relationship, but why is it that we have trouble keeping it that way? We'll review what goes wrong in relationships, and explore the destructive patterns that interfere. Participants will gain a greater understanding of how to sustain a loving, healthy, and long lasting relationship.	1 hr	Face-to-face	Collaboration	Beginner
AFPD 5118	Assertiveness	Express yourself! Learn practical tips for becoming assertive without being aggressive. Value yourself, others and learn new skills and saying "no" without offending others.	1 hr	Face-to-face	Collaboration	Intermediate
AFPD 4042	Dealing with Difficult People	What is the best approach for dealing with a difficult individual or situation? Join us for the interactive session as we discuss different types of difficult people. We will identify different types of behavior and how to constructively handle situations for a more positive outcome.	2 hrs	Face-to-face	Collaboration	Intermediate
AFPD 5116	Resiliency: Secrets of Successful Employees	An individual's response to an event can make a difference in terms of staying healthy and using the experience in a positive way. What is the secret to resiliency? Find out how to thrive in challenging situations. Participants will leave with tips and techniques for maximizing their own resiliency and making positive change.	1 hr	Face-to-face	Collaboration	Intermediate

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AFPD 5082	Team Building	Inevitably, the workplace is filled with different personality types, all of whom are trying to work together to achieve a common goal for all. By learning how to effectively team build, coworkers can increase work productivity. This is achieved through effective and open communication, respect, support, and leadership. Maintaining and enhancing the self-esteem of workers is an integral part of an effective team. Team members and team leaders can become more meaningful contributors to the team and be able to achieve their common goals.	1 hr	Face-to-face	Collaboration	Intermediate
AFPD 4021	Working through the Struggles of Communication	This workshop will focus on conflict in the workplace and how to work with conflict. Special attentions will be given to diversity in the work place and equal employment/sexual harassment. Participants who complete this workshop will have a better understanding of how to manage conflict in the workplace.	2 hrs	Face-to-face	Collaboration	Intermediate
<b>Communication</b>						
<u>Course Number</u>	<u>Title</u>	<u>Description</u>	<u>Contact Hrs</u>	<u>Format</u>	<u>Competency</u>	<u>Level</u>
AFPD 5060	Communicating Effectively Through Variety of Interactions	We all work with a variety of personalities in the workplace. Effectively coping with difficult people, whether they are students or coworkers, is an invaluable skill. Focusing on the issue and not the anger or strong emotions conveyed by others, can lead to a more industrious work environment. Clear and open communication, as well as customer satisfaction, can be increased with active listening and assertiveness in difficult situations.	2 hrs	Face-to-face	Communication	Advanced
AFPD 5081	Anger Management	Join us as we explore methods for recognizing and taking action to calm down and deal with difficult situations in a more positive way.	1 hr	Face-to-face	Communication	Beginner
AFPD 5064	Balancing Work & Family Life	Balancing work and home life may seem impossible in our busy world. Feelings of guilt and turmoil are stirred by the demands of work and home, the lack of personal time, and time spent with family and friends. Through open discussion, employees can learn how to work toward attainable goals for their personal and professional lives while reducing their stress level. Effective workday tips give advice on how to reduce discomfort and guilt, and successfully "keep it all together."	2 hrs	Face-to-face	Communication	Beginner
AFPD 5069	Communication & The Generation Factor (Part I)	This is the first time in history five generations are working together in corporate America. Learn the difference in communication and work style of generations and best practices for understanding those differences and teamwork.	3 hrs	Face-to-face	Communication	Beginner
AFPD 5061	Cubicle Combat, Bullying in the Workplace	Unfortunately, bullying for some did not stop on the playground. This presentation will define bullying in the workplace. Strategies are reviewed for employees to combat this child-like behavior in the workplace.	2 hrs	Face-to-face	Communication	Beginner
AFPD 6727	Deafology I	Ever have a deaf or hard of hearing student in your class? Want to learn more about deaf culture. American Sign Language, and working with interpreters? Come join us for a crash course that will include cultural considerations, sensitivities, do's and don'ts, communication tips, common misconceptions, and interviews with deaf students and faculty/staff answering your questions!	2 hrs	Face-to-face	Communication	Beginner
AFPD 5079	Discovering Your Personality Style	Discovering your personality style is essential in learning about your talents and strengths. By understanding personality type, one can effectively work with others and improve communication. The workshop provides an overview of personality types, short self assessment, and activities that help on to discover the valuable traits that each person has to offer.	1 hr	Face-to-face	Communication	Beginner
AFPD 4020	Enhancing Communication Skills within the College	Learn how to use positive communication to improve your interactions. In this workshop participants will learn how to enrich verbal and non-verbal communication as well as learn some tips on positive phone and email communication.	2 hrs	Face-to-face	Communication	Beginner
AFPD 5070	Communication & The Generation Factor (Part II)	This is the first time in history five generations are working together in corporate America. Learn the difference in communication and work style of generations and best practices for understanding those differences and teamwork. This is a continuation of Part I.	3 hrs	Face-to-face	Communication	Intermediate
AFPD 6728	Deafology II	Are you interested in learning some basic American Sign Language? Want to be able to communicate with a deaf student or deaf colleague? Join us for a crash course in basic American Sign Language. We'll be focusing on the manual alphabet, common phrases, and signs that will be useful in a classroom setting. Leave your voice at the door!	2 hrs	Face-to-face	Communication	Intermediate

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AFPD 4043	Emotional Intelligence	Emotional intelligence (also known as EQ) refers to one's ability to effectively manage their emotions and maintain relationships. It requires effective communication and understanding of other people. Participants will identify their emotional intelligence level, define the term emotional intelligence, and participate in activities and best practices that increase emotional intelligence.	2 hrs	Face-to-face	Communication	Intermediate
<b>FSCJ Advocacy</b>						
Course Number	Title	Description	Contact Hrs	Format	Competency	Level
AFPD 7626	FSCJ 101	This training introduces new Student Services employees to FSCJ and the Student Services division. Participants will learn about FSCJ's mission and vision, points of pride, unique features of each campus, the student enrollment funnel, and they will be encouraged to see how they fit into FSCJ's mission.	1 hr	Face-to-face	FSCJ Advocacy	Beginner
<b>Learner-centered Teaching Strategies (Faculty and Student Services)</b>						
Course Number	Title	Description	Contact Hrs	Format	Competency	Level
AFPD 0121	How Do I Teach Tech With This Thing? iPad Apps for the classroom	In this workshop, we will look at several apps (most of which are free) to use for classroom management and grading as well as apps useful for creating presentations or tutorials for your students. A demonstration will be given of each, as well as a discussion of the benefits and potential drawbacks.	2 hrs	Face-to-face	Learner-centered Teaching Strategies	Beginner
AFPD 1162	Visual Tools in Blackboard	Want to add the power of visuals into your Blackboard site? We will explore multiple ways to utilize technology to bring images into assignments, projects, and provide inspiration.	1 hr	Face-to-face	Learner-centered Teaching Strategies	Beginner
AFPD 3400	Learning Through Interactivity	In this course, participants will examine various methods of applying learning and motivation research and theory to the development and teaching of online courses. Concepts to be examined include instructional design, cooperative learning, constructivist learning, and mastery learning. Participants will create or modify a syllabus for a course they would like to teach online.	15 hrs	Online	Learner-centered Teaching Strategies	Beginner
AFPD 3420	Getting Started: eLearning	This course will cover basic issues of online learning such as pedagogy, compliance, and Blackboard. This course is designed for those who have never developed nor taught an online class at FSCJ. This course is required before being approved to teach online for the college.	8 hrs	Online	Learner-centered Teaching Strategies	Beginner
AFPD 5138	Tutor Training Series: Assertiveness and Handling Difficult Tutoring Situations	This workshop is a part of a series of training sessions designed to help tutors develop soft skills that will enable them consistently provide high-quality service to patrons. This session highlights some of the difficult situations that are commonly faced during tutoring sessions and offers tutors strategies for handling these situations effectively.	1 hr	Face-to-face	Learner-centered Teaching Strategies	Beginner
AFPD 5139	Tutor Training Series: Beginning and Ending a Tutoring Session	This workshop is part of a series of training sessions designed to help tutors develop soft skills that will enable them to consistently provide high-quality service to patrons. This session focuses on strategies for navigating a tutoring session from beginning to end. It places an emphasis on appropriate ways to greet patrons, glean essential information from them, encourage them throughout the session, and assist them with academic tasks, while encouraging them to take ownership of their learning.	1 hr	Face-to-face	Learner-centered Teaching Strategies	Beginner
AFPD 5140	Tutor Training Series: Critical Thinking	This workshop is part of a series of training sessions designed to help tutors develop soft skills that will enable them to consistently provide high-quality service to patrons. This session highlights the importance of tutors' understanding critical thinking and Bloom's taxonomy so that they may promote the development of students' problem-solving abilities and encourage higher-order thinking skills.	1 hr	Face-to-face	Learner-centered Teaching Strategies	Beginner
AFPD 5141	Tutor Training Series: Customer Service	This workshop is a part of a series of training sessions designed to help tutors develop soft skills that will enable them to consistently provide high-quality service to patrons. This session focuses on strategies for providing outstanding customer service during tutorial interactions.	1 hr	Face-to-face	Learner-centered Teaching Strategies	Beginner
AFPD 5142	Tutor Training Series: Learning Styles	This workshop is part of a series of training sessions designed to help tutors develop soft skills that will enable them to consistently provide high-quality service to patrons. This session provides an overview of major learning styles and points out the ways in which tutors can more effectively assist students by aligning their tutoring efforts with students' learning styles.	1 hr	Face-to-face	Learner-centered Teaching Strategies	Beginner

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AFPD 5143	Tutor Training Series: Listening Skills	This workshop is part of a series of training sessions designed to help tutors develop soft skills that will enable them to consistently provide high-quality service to patrons. This session focuses on active listening strategies that will promote successful interactions with students during tutoring sessions and that will facilitate students' development as more independent learners.	1 hr	Face-to-face	Learner-centered Teaching Strategies	Beginner
AFPD 6114	SLS Training Part I (Intro to Teaching SLS)	This series is by invitation only. In part 1 of this series, participants will learn the fundamentals of the Student Life Skills curriculum.	4 hrs	Face-to-face	Learner-centered Teaching Strategies	Beginner
AFPD 6796	Minimizing Cheating in the Classroom	Technology and punishment alone are not solving the problem of cheating. This program will show you real world-tested techniques to help you minimize cheating by inspiring a growth mindset in your students and encouraging them change their goals from getting good grades to mastery learning.	2 hrs	Face-to-face	Learner-centered Teaching Strategies	Beginner
AFPD 7604	Student Engagement	In this training, participants will learn about the importance of students becoming engaged in campus life while they are in college as well as the resources and opportunities for engagement that are available to students at FSCJ.	2 hrs	Face-to-Face	Learner-centered Teaching Strategies	Beginner
AFPD 7625	Learning Reconsidered: A Collaboration Model	Participants will gain an understanding of key principles that are foundational to student development. This training will explore the NASPA/ACPA joint publication, Learning Reconsidered, which argues for the need to educate and prepare the whole student. The publication re-examines conventional teaching and learning in support of student development.	2 hrs	Face-to-face	Learner-centered Teaching Strategies	Intermediate
AFPD 7629	Advanced Student Advocacy/Case Management	The purpose of this training is to provide participants with the knowledge and skills necessary to guide students through the process of resolving educational, personal, and other barriers that challenge the achievement of their academic goals.	2 hrs	Face-to-face	Learner-centered Teaching Strategies	Advanced
AFPD 1157	Using Google Forms & Excel for Classroom Writing Workshops	Learn how to use Google Forms and Excel for a writing workshop in a computer classroom. Attendees will participate in a demonstration of this lesson plan in which students anonymously post their work for the class to review. This provides students with immediate feedback from the professor and their peers without intimidation or anxiety about sharing their written work. Using this strategy engages students in a computer lab.	2 hrs	Face-to-face	Learner-centered Teaching Strategies	Intermediate
AFPD 6510	Making Creativity Happen!	Are you willing to change your attitude about using the creative process as a tool in everyday life? Are you open to creative ways of enhancing your problem-solving skills to arrive at unique, innovative solutions? This interactive workshop will explore practical ways to utilize the creative process as a tool in your everyday life. We will focus on understanding how attitude affects our outcomes and the advantage of finding multiple solutions in all areas of our lives. We will explore hands-on activities that will encourage you to explore new creative methods	3 hrs	Face-to-face	Learner-centered Teaching Strategies	Intermediate
AFPD 8013	Assigning a Research Paper & Getting Results!	Are you tired of assigning research papers and getting poor results? Are you tired of taking too much time out of your discipline to teach students research writing skills you think they should already have learned? This workshop, intended for any discipline using MLA or APA format, provides tools for ensuring that your students write well-documented papers without creating too much extra work for you. It includes quick exercises, handouts, and samples for your students. It also includes information on academic honesty, writing clear prompts, and more.	2 hrs	Face-to-face	Learner-centered Teaching Strategies	Intermediate
AFPD 3301	Hybrid Teaching	This course focuses on the key characteristics of a hybrid/ blended course. Participants will learn how to balance the online and face-to-face components in this workshop. Emphasis will be placed on effective planning and technology implementation.	8 hrs	Hybrid-Blended	Learner-centered Teaching Strategies	Intermediate
<b>Organizational Strategy</b>						
Course Number	Title	Description	Contact Hrs	Format	Competency	Level
AFPD 5109	Working Through Stressful Changing Times	Change is all around us. Without it we would be stagnant individuals and organizations. How do we make change work for us personally and professionally? Everyone responds differently to what we call change. But, what does that mean to an employee or organization and how can we get on the same page when discussing and understanding attributes, benefits, and pitfalls? Perception can impact our reaction and adaption to change.	1 hr	Face-to-face	Organizational Strategy	Beginner

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AFPD 5122	Military and Veterans Service Center Information Session	Find out the valuable services our Military and Veteran's service center offers our students. The information will help you answer student inquiries regarding such services.	1 hr	Face-to-face	Organizational Strategy	Beginner
AFPD 7065	University Transfer & 2+2 Articulation Agreements	Learn how to access transfer Web resources, to advise Associate in Arts (A.A.) degree transfer students to declare a proper intended transfer major and intended transfer institution; advise transfer students on the correct transfer prerequisites/ A.A. electives minimizing time-to-degree. Learn how to advise students on how to access Associate in Science (A.S.) degree and Associate in Applied Science (A.A.S.) degree articulation resources; advise students on how to follow the proper degree plan, choosing correct classes minimizing time-to-degree.	3 hrs	Face-to-face	Organizational Strategy	Beginner
AFPD 7571	Dual Enrollment	This training is designed to provide advisors with an overview of Dual Enrollment, an understanding of this special population of students and the processes that students must follow in order to participate in the program, and an explanation of the role of Student Success Advisors in the academic advising of Dual Enrollment students.	1 hr	Online	Organizational Strategy	Beginner
AFPD 7585	F-1 International Student Overview	This course is intended to assist enrollment staff and academic advisors effectively serve international students on an F-1 student visa who are enrolled in a degree seeking program at Florida State College at Jacksonville. Students on the F-1 visa must comply with several U.S. Immigration regulations regarding their education in order to maintain legal status in the U.S. Many of the necessary regulations as it pertains to admission, enrollment, and advising will be covered in this course. (This course is not an immigration overview; it will be very specific to the F-1 visa student).	2 hrs	Face-to-Face	Organizational Strategy	Beginner
AFPD 7595	Advising Techniques	In this training, participants will learn how to utilize various advising techniques including appreciative advising and intrusive advising in their daily practice.	2 hrs	Face-to-Face	Organizational Strategy	Beginner
AFPD 7605	Career Development	In this training, participants will gain the knowledge and skills necessary to have effective conversations with students about career choices and career decision-making.	2 hrs	Face-to-Face	Organizational Strategy	Beginner
AFPD 7608	Veterans Affairs	This training provides participants with the knowledge and skills that are necessary to assist military and veteran students in their academic pursuits at FSCJ.	3 hrs	Face-to-Face	Organizational Strategy	Beginner
AFPD 7621	Applications Input	This hands-on training allows participants to practice inputting admissions applications. Participants also learn about each application type including Bachelor's, College Credit, Vocational, and Non-Credit.	2 hrs	Face-to-Face	Organizational Strategy	Beginner
AFPD 7408	Understanding ADA & Student Support Services	This course will provide a basic understanding of the Americans with Disabilities Act in a postsecondary educational environment and how students can access Disability Support Services. This training will review the eligibility process, documentation requirements, services that are available to students and how they may impact you in the classroom, the grievance process, and OSSD contacts by campus. This course also highlights student support services that are available for the general student population.	4 hrs	Face-to-Face	Organizational Strategy	Intermediate
AFPD 7533	Accelerated & Credit for Prior Learning	Designed for advisors and anyone assisting students with educational planning, participants will learn the 3 primary means of acceleration at FSCJ and how students may access them for optimal efficiency. Subjects include accelerated curriculums and Credit for Prior Learning options such as; Portfolio Development, ACE recommendations, and credit by exam. Participants will practice how to respond to typical questions and receive practical guides and mnemonic aids to use when advising students.	2 hrs	Online	Organizational Strategy	Intermediate
AFPD 7606	Advising 101/ Appeals	This training session provides an overview of several advising-related topics including Developmental Education, Appeals, Course Delivery, Terms and Sessions, Standards of Academic Progress, Grade Forgiveness, and Course Repeats among others.	4 hrs	Face-to-Face	Organizational Strategy	Intermediate
AFPD 7609	English Language Programs	This training provides participants with the knowledge and skills that are necessary to direct students to the English Language Program that is appropriate for them. These English Language Programs include English for Speakers of Other Languages, English Language Institute, and English for Academic Purposes.	3 hrs	Face-to-Face	Organizational Strategy	Intermediate

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AFPD 7622	Recruiter Training Series	This training series is designed for FSCJ's Recruitment staff. In this training, participants will learn about FSCJ's various student segments, academic programs, and student success programs. Additionally, public speaking training for recruiters will be offered in this series.	16 hrs	Face-to-Face	Organizational Strategy	Intermediate
AFPD 7564	Advising for PSAV and Industry Certification Articulations	This training is designed for advisors. Attendees will learn how students may be eligible for articulated credits through PSAV and industry certifications and how to determine if a student already has articulated credit on their transcript.	0.5	Online	Organizational Strategy	Advanced
AFPD 7515	Admissions Application/Residency	This course is designed for employees seeking to input admissions applications, interpret basis of admission (BOA), post transcripts, use ORION to complete and process the different programs of study applications, and perform functions related to the application process.	3 hrs	Online	Organizational Strategy	Intermediate
AFPD 7607	Admissions Applications/Residency Case Studies	In this training participants will have the opportunity to work through case studies and engage in role playing related to admissions application and residency scenarios. The online Admissions Application/Residency training course is a pre-requisite for this training.	2 hrs	Face-to-Face	Organizational Strategy	Intermediate
AFPD 7633	Academic Success Coaching	In this training, participants will learn about the role of Academic Success Coaches, and how they assist students who are on academic warning, probation, or suspension. Participants will leave with a clear understanding of the College's Standards of Academic Progress, and the steps that students should take in order to attain good academic standing.	1 hr	Face-to-face	Organizational Strategy	Beginner
<b>Professionalism</b>						
<u>Course Number</u>	<u>Title</u>	<u>Description</u>	<u>Contact Hrs</u>	<u>Format</u>	<u>Competency</u>	<u>Level</u>
AFPD 4010	Customer Service	How can we best serve students in person, on the phone, and via email? What can we do to provide excellent service to fellow staff members? How can we help to foster an atmosphere of collegiality and professionalism? Please join us for an interactive session about customer service at the College.	2 hrs	Face-to-face	Professionalism	Beginner
AFPD 5057	FERPA Basics	This course is a required introduction to FERPA (Family Education Rights and Privacy Act) for all college employees. Prior to gaining and maintaining ORION and MyAdvisor security, all employees must complete this course.	1 hr	Online	Professionalism	Beginner
AFPD 5080	Business Etiquette	What is business etiquette and what are the potential problems for workplaces that ignore this expectation? This presentation will review skills that staff in all work settings must learn to successfully navigate. Best practices for telephone, cell phone, and email communication are reviewed. Dressing for success and avoiding cross-cultural pitfalls are discussed. Professionalism is the key and we will discuss how to achieve this outcome.	1 hr	Face-to-face	Professionalism	Beginner
AFPD 6404	Avoiding Burnout	The irony with burnout is that it happens when an individual tries to work too hard or do too much. It can lead to cognitive distortion of the importance of an issue or worry. The final stage of the stress response is burnout, which is a concern for employers who desire to maintain their employees' productivity at work. This presentation is designed to inform employees of the physiological and emotional dangers of stress and burnout, as well as assist employees in developing effective coping techniques. Being able to successfully manage can lead to greater effectiveness.	1 hr	Face-to-face	Professionalism	Beginner
AFPD 7534	Red Flags Rule	In this workshop, employees will learn how to spot potential cases of identify theft and understand the College's policy of what to do when identity theft is suspected.	2 hrs	Online	Professionalism	Beginner
AFPD 7540	Program Integrity Misrepresentation	This training will cover the important updates to the Department of Education's Program Integrity Guidelines regarding Misrepresentation. In this training, you will first watch a video consisting of expert testimony, undercover videos gathered by the US Government Accountability Office, and be presented with facts that will be assessed in a brief test at the conclusion of the training.	1 hr	Online	Professionalism	Beginner
AFPD 7613	Customer Service Techniques I	This training is designed to enhance the participants' customer service skills and provide them with basic competencies necessary for effective service to our students.	2 hrs	Face-to-Face	Professionalism	Beginner

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AFPD 7594	Student Success Case Studies & Conversations	Imagine a day of walk-in student traffic where you are faced with situations as varied as the students themselves. How do you respond to their particular issues, while always maximizing the opportunity to connect with the individual student? In this workshop, we will review scenarios, role play case studies, and together share conversations about how to best serve students.	2 hrs	Face-to-Face	Professionalism	Intermediate
AFPD 7630	Crisis Management in Student Services	In this training, participants will gain practical tools that they can use to manage crisis situations in Student Services contexts. This training will equip staff to be able to deal with the human side of emergency situations and assist with returning the campus to normal functioning as quickly as possible.	2 hrs	Face-to-face	Professionalism	Intermediate

## Resource Management

Course Number	Title	Description	Contact Hrs	Format	Competency	Level
AFPD 1119	Online Syllabus Builder	Let us guide you through the new Online Syllabus Builder! Topics will include: creating an online syllabus, uploading a self-developed syllabus, customizing your profile portrait, editing and copying your saved syllabi, and publishing your syllabi for your students. Best practices will be shared and demonstrated.	2 hrs	Face-to-face	Resource Management	Beginner
AFPD 5115	A.L.I.C.E.	Plan to attend this informative presentation and interactive discussion on the sensitive topic of active shooter response. The campus security chief will present the A.L.I.C.E. program including implementation and case studies, what to expect during an active shooter event, counter measures and how these events unfold. Faculty/staff responsibilities will be discussed followed by a Q&A session. Students are welcome to attend these sessions.	1 hr	Face-to-face	Resource Management	Beginner
AFPD 7611	Financial Aid Basics I	This training provides participants with an overview of the financial aid cycle from the submission of the FAFSA to the disbursement of financial aid awards. In this training participants also receive an overview of Financier (the financial aid system in Orion).	4 hrs	Face-to-Face	Resource Management	Beginner
AFPD 7631	Financial Aid 101	The purpose of this training is to prepare advisors to assist students with their financial aid. This training is divided into four parts, each of which include detailed information on a wide range of topics including ethical practice in Financial Aid, the FAFSA, Expected Family Contribution, Cost of Attendance, Verification, the various types of financial aid, Satisfactory Academic Progress, and much more.	9 hrs	Online	Resource Management	Intermediate
AFPD 8010	Libraries & Copyright in the Digital Age	Copyright regulations govern how libraries can interact with scholars and students, but technology has outpaced the evolution of legal guidelines. This training focuses on Section 108 of the US Copyright Act, which applies to limitations and exclusive rights of digitization and reproduction of library materials and archives. You will learn how the US Copyright Act governs the following activities: providing, photocopies and digital copies to users, preserving analog works, and Interlibrary loan.	2 hrs	Face-to-face	Resource Management	Beginner
AFPD 9018	Purchasing Guidelines and Requirements	College guidelines for those employees whose job description requires them to make or approve requests for the procurement of goods and services by way of purchase requisitions, P Cards, vouchers and OPS agreements.	2 hrs	Online	Resource Management	Beginner
AFPD 5077	Crowd Manager	This course is for any FSCJ staff member who may be assigned as a Crowd Manager, as part of an assembly/ gathering of 50 or more people. The training provides the user with a historical background of the Crowd Manager's code requirements. It also outlines the basic requirements of the fire code and the duties of the crowd manager. At the conclusion of the program, there is a short assessment to test the newly trained crowd manager's knowledge of their responsibilities.	1 hr	Online	Resource Management	Intermediate
AFPD 1102	Kaltura	Learn how to use Mediaspace, the College's video portal, where you can securely create, upload, share, search, browse, and watch live and on demand videos, presentation, screencasts, and other rich media content anytime anywhere.	2 hrs	Face-to-face	Resource Management	Beginner
AFPD 7507	New Financial Aid Year Updates	This course will cover the expected changes to the financial aid application, as well as any program updates for the upcoming aid year. Outcome expected: Attendees will be able to advise students regarding new application and program requirements for the new aid year.	4 hrs	Face-to-face	Resource Management	Intermediate

## Scholarship (Faculty and Student Services)

Course Number	Title	Description	Contact Hrs	Format	Competency	Level
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AFPD 7614	Student Development 101	In this training participants will learn about research-based strategies for fostering students' cognitive, affective, and social development. Participants will have an opportunity to engage in dialogue about personal self-awareness, and strategies for creating learning experiences and learning environments that foster student development.	1.5 hrs	Face-to-face	Scholarship	Beginner
AFPD 7628	Advanced Student Development Theories	This 6-part training explores a variety of Student Development theories. Participants will learn how various psychosocial, cognitive, developmental, and theories can assist them in understanding where their students are in their development, and how these theories can be used to guide their practice.	6 hrs.	Face-to-face	Scholarship	Advanced

## Social Justice and Inclusion

Course Number	Title	Description	Contact Hrs	Format	Competency	Level
AFPD 3453	Working with Diverse Populations	In this course, participants will focus on the experiences and challenges of diversity in the learning setting. Emphasis will be upon understanding the needs of students with diverse backgrounds and learning styles and how these needs can be met while working toward common goals. Methods of instruction will be small group discussion and role playing.	2 hrs	Face-to-face	Social Justice and Inclusion	Beginner
AFPD 5055	Preventing Sexual Harassment	This course is intended to increase awareness of sexual harassment. At the end of this training, you will be able to identify behavior that might be considered sexual harassment, explain the legal and other consequences of sexual harassment, describe your role and responsibility in creating an academic and work environment free of sexual harassment, and state what actions to take against sexual harassment. MASTERY TEST REQUIRED. To access the course please copy and paste this URL in your browser: <a href="http://training.newmedialearning.com/psh/flccjacksonville">http://training.newmedialearning.com/psh/flccjacksonville</a>	1 hr	Online	Social Justice and Inclusion	Beginner
AFPD 5108	Generational Diversity	This is the first time in history five generations are working together in corporate America. Learn the difference in communication and work style of generations, and best practices for understanding those differences and teamwork.	1 hr	Face-to-face	Social Justice and Inclusion	Beginner
AFPD 5117	Disabled Student Services	Learn about services available for SDS students. Knowing this information is both important for staff and faculty, so you can provide students with some basic information such as general policy and opportunities available for SDS students.	1 hr	Face-to-face	Social Justice and Inclusion	Beginner
AFPD 7632	Diverse Student Populations	This training is designed to prepare Student Services staff for working with various student segments. This training will heighten the participants awareness of the challenges and opportunities that these populations face, and equip them with the tools needed to properly assist students of diverse backgrounds.	2 hrs	Face-to-Face	Social Justice and Inclusion	Beginner

## Technology

Course Number	Title	Description	Contact Hrs	Format	Competency	Level
AFPD 0101	Orion 101	Items Covered in this workshop include login, logout, basic navigation skills an shortcut tips. (NOTE: This workshop is a pre-requisite for other ORION based training including Finance, P Card, Encoding, Registration, ORION reports training)	0.5	Online	Technology	Beginner
AFPD 0181	Imaging for Viewers	This class will provide the basic understanding of OnBase Imaging software for everyday viewers. Participants will learn to search, view, and print documents in imaging.	0.5	Online	Technology	Beginner
AFPD 1022	Excel	Topics covered will include creating an electronic spreadsheet by entering data, formulas and functions, formatting the data, printing, freezing titles and headings, sorting, protecting cells, using the AutoFormat, and creating all types of charts. Creating a grade book by copying and pasting from ARTEMIS class rolls will be demonstrated.	3 hrs	Face-to-face	Technology	Beginner
AFPD 1032	PowerPoint	Topics covered will include creating a blank presentation, navigating through slides, using slide transitions and slide backgrounds, using different views, changing the format and size of bullets, saving and printing a presentation. Topics also covered will include the slide and title master, headers and footers, using animation, linking to a website, adding audio and video, creating an organization chart, and putting a presentation on the web.	3 hrs	Face-to-face	Technology	Beginner
AFPD 1042	Word	Topics discussed will include entering text, spell checking and thesaurus, setting margins and tabs, using cut, copy, delete, and paste, formatting text, printing, using headers and footers, page numbering, and using columns, tables, and graphics.	3 hrs	Face-to-face	Technology	Beginner

# One Step Approved courses for 2016-2017

AFPD 1043	Adobe Acrobat	In this workshop, participants will learn how to use Adobe Acrobat, which reads and creates documents to be distributed via the internet. Creates documents in the same format as word processor or page layout software. This software is used to create PDF files. The documents may include sound, movies, hyperlinks, and can be assigned different levels of protection. Topics include how to view, make, and distribute the pages.	3 hrs	Face-to-face	Technology	Beginner
AFPD 1048	Windows 10	Here are some exciting changes with Windows 10: The Start Menu is back and improved for quick access to your favorite things. Windows 10 starts fast, resumes fast, and comes with more security features than ever. And, it's designed to work with the hardware and software you already use. Windows 10 is packed with innovations like Cortana, your truly personal digital assistant, and Microsoft Edge, an all-new browser.	2 hrs	Face-to-face	Technology	Beginner
AFPD 1092	Getting the Most From Your iPad	This workshop is designed to help college faculty and staff get the most out of their iPad. Basic functionality will be explored as well as how to use different apps on the iPad. Please bring your iPad to the workshop.	2 hrs	Face-to-face	Technology	Beginner
AFPD 1230	Respondus	Participants will learn how to use Respondus, a tool for creating and managing assessments directly in Blackboard. Respondus also allows users to extract exams and test pools from other sources and import them into Blackboard.	2 hrs	Face-to-face	Technology	Beginner
AFPD 1117	Office 365	If you are curious about Microsoft Office 365 and want to learn how to use it, then this is the workshop for you. You will learn how to create documents, presentations, and how to collaborate with others online.	2 hrs	Face-to-face	Technology	Beginner
AFPD 1120	Google Hangout	Google Hangout is a great tool to engage your students. This workshop will teach participants how to use Google Hangout for individual and group conversations. Topics will include how to use Google Hangout with Apple iOS and Android devices.	2 hrs	Face-to-face	Technology	Beginner
AFPD 1261	Blackboard Navigation and Content	In this workshop, participants will learn the basic information on navigating within Blackboard. Participants will learn the difference between student and instructor view and learn where help is available. Participants will also learn how to add personalized content to their course.	2 hrs	Face-to-face	Technology	Beginner
AFPD 1262	Blackboard Discussion	Create discussion forums and threads. Identify important components of discussion board. Develop and revise discussion questions. Identify useful tools to enhance discussions. Manage discussions. Identify mashups and learn how to enhance discussion forums.	2 hrs	Face-to-face	Technology	Beginner
AFPD 1266	Blackboard Tools	Identify best practices for welcoming your students. Recognize the use of wikis, journals, and blogs as a means of communication. Describe the purpose of announcements and the calendar. Add opportunities for collaboration to your instructional strategy. Use the groups tool to add groups to your course. Add users and the appropriate tools to groups.	2 hrs	Face-to-face	Technology	Beginner
AFPD 1269	Blackboard Communication	Communicating with students in the online or hybrid environment can be a challenge. Discover communication tools in Blackboard to enhance collaboration with students.	2 hrs	Face-to-face	Technology	Beginner
AFPD 7022	My Advisor/ Connections	Learn how to use My Advisors portal as your advising source to analyze a student's program of study, assessment scores, SOAP percentage, course advising, and transcripts to enhance your advisement experience. An overview of the Connections student portal will be given as well.	3 hrs	Online	Technology	Beginner
AFPD 1112	Creating Videos Using iMovie	Learning efficient steps to use iMovie software creating video clips of subject specific content that can be utilized each semester. We will practice using the iMovie software and explore ideas for content.	2 hrs	Face-to-face	Technology	Intermediate
AFPD 1115	Screen Cast Made Easy	This workshop will show you how to use Screen Cast Software to create short videos to add to your course materials.	2 hrs	Face-to-face	Technology	Intermediate
AFPD 5067	Get Your Head in the Clouds	Discover how to use create, save, submit and share documents in the "cloud." You can use this resource to share departmental documents or information with a selected group or committee you may be a part. Access your own file in the cloud from anywhere at anytime!	2 hrs	Face-to-face	Technology	Beginner
AFPD 7022	My Advisor/ Connections	Learn how to use My Advisors portal as your advising source to analyze a student's program of study, assessment scores, SOAP percentage, course advising, and transcripts to enhance your advisement experience. An overview of the Connections student portal will be given as well.	3 hrs	Online	Technology	Beginner

# One Step Approved courses for 2016-2017

AFPD 1033	Advanced PowerPoint	This workshop explores advanced-level functions and features of PowerPoint. You will learn how to create and modify templates, build a custom slide master, and insert multimedia elements. You will also learn advanced techniques for working with charts, tables, clip art and drawing tools.	3 hrs	Face-to-face	Technology	Intermediate
AFPD 1081	OneNote	Attendees will learn how to use OneNote to create, gather, and store all kinds of information--text, images, audio, video recordings, handwritten notes, Web content, and more -- all in one place.	2 hrs	Face-to-face	Technology	Intermediate
AFPD 1108	iPad for Classroom Use	In this workshop, we will look at several apps (most of which are free) to use for classroom management and grading as well as apps useful for creating presentations or tutorials for your students. A demonstration will be given of each, as well as a discussion of the benefits and potential drawbacks. Among those covered will be Teacher Kit, iAnnotate, Dropbox, Educreations, Explain Everything, and Onlive Desktop. Please bring your iPad to class.	2 hrs	Face-to-face	Technology	Intermediate
AFPD 1156	Sway	SWAY on over to learning a new way to create presentations. SWAY is a new option that can be used instead of PowerPoint. It allows one to create interesting and more professional looking presentations. Find out how you can incorporate this new option into your work life and create eye catching presentations.	2 hrs	Face-to-face	Technology	Intermediate
AFPD 1263	Blackboard Tests, Surveys, and Pools	This module provides instructions for using assignment tools to help create tests and surveys. Participants will also learn how to create, manage, and pool test questions that can be used again. Grading processes will also be highlighted.	2 hrs	Face-to-face	Technology	Intermediate
AFPD 1264	Blackboard Gradebook	Participants will be able to identify gradebook components, create and manage assignments, review grade assignment submissions, recognize grade options, and analyze reports.	2 hrs	Face-to-face	Technology	Intermediate
AFPD 1023	Advanced Excel	Topics covered will include using multiple worksheets and workbooks, and working with more advanced formatting options including styles, themes, backgrounds and watermarks. Learn how to create subtotals, create and apply cell names, and work with lists and tables.	3 hrs	Face-to-face	Technology	Advanced
AFPD 1066	SharePoint	Find out how to establish a SharePoint site for your department. Share announcements, documents, files and much more! Check out this "cloud based" tool and see how you can communicate and share resources with your colleagues.	2 hrs	Face-to-face	Technology	Advanced
AFPD 1210	Blackboard Advanced Features	Topics covered include learning units, advanced grade book features, SCORM compliant content and advanced tools available in Blackboard.	3 hrs	Face-to-face	Technology	Advanced