A Message from the President and CEO

A spark of imagination igniting the next innovation must be nurtured to be sustained. That’s precisely the mission of Florida Tech’s Continuing Education initiatives. Our skilled faculty and staff are expert at nurturing new opportunities for professionals, whether they are honing their skills in their present careers or expanding their horizons to try something new.

As a private, nonprofit university, Florida Tech is entrepreneurial in its pursuit of “high tech with a human touch” educational opportunities. Since 1958, innovation has had a home here. The world isn’t changing—it has already changed. The job market for us, our children and grandchildren requires technically skilled, technologically prepared lifelong learners. Instilling the ability to adapt, to think critically, to explore creatively, are the hallmarks of quality higher education, and key to this university’s “high tech with a human touch” philosophy of learning.

I’m proud of the robust Continuing Education opportunities available at Florida Tech. I encourage you to take advantage of the range of programs we offer. Allow us to help spark your success.

Sincerely,

Anthony J. Catanese, Ph.D., FAICP

A Message from the Senior Director of Continuing Education

Technology is rapidly changing the way that we live, work and play. Staying current has become a daily challenge. Competing priorities place demands on our time. You need flexibility and the opportunity to gain new knowledge and skills at a time and place convenient to your overburdened schedule. Whether you’re part of an organization that needs to enhance the talent of your workforce and leverage technology or you’re an individual hoping to expand your knowledge and hone your skills to stay current or to advance in your career, we have a variety of learning opportunities to help you succeed. These courses and workshops are designed to meet your needs for on-demand or scheduled training available online or on-site. We look forward to helping you succeed!

Cynthia Schmitt
Biomedical Professional ................................................................. 5
Human Resources Professional .......................................................... 7
Institute for Cross-Cultural Management ........................................... 11
About the Workplace Training Program .......................................... 13
Business and Professional Courses .................................................. 14
IT and Software Applications Courses ............................................. 17
Lifelong Scholar Society ................................................................. 19
On-Site Courses ............................................................................. 20
Programming and Web Design Courses .......................................... 21
Workplace Training Program Overview .......................................... 24
Institutional Overview .................................................................... 25
Index ............................................................................................. 28
Expand your knowledge in the cutting-edge field of biomedical engineering. The Florida Institute of Technology has partnered with The American Ceramic Society to offer an innovative certificate series of online short courses in biomedical engineering with presenter Dr. Larry Hench.
Biomedical Professional

About Larry L. Hench, Ph.D., Professor of Engineering, Biomedical Engineering Program

Overseeing development of the program is world-renowned scientist Dr. Larry Hench, whose illustrious academic career includes the development of Bioglass®—the world’s first synthetic material capable of long-term bonding with living tissue—which has become an essential component of countless orthopedic devices and medical procedures, including bone grafting and regeneration procedures, medical implants, dental repair and other orthopedic applications.

Hench has received numerous international awards from prestigious scientific organizations, has published over 800 research papers and 30 books and he currently holds 32 U.S. patents. Additionally, Hench is a member of many esteemed academic groups and professional societies, including the National Academy of Engineering, the World Academy of Ceramics, The American Ceramic Society, the Society of Glass Technology, and the Institute of Materials.

BMEP1001: BIOCERAMICS: ADVANCES AND CHALLENGES
FOR AFFORDABLE HEALTHCARE

Addresses the ethical and technical challenges facing affordable healthcare in the 21st century. Emphasizes the evolution and clinical applications of bioactive ceramic materials. Includes tissue bonding, regenerative medicine, state-of-the-art medical implants and long-term viability, socioeconomic implications and ethical considerations. Also discusses alternative approaches to tissue repair and the advent of third-generation materials and nanomaterials. 3.5 professional development units (PDU)

How you will benefit:
- Establish an understanding of the effects of increasing life expectancy and increasing healthcare costs on the need for innovative biotechnologies.
- Learn how bioceramics meet the needs for innovative technologies to achieve improved healthcare at lower cost.
- Explore a brief history of the medical profession and the role of biomedical materials in repair and replacement of body parts.
- Develop knowledge of new biomedical materials with bioactive properties and mechanisms of bonding to living tissues.
- Establish an understanding of the clinical applications of biomedical materials and their potential benefits and limitations based upon age and medical condition of the patient.
- Preview the Biomedical Engineering CE certificate program offered by Florida Institute of Technology.

Course Outline:
- Lecture #1: Healthcare Cost/Quality Needs; Healthcare Revolutions; 3rd Generation Bioceramics for Tissue Regeneration
- Lecture #2: Clinical Applications of 3rd Generation Bioactive Glasses
- Lecture #3: Gene Activation and Osteostimulation: The Clinical Success of Bioglass
- Lecture #4: New Developments in Bioceramics; Preventative Healthcare Products
- Lecture #5: FIT Online Courses to Meet These Challenges

BMEP1002: SURFACE CHEMISTRY AND CHARACTERIZATION OF BIOACTIVE GLASSES

Consists of a synopsis of how biomaterials were discovered. Reviews animal models and clinical applications. Provides a detailed explanation of the mechanisms involved in Bioglass bonding to bone and soft tissues. Also covers toxicology, biocompatibility and further details of the surface chemistry and characterization of Bioglass.

How you will benefit:
- Explore the history of bioactive materials, including the first revolutionary experiments and inspiration for this area of research.
- Learn about the strength of the bone-Bioglass bond and how this strength is measured in a variety of models.
- Explore how Bioglass bonds to tissues and consider the vast number of questions resulting from the nature of bioactive material bonds.
- Analyze the mechanisms of bone bonding through the exploration of surface characterization methods and analyses of surface reactions.
- Learn about the technologies utilized for characterization and surface analysis of bioactive glasses and ceramics.
- Obtain an overview of compositional dependence, toxicology and biocompatibility of bioglasses.
- Explore the surface characterization process of bioactive glasses, including how to establish a strategy for characterization and how to determine the best method of quality assurance.

Course Outline:
- Lecture #1: Introduction
- Lecture #2: Discovery of Bioactive Glasses, Evidence of Bone Bonding, Animal Models of Bone Bonding
- Lecture #3: Strength of the Bone-Bioglass Bond
- Lecture #4: The Bonding of Bioactive Glasses to Tissues
- Lecture #5: Mechanisms of Bone Bonding: Part 1 - Surface Characterization Methods
- Lecture #6: Mechanisms of Bone Bonding: Part 2 - Infrared Reflection Spectroscopy Analysis of Bioactive Glass Surface Reactions
- Lecture #7: Soft Tissue Bonding, Compositional Dependence of Bonding, Toxicology and Biocompatibility Testing, Classes of Bioactivity - A and B
- Lecture #8: Toxicology and Biocompatibility Testing of Bioactive Glasses
- Lecture #9: Characterization of Bioglass
Whether you're seeking a career in the popular and in-demand field of human resources or looking to maintain your certification, gain HR positions and advance in the field of human resources with these HRCI-accredited courses.
Continuing Education Catalog 8

Human Resources Professional

Need to maintain PHR® certification?
We offer a number of online courses that are HRCI-accredited as CEUs for the PHR certificate. Our online courses are on-demand and can be completed at your own pace.

What Is a Professional in Human Resources Certificate (PHR)?
- A professional in human resources (PHR) is someone who has sat for and passed the PHR exam.
  - In order to take the exam, one must have a bachelor’s or master’s degree in a business-related field or at least four years of experience in the HR field.
  - Our Human Resources Professional Exam Prep course prepares you to sit for the PHR exam with HRCI (Human Resource Certification Institute) as the certifying body. (PDP0567: Human Resources Professional)
- Individuals obtaining a PHR certificate will have mastered all the skills needed in order to gain an entry-level position in the field of human resources.
  - This certificate demonstrates an individual’s experience in HR by passing a certification exam demonstrating his or her knowledge in technical and operational aspects of HR.
  - This includes a mastery of U.S. laws and regulations regarding interviewing, wrongful discharge, employee safety, etc.

BEHP1010: ETHICAL AND LEGAL CONSIDERATIONS FOR BA PRACTITIONERS
Explores the ethical and legal considerations in the practice of behavior analysis. Includes regulatory, disciplinary and professional standards and ethical issues relevant to client services. Places particular emphasis on the difference between and implications of licensure and certification in professional practice. 3 general HRCI credits

BEHP1067: SO, YOU’VE WRITTEN THE PERFECT BEHAVIOR PLAN, NOW WHAT?
Reviews the literature on training, feedback and contingencies in changing behavior at the organizational level. Presents some personal examples of performance management strategies the author has used in various setting. 1.5 general HRCI credits

BEHP1068: ADVENTURES IN ETHICS: DOWN THE RABBIT HOLE
Addresses the lack of a code of ethics in organizational behavior management (OBM). Illustrates the need to develop such a code and suggests points to consider when devising the code. Begins with an overview of ethics discussions in the OBM community and examples of OBM consultation opportunities. Works toward the conclusion that OBM ethics must be codified for the field to obtain true professional status. 1 general HRCI credit

BEHP1095: INTRODUCTION TO OBM: HOW TO TRAIN, EVALUATE AND MANAGE STAFF
Introduces empirically derived methods to train, manage and evaluate employees from a behavior analytic perspective. Includes the most challenging aspects of clinical work (staff management and direct care staff and implementing complex procedures with difficult consumers). Also includes an overview of behavior analytic literature on managing staff behavior. 3 general HRCI credits

BEHP1103: RISK MANAGEMENT AND SELF-PRESERVATION
Provides an overview of the BACB® guidelines for responsible professional conduct and ethical practice, areas of risk and actions that can lead to increased vulnerability to violating those principles. Discusses aspects of proper record-keeping and confidentiality and offers strategies for addressing a potential malpractice claim. 1 general HRCI credit

BEHP1114: ESSENTIALS OF ORGANIZATIONAL BEHAVIOR MANAGEMENT
An introduction to the field of organizational behavior management (OBM). As a subdiscipline of ABA, OBM is the application of behavior analysis to business settings. Overview of OBM, assessment and behavior change procedures. Discuss how to maintain behavior change, develop effective leadership, deal with problematic behavior and apply behavior analytic codes of ethics in a business setting. Presentation from Aubrey Daniels, ineffective management practices. 9.5 general HRCI credits

BEHP1115: BEHAVIORAL SYSTEMS ANALYSIS
Covers the behavioral systems analysis (BSA) approach in OBM. Presents organizations as systems and introduce the tools used to assess the levels of the system. Provided examples of intervention strategies, as well as how to combine performance management and systems approaches using lecture and case examples. 11 general HRCI credits

BEHP1116: BEHAVIOR-BASED SAFETY
Introduces behavior-based safety (BBS), traditional safety programs and why a special OBM process is necessary for safe behavior. Covers procedures for developing a comprehensive safety process. Additional topics such as case studies and maintenance procedures. Concludes with an examination of pedestrian and driver safety. 10 general HRCI credits
BEHP1117: BUSINESS ESSENTIALS FOR BEHAVIOR ANALYSTS
Provides business essentials for behavior analysts who possess a limited business repertoire. Includes business structures, entrepreneurship and profit-and-loss statements. 1 general HRCI credit

BEHP1118: TRAINING IN ORGANIZATIONAL BEHAVIOR MANAGEMENT
Provides an expanded look at effective curriculum development and training for employees from a behavior analytic perspective. 2.5 general HRCI credits

BEHP1121: PERFORMANCE-BASED PAY
Provides an overview of performance-based pay systems in organizations. Presents the sometimes-contentious case for a properly designed performance-based pay system and research supporting the concept. 4 general HRCI credits

Institute for Cross Cultural Management (ICCM)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>General HRCI Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICCM1000</td>
<td>LEADING GLOBAL TEAMS</td>
<td>1.5</td>
</tr>
<tr>
<td>ICCM1001</td>
<td>CROSS-CULTURAL INFLUENCE TACTICS: AN INTRODUCTION FOR HR MANAGERS</td>
<td>1.5</td>
</tr>
<tr>
<td>ICCM1002</td>
<td>CROSS-CULTURAL EQUIVALENCE: CONDUCTING GLOBAL ASSESSMENTS</td>
<td>1.5</td>
</tr>
<tr>
<td>ICCM1003</td>
<td>COMMUNICATION SKILLS FOR GLOBAL VIRTUAL TEAM MANAGERS</td>
<td>1.5</td>
</tr>
<tr>
<td>ICCM1004</td>
<td>CROSS-CULTURAL FEEDBACK</td>
<td>1.5</td>
</tr>
</tbody>
</table>

For more information on ICCM1000–ICCM1004, see Institute for Cross Cultural Management.

PDP0614: INTERVIEWING PRINCIPLES
Teaches various aspects of interviewing. The HRCI seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be preapproved for recertification credit.

PDP0622: MANAGING DIFFICULT SITUATIONS: HOW TO HANDLE WORK CONFLICTS
Covers reasons employees do not come forward to report concerning comments or sources of workplace investigations and basic investigative steps.

- Learn how to conduct interviews, including details on how to approach the interview and tips on how to handle the uncooperative interviewee.
- Understand report writing, including preparation, the dos and don'ts of documentation, the importance of policy citations and more.

The HRCI seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute’s criteria to be preapproved for recertification credit.
Performance and success in unfamiliar cultures requires recalibration and adaptation in the way you do business. Global professionals in human resources (GPHR), senior professionals in human resources (SPHR), and professionals in human resources (PHR) can take these HRCI-approved out-of-the-box solutions to common international HR challenges.
Institute for Cross-Cultural Management

Utilizing their innovative Third Eye process, ICCM prepares its clients for seamless integration and a powerful introduction into your new market. We train. We prepare. We help you adapt, communicate and interrelate at the highest level. ICCM should be your first essential step toward your goal of international expansion. The ICCM consulting process uses a unique method with a comprehensive perspective on international expansion and multicultural leadership. Cross-cultural consultancies traditionally rely on previous experience or easily obtained public information, which does not adequately prepare a company for the intense demands of international operations. We are different.

Introducing ICCM’s Third Eye process combines rigorous research and real-world experience to provide the foundation for your solutions. Our proprietary process also prepares clients to be productive on a significantly higher and more enlightened level. Reducing the psychological effects brought on by disorienting situations leads to an incalculable increase in performance and success. This comprehensive approach provides your company a formula for achieving the highest level of performance, ultimately reducing risk, operation time and cost.

Culture Matters

The disorienting experience of being immersed in an unfamiliar culture is a very real problem. ICCM helps you recalibrate your instincts, adjust the way you approach your efforts and achieve your business objectives. Because we understand your team can only perform to their potential if they understand their environment and are free from stress and anxiety, we deal with these important dynamics with an in-depth process, setting an entirely new standard for cross-cultural consultancies.

For more information, visit research.fit.edu/iccm/

ICCM1000: LEADING GLOBAL TEAMS
Teaches how adequate planning and preparation to ensure future success has taken place before forming an international team. Acts as part of a series on forming and leading culturally diverse teams. Introduces a calibration tool for self-assessment, models of excellence, key concepts that affect decision-making and practical case studies to demonstrate understanding and embrace cultural differences.

ICCM1001: CROSS-CULTURAL INFLUENCE TACTICS: AN INTRODUCTION FOR HR MANAGERS
Explores cultural dimensions applicable to human resources professionals and how to use them as a framework for using influence tactics. Includes outcomes of effectively using influence tactics, direction of influence and the importance of taking an individual approach when using influence tactics.

ICCM1002: CROSS-CULTURAL EQUIVALENCE: CONDUCTING GLOBAL ASSESSMENTS
Illustrates the concept of cross-cultural equivalence based on current leading research. Includes conducting international selection, program evaluations and climate surveys. Shows measurement as a necessary component to a successfully integrated global HR system, without which meaningful comparison is impossible. Covers knowledge about the decisions surrounding measurement in multiple countries and how to avoid common pitfalls.

ICCM1003: COMMUNICATION SKILLS FOR GLOBAL VIRTUAL TEAM MANAGERS
Defines global virtual teams (GVT) and how managers can communicate effectively within them. Enhances human resource professionals’ knowledge of communication skills within traditional teams and GVT and presents challenges managers need to recognize and effectively respond to. Topics include the challenges managers of GVT face and guidelines for successful communication.

ICCM1004: CROSS-CULTURAL FEEDBACK
Addresses cross-cultural issues in giving feedback and provides guidance on how to avoid pitfalls that negatively affect the feedback environment in diverse organizations. Includes the roles culture plays on feedback and receptivity to feedback, the effect of culture on performance management techniques and guidelines to not only avoid mistakes but also to excel at cross-cultural feedback.
Florida Institute of Technology has partnered with the best leading professional development training providers to offer a host of programs and courses. Our courses represent a cross-section of today's most sought-after certifications and promising occupations. Whether you are seeking to enhance current skills, acquire new skills or to change careers, we are here to help.
About the Workplace Training Program

Our Professional Development and Workplace Training Program is dedicated to providing leading-edge training for professionals around the world, within the local community and to Florida Tech’s staff, faculty and students. Three different types of courses are offered: online/on-demand, online/6-week, and on-site courses. The online/on-demand courses vary in length, ranging from two weeks to six months. New sessions for the online/6-week courses start every month. Look for the symbols on the right to identify the course type.

Business and Professional Courses

**PDP0053: CERTIFIED BOOKKEEPER**
Prepares experienced bookkeepers for the certification exam at any Prometric™ Test Center.

**PDP0059: ENTREPRENEURSHIP: START-UP AND BUSINESS OWNER MANAGEMENT**
Provides basic essential and fundamental principles associated with owning and operating a start-up or ongoing business. Introduces business plan development, positioning for and finding financing, legal issues in operations and buying and selling a business. Requires little or no previous experience.

**PDP0072: PAYROLL PRACTICE AND MANAGEMENT**
Prepares students to become payroll specialists. Reviews the Central Payroll Professional (CPP) test given by the American Payroll Association.

**PDP0090: ACCOUNTING FUNDAMENTALS 1**
Teaches the basics of double-entry bookkeeping, analysis and recording of financial transactions and preparing financial reports. Discusses accounts receivable, accounts payable, payroll features, sales taxes and common banking activities suitable for a small business or individual household.

**PDP0220: PROJECT MANAGEMENT FUNDAMENTALS**
Introduces the concepts needed to plan, implement, control and close any type of project. Includes developing a project plan, generating project ideas, project measurements, and more. Helps prepare for the Project Management Professional® (PMP) and the Certified Associate Project Management® (CAPM) examinations.

**PDP0317: CHARTERED TAX PROFESSIONAL**
Covers preparation of tax returns for individuals, small business corporations and partnerships and complex sole partnerships. Prepares for IRS Enrolled Agent (EA) exam.

**PDP0348: MANAGEMENT FOR IT PROFESSIONALS**
Focuses on developing a successful leadership style for new IT management professionals. Includes team-building, collaboration and a corporate culture that promotes success.

**PDP0349: MANAGEMENT TRAINING**
Provides introductory and basic understanding of financial and accounting terms, employment law and compliance and regulatory requirements. Covers permits and taxes, licensing and successful negotiation strategies for most environments.

**PDP0356: NONPROFIT MANAGEMENT**
Teaches perspectives on unique issues facing newly appointed nonprofit management.

**PDP0360: SENIOR CERTIFIED SUSTAINABILITY PROFESSIONAL**
Demonstrates how to set the course and coordinate an enterprise’s sustainability strategy. Provides professional credentials and skills green practitioners need to lead sustainable business practices.

**PDP0361: TECHNICAL WRITING**
Teaches research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment and more. Studies a variety of media and formats. Includes websites, email, proposals, memos and instructions.

**PDP0388: SIX SIGMA GREEN BELT**
Teaches all aspects of running a Six Sigma Green belt business. Includes management, service delivery, design, production and customer satisfaction through one of the highest standards for companies and individuals to achieve.

**PDP0389: SIX SIGMA BLACK BELT**
Includes Six Sigma Black Belt online learning and certification training with hands-on data analysis. Provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving method and deployment and project development.

**PDP0911: ACCOUNTING FUNDAMENTALS 2**
Covers special journals, uncollectable accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings and various financial reports for corporations.

How you will benefit:
- Understand accounts payable, journalizing, posting purchases and preparing a schedule of accounts payable
- Learn how to account for long overdue receivables
- Understand how plant assets, depreciation, notes payable and notes receivable determine income
- Learn how a business accounts for accrued income, accrued expenses, dividends and retained earnings
- Determine net income or net loss and learn how to make adjusting entries to update general ledger accounts for the beginning of the new fiscal period
- Learn how to journalize adjusting entries, enter closing entries, post payroll and check the accuracy of paychecks
PDP0569: PROFESSIONAL BOOKKEEPING WITH QUICKBOOKS® 2012
Teaches proficiency with QuickBooks 2012 software as well as how to master everything from basic accounting to double-entry bookkeeping. Provides skills for planning a budget, managing a payroll and handling accounts receivable and accounts payable through hands-on training. Also covers the legal standards that apply to accounting methods. Ask about PDP0658 for 2013 version.

PDP0585: ADMINISTRATIVE PROFESSIONAL WITH MICROSOFT OFFICE 2010 MASTER
Covers how to effectively set goals and make administrative decisions, understand business etiquette, communicate effectively (orally and in writing) and engage in collaborative planning, communication and research. Comprises a comprehensive performance-based certification program approved by Microsoft® to validate business computer skills using Excel®, Word®, PowerPoint® and Outlook®. Ask about PDP0655 for the 2013 version.

PDP0567: HUMAN RESOURCES PROFESSIONAL
Covers skills needed to gain entry-level positions in human resources (HR). Explores relevant topics from the basics of HR to specific areas such as planning strategy, human resource laws, hiring disciplines and labor relations. Includes preparation for the PHR® (Professional in Human Resources) certification examination.

How you will benefit:
- Have a fundamental understanding of the skills necessary for success as a human resources professional
- Be familiar with the duties found in a human resources job description
- Understand the role of the human resources professional in planning a company's strategy
- Be knowledgeable about the recruitment and selection process from interviewing through orientation
- Be able to explain the importance of performance appraisals as well as the different performance appraisal methods used today
- Discuss the steps in the training process as well as the different types of training techniques
- Explain the strategic decisions that affect compensation as well as the different job evaluation methods
- Understand the different benefit programs and legal issues surrounding benefits
- Discuss OSHA and employee health and safety
- Have a basic understanding of human resources laws and equal employment opportunity
- Understand the regulatory reporting documents, such as the Affirmative Action Plan and the EEO-1 report
- Be familiar with the information needed for human resources planning
- Discuss the job analysis process
- Define diversity in the workplace and the impact diversity has on organizations
- Have a basic understanding of the role of unions in organizations
- Be familiar with wrongful discharge and discharges that violate public policy
- Understand global human resources, global staffing, and international human resources functions
- Summarize retention strategies and practices in human resources
- Define the difference between tangible and intangible rewards

PDP0589: BUSINESS FINANCE FOR NONFINANCE PERSONNEL
Teaches how money flows through a typical business, the basics of how a business operates, how to develop successful business strategies and how financial statements are used to improve business decisions. Helps to build an understanding of basic financial information and how to make decisions that positively affect a company's financial situation.

PDP0600: INTRODUCTION TO QUICKBOOKS 2013
Includes how to master the tools needed to set up a chart of accounts; reconcile a checking account; create and print invoices, receipts and statements; track payables, inventory and receivables; and create estimates and generate reports. Ask about PDP0671 for the 2014 version.

PDP0608: GOOGLE ANALYTICS
Covers all aspects of the Google Analytics interface including tracking traffic and which content is most effective and why. Also includes analyzing where visitors come from and which devices they use, how long they stay, where they click and where they go when they leave your site.
PDP0615: CRIMINAL ASSESSMENT PROFILING
Teaches basic principles applied when constructing an offender profile. Identifies traits to assist in applying the profiling principles. Discusses ways data can be used by the investigator. Applies to law enforcement investigators and individuals who are interested in pursuing an investigative career.

PDP0617: INTERMEDIATE QUICKBOOKS 2013
Includes advanced features and applications, how to manage multiple company files and export and import list data. Covers how to create customer statements, assess finance charges on overdue balances and write off past-due balances. Also includes how to enter common transactions between owner and business including when the owner takes money out of the business or invests new capital. Ask about PDP0672 for the 2014 version.

PDP0618: PERFORMING PAYROLL IN QUICKBOOKS 2013
Teaches techniques for creating paychecks, paying liabilities for taxes and generating reports. Covers how to prepare for payroll by finding information from the Internal Revenue Service website (from complying with withholding requirements for taxes to applying for an employer identification number). Includes tracking work and vacation time; producing job costing reports; generating W-2, W-3 and 1099 forms; and creating paychecks. Ask about PDP0673 for the 2014 version.

PDP0619: QUICKBOOKS 2013 FOR CONTRACTORS
Covers how to create custom contract estimates and perform time tracking. Includes the different methods used for billing (progress invoicing, job-costing). Also covers change orders and requirements for record retention, and how to set up accounts, items, customers and jobs. Ask about PDP0674 for the 2014 version.

PDP0624: MICROSOFT® ACCESS® 2010 CERTIFICATION TRAINING
Teaches how to develop, manage and maintain a Microsoft Access 2010 database. Includes archiving, using queries, and creating tables, forms and reports. Provides preparation for the Microsoft certification examination. Ask about PDP0657 for the 2013 version.

PDP0625: MICROSOFT SHAREPOINT® 2010 CERTIFICATION TRAINING
Discusses the fundamentals of maintaining Microsoft SharePoint sites. Includes how to manage new systems, create custom work flows and access various controls. Prepares individuals for the Microsoft certification examination. Ask about PDP0656 for the 2013 version.

PDP0631: INTRODUCTION TO MICROSOFT EXCEL® 2013
Includes basic training in Microsoft Excel 2013. Covers creating formulas, using shortcuts, sorting and analyzing data, designing custom charts and linking files, macros and Flash Fill.

PDP0634: INTRODUCTION TO MICROSOFT PROJECT 2013
Covers planning, implementing and controlling projects using Microsoft Project 2013. Outlines sequencing tasks, producing baselines, assigning resources and costs and revising project plans. Discusses using the calendar and Gantt chart views to manage project information, produce effective reports, split tasks for work interruptions and define material consumption rates.

PDP0636: PROJECT LIFECYCLE MANAGEMENT
Covers and emphasizes initiating projects in engineering and manufacturing at the beginning of the life cycle and its impact on the rest of the organization. Discusses frameworks to provide economic and value-based justifications for PLM projects and the pitfalls of a fragmented approach to PLM. Delivers the latest material on PLM and its impact on the organization. Consists of 22 modules of the latest thinking on the concepts, principles, strategies, practices and applications of PLM.

PDP0669: INTERMEDIATE MICROSOFT EXCEL 2013
Teaches intermediate skills for Microsoft Excel 2013. Covers charts, graphs, pivot-tables, slicers, sparklines, autofilter, macros and other advanced functions.

PDP0670: ADVANCED MICROSOFT EXCEL 2013
Teaches advanced features and functions of Microsoft Excel 2013. Covers analysis tools, data tables, pivot-tables and conditional formatting.

How you will benefit:
- Learn how to modify Excel to streamline processes and make work easier
- Discuss how to use data forms with Excel databases
- Discover data validation techniques, including validation rules and error alerts
- Learn how to create standard and drop-down list boxes, check boxes, option buttons and group boxes
- Master the process of creating a dynamic list box
- Discover how to use conditional formatting to hide errors, to highlight records based on multiple criteria, to track and alert you about due dates, to find the differences between two lists, to shade every other row, and more
- Learn how to use Excel's consolidation function to efficiently summarize data from multiple sources
- Focus on four of Excel’s function categories: logical, database, math & trig, and lookup & reference
- Learn how to import external data using the Microsoft Query Wizard
- Explore Excel’s what-if analysis tools: Goal Seek, Scenario Manager, and Solver
- Learn how to edit a pivot table, how to filter the table to create individual reports, how to format a pivot table to make it reader-friendly, how to insert a timeline, and how to create and use calculated fields and items
- Understand how to use the functions of the Analysis ToolPak
IT and Software Applications Courses

PDP0033: COMPTIA® A+
CERTIFICATION TRAINING
Teaches the industry standard for validating vendor-neutral skills expected of an entry-level computer technician. (Nationally recognized online training course)

How you will benefit:
- Master hardware installation
- Be able to perform routine computer troubleshooting, repair and maintenance
- Be familiar with various operating systems and software
- Understand networking requirements and procedures
- Implement effective security protocols
- Understand operational procedures

PDP0034: CISCO® CCNA®
CERTIFICATION TRAINING
Provides the essential knowledge to install, configure and operate simple routed LANs and WANs and obtain Cisco CCNA certification training. Covers switched LAN emulation networks made from Cisco equipment. Covers Cisco router configuration procedures (mapped to examination objectives).

PDP0036: COMPTIA® NETWORK+
CERTIFICATION TRAINING
Validates technical competency in networking administration and support for those with nine months’ field experience in network administration and support. (CompTIA Network+ certification)

PDP0037: COMPTIA SECURITY+
CERTIFICATION TRAINING
Covers IT industry-wide security topics. Includes communication and infrastructure security, cryptography, access control, authentication, external attack and operational and organization security. Also includes protocols used in Linux®, UNIX® and Windows® 2000, in addition to the TCP/IP suite component protocols and Ethernet operations.

PDP0144: INTERMEDIATE PHP AND
MYSQL®
Covers developing a complete online store Web application. Includes creating all the software and database objects necessary for administration and customer interaction. Provides the skills to use these codes to create an online store application.

PDP0147: INTRODUCTION TO
ASPNET™
Teaches how to use Microsoft® visual Web developer to create interactive and polished Web sites with ASP.NET. Includes adding powerful controls to Web pages, connecting to a database, using style sheets, creating master pages and more.

PDP0188: INTRODUCTION TO PC
SECURITY
Covers risk and how to protect personal and business data. Also covers the fundamentals of PC and network security. Explores the vulnerabilities of operating systems, software and networks. Provides safe ways to share files and data and how to prevent network attacks.

PDP0192: INTRODUCTION TO PHP AND MYSQL®
Teaches how to create an interactive website using the PHP programming language and the MySQL database server, allowing visitors to post and retrieve information. Demonstrates the development of a complete content management system Web application.

How will you benefit:
- Learn PHP programming basics including how to incorporate PHP into your HTML Web pages and use variables, arrays and arithmetic operators in PHP code
- Discover how MySQL stores application data and use the phpMyAdmin tool to create a new MySQL database, tables, data fields and user account
- Create a dynamic, attractive home page for your application using PHP and cascading style sheets
- Use SQL and PHP to retrieve data from your MySQL database and display it in your Web page
- Employ SQL, PHP and HTML forms to enable visitors to enter data into your database
- Learn to add a search feature to the Recipe Center application using SQL and PHP
- Learn to build registration and log-in pages to track Web page users and grant special privileges
- Learn different methods for backing up and restoring the data in your MySQL database
- Add data paging to your application to display data on multiple Web pages

PDP0348: MANAGEMENT FOR IT
PROFESSIONALS
Focuses on developing a successful leadership style for new IT management professionals. Includes team-building, collaboration and a corporate culture that promotes success.

PDP0494: AUTOCAD 2011
Teaches basic to advanced design skills with 2D tools in AutoCAD 2011. Provides certified online curriculum and official training guide. Also teach basic and efficiency tools, complex objects, external references plus image files and advanced plotting and customizing, in preparation for AutoCAD 2011 Certified Associate examination.

PDP0500: AUTOCAD® 3D
Contains Autodesk® certified online curriculum. Covers the fundamentals of 3D and explores the main features of AutoCAD’s advanced 3D modeling workspace. Includes AutoCAD 3D skills in fields such as mechanical and civil engineering, architecture and facilities planning and management.

PDP0533: MICROSOFT WEB
DEVELOPER
Teaches how to develop web pages using .NET™ Framework 3.5. Provides the foundational knowledge needed for the Microsoft 70-536 and 70-562 examinations. Includes installing and using Visual® Studio 2008, using Web Developer Express and debugging code. Also covers HTML concepts, elements and tags, attributes, hyperlinks and anchors, image management, XML and CSS, among other topics.

Continuing Education Catalog 17
PDP0549: AUTOCAD® 2011 WITH AUTOCAD 3D
Teaches the 2D commands and 3D modeling tools in AutoCAD 2011 while preparing for the Autodesk® AutoCAD 2011 Certified Associate examination.

PDP0568: WEB APPLICATIONS DEVELOPER
Covers how to create database-driven websites using the latest technologies. Includes basic HTML, CSS for designing pages and how to make pages with JavaScript. Also includes the fundamentals of PHP, SQL, XML and AJAX. Explores HTML5.

How you will benefit:
- Learn how to store and retrieve all manner of useful facts including data on customers, vendors, products, services, important events and more
- Gain experience with adding, finding and editing or voiding all manner of checking and savings account transactions
- Explore useful customer-related reports that can help keep track of exactly who owes what
- Learn how to work with more advanced features: inventory tracking and estimating

See PDP0671 – PDP0674 for the 2014 versions of QuickBooks

PDP0601: INTRODUCTION TO WINDOWS® 8
Covers the basics of Windows 8. Includes the new Start screen, Charms bar and desktop. Also includes how to manage apps and programs on the Start screen and how to customize the Start screen and desktop areas. Covers creating basic text documents using WordPad and organizing, managing and editing photos in Windows 8.

PDP0617: INTERMEDIATE QUICKBOOKS 2013
Includes advanced features and applications, how to manage multiple company files and export and import list data. Covers how to create customer statements, assess finance charges on overdue balances and write off past due balances. Also includes how to enter common transactions between owner and business including when the owner takes money out of the business or invests new capital.

PDP0618: PERFORMING PAYROLL IN QUICKBOOKS 2013
Teaches techniques for creating paychecks, paying liabilities for taxes and generating reports. Covers how to prepare for payroll by finding information from the Internal Revenue Service website (from complying with withholding requirements for taxes to applying for an employer identification number). Includes tracking work and vacation time; producing job costing reports; generating W-2, W-3 and 1099 forms; and creating paychecks.

PDP0619: QUICKBOOKS® FOR CONTRACTORS
Covers how to create custom contract estimates and perform time tracking. Includes the different methods used for billing (progress invoicing, job-costing). Also covers change orders and requirements for record retention, and how to set up accounts, items, customers and jobs.

PDP0629: INTERMEDIATE ADOBE DREAMWEAVER® CS6
Covers how HTML, XHTML, CSS and JavaScript build site content. Includes how snippets function, how to use Adobe Dreamweaver templates and how to create website accessibility and use audio and video files.

PDP0630: INTRODUCTION TO ADOBE EDGE ANIMATE
Explores the Adobe Edge Animate interface. Shows how to input text and add images. Discusses creating animations and the basics of JavaScript® and JQuery. Also shows how to build timelines and create and publish projects.

PDP0631: INTRODUCTION TO MICROSOFT EXCEL 2013
Includes basic training in Microsoft Excel 2013. Covers creating formulas, using shortcuts, sorting and analyzing data, designing custom charts, linking files, macros and Flash Fill.

PDP0634: INTRODUCTION TO MICROSOFT® PROJECT 2013
Covers planning, implementing and controlling projects using Microsoft Project 2013. Outlines sequencing tasks, producing baselines, assigning resources and costs and revising project plans. Discusses using the calendar and Gantt chart views to manage project information, produce effective reports, split tasks for work interruptions and define material consumption rates.

PDP0669: INTERMEDIATE MICROSOFT EXCEL 2013
Teaches intermediate skills for Microsoft Excel 2013. Covers charts, graphs, pivot-tables, slicers, sparklines, auto-filter, macros and other advanced functions.

PDP0670: ADVANCED MICROSOFT EXCEL 2013
Teaches advanced features and functions of Microsoft Excel 2013. Covers analysis tools, data tables, pivot-tables and conditional formatting.
Florida Tech’s Lifelong Scholar Society is a community of professors, experts and curious minds who are passionate about sharing knowledge. Throughout the year, LSS hosts a series of lectures, presentations and socials around the Florida Space Coast. Topics range from historical writers to the Florida habitat and space exploration. Come join us and meet a world of interesting people.

Each semester Florida Tech hosts a series of 60-minute presentations taught by professors and other experts that are followed by Q & A and open discussion. LSS is open to the public and topics cover all subjects for curious minds. Reserve your spot today! Call 321-674-8382, option 2, or 800-676-9245.

Why Join?
The annual membership in the Lifelong Scholar Society costs only $35 per year and includes the following perks:

- Half-priced lectures (regular price is $20; members pay only $10)
- 3 membership dinners at the Panther Dining Hall (1 per semester)
- Discounts on special events
- A customized name tag
- The opportunity to bring along a first-time attendee at the member rate of $10

Upcoming Lectures

The Poor-Man’s Yacht and the Rich History of Canoes and Canoeing in America
Presented by Dr. Michael Grace
February 12, 2015, at the Center for Aeronautics and Innovation
Dr. Grace will describe the amazingly wonderful variety of construction techniques and the science behind the wood species chosen for small boat construction. The presentation will be complete with gorgeous photography and the display of some of the best and most historic examples of small boat construction available anywhere (from the extensive, museum-quality Grace collection right here in Brevard County).

How to Brew Beer from a Chemist’s Perspective
Presented by Dr. Rudi Wehmschulte
March 12, 2015, at the Center for Aeronautics and Innovation
Beer brewing is a stepwise process that can easily be accomplished at home. This presentation will explain the different steps and highlight the major chemical processes behind them.

What Is Jeopardy! Really Like? Answers in the Form of Questions from a Five-Time Jeopardy! Champion
Presented by Dr. Jeffrey T. Spoeri, J.D.
March 26, 2015, at the Harris Community Auditorium
Featuring clips and quips from his appearances, Jeff Spoeri will give you firsthand insight into everything from the contestant qualification and selection process to competing and winning (and, eventually, losing) on one of the most popular television game shows of all time.

Other upcoming lectures and events:

Weaving on a Rigid Heddle Loom – 2-day workshop, February 21 – 22, 2015
St. Augustine 2015 – Weekend literary-historical trip to St. Augustine, Florida, February 27 – March 1, 2015
Can’t We All Just Get Along? – February 26, 2015, Harris Community Center
On-Site Courses

PDP0107: PROJECT MANAGEMENT PROFESSIONAL TRAINING
Includes 35 hours of intensive training based on the Project Management Institute’s Project Management Body of Knowledge® (PMBOK®). Teaches the fundamentals of project management as defined in the PMBOK.

PDP0405: SIX SIGMA® GREEN BELT ASQ EXAMINATION PREPARATION
Prepares the student for the ASQ Six Sigma Green Belt certification. Covers the five areas of the Six Sigma Green Belt body of knowledge. Includes organization, definition, measurement, analysis and improvement and control. Also includes lean principles, design for Six Sigma (DFSS), process and project management and more.

PDP0542: SCIENTIFIC DIVER TRAINING PROGRAM
Covers diver health, fitness, first aid specific to the environment, confined water training, open water training, dive environments, equipment safety and general diving knowledge. Requires a minimum of 100 hours of training by each candidate. Also requires completion of approximately 50 of the 100 hours of training requirements via self-study.

PDP0590: CELLULAR SYSTEM OVERVIEW
Provides technical professionals who are relatively new to the field of cellular system engineering an understanding of the worldwide cellular market, the differences and similarities among cellular technologies and the architectural elements of cellular networks. Teaches the properties of various cellular standards, the basics of cellphone hardware architecture and the operational procedures of cellular systems disturbed by a strong electromagnetic pulse.

PDP0596: LIFELONG SCHOLAR SOCIETY
The Lifelong Scholar Society allows adults to enjoy the intellect as well as the college experience found here at Florida Tech. This course offers noncredit courses in a welcoming atmosphere in state-of-the-art facilities. The lectures, lasting 90 minutes, are taught by Florida Tech professors and vary biweekly. Lecture topics include such varied subjects as foreign policy, music, art, history, culture, science, films, literature, philosophy and current events.

PDP0593: ROPE CHALLENGE COURSE
Empowers participants to face mentally and physically challenging obstacles in an 80-acre wilderness preserve in Florida. Allows individuals and teams to develop skills and qualities such as team building, problem solving, leadership, cooperation, decision making, confidence, physical fitness and mental stamina.

Challenge Courses:
- Field Leadership Reaction Course
  - Participants confront common battlefield elements, including bridges, rope ladders, vertical walls and sand traps. The goal of the course is to build individual and team problem solving skills.
- Aerial Assault Obstacle Course
  - Participants must navigate nine elements, including three high obstacles. These include an incline wall, the six vault, “The Tough One” and “The Weaver.” The goal of the course is to build individual confidence.
- Tarzan Course
  - Ascend cargo nets to a series of rope obstacles where you’ll complete overhand crawls, ladder climbs and rope swings. The course concludes with an exhilarating 300-foot zip line back to the ground.
- Skyscraper Course
  - Climb the five-story high tower one platform at a time, using your mental and physical strength, the encouragement from our team and the support of auto locking safety lines.
- Marine Corps Obstacle Course
  - Modeled after real U.S. Marine Corps training courses, participants tackle log climbs, parallel bars, wooden fences, belly crawls and rope climbs, all while flexing your willpower and stamina.

PDP0620: LIFELONG SCHOLAR SOCIETY MEMBERSHIP
Provides adult learners noncredit courses in state-of-the-art facilities. Includes lectures that vary biweekly and are taught by Florida Tech faculty. Covers such subjects as foreign policy, music, art, history, culture, science, films, and literature, philosophy and current events.

PDP0664: EXECUTIVE AND LEADERSHIP COACH TRAINING AND CERTIFICATION PROGRAM
Teaches confidence and competence to coaches. Covers the knowledge needed to engage leaders and help improve performance. Provides one-on-one support through the Center for Executive Coaching training program used worldwide. Emphasizes practical results for executives, managers and other leaders.

PDP0675: CERTIFIED SYSTEMS ENGINEERING PROFESSIONAL EXAM PREP
Provides an in-depth review of the International Council on Systems Engineering (INCOSE) Systems Handbook version 3.2.2. This course includes knowledge of INCOSE practices, preparation to sit for the CSEP examination, understanding the CSEP application process and more.
Programming and Web Design Courses

PDP0113: CREATING WEB PAGES
Teaches the content, structure and layout of websites. Includes how to format text and build links between pages and how to add color, backgrounds, graphics, tables, hot buttons and animation. Also covers securing the best possible location in search engine listings and powerful no-cost to low-cost Web marketing strategies.

How will you benefit:
- Learn basic skills that will apply to every Web page you create
- Be able to add headings, paragraphs, numbered lists and bulleted lists to your pages
- Learn how to use HTML to create tables
- Understand the difference between HTML, XHTML, HTML5, and CSS
- Learn how to create page layouts using div tags
- Develop professional-looking pages with layout templates
- Learn how to publish your website and get it noticed

PDP0144: INTERMEDIATE PHP AND MYSQL®
Covers developing a complete online store Web application. Includes all the software and database objects necessary for administration and customer interaction. Provides the skills to use these codes to create an online store application.

PDP0114: ADVANCED WEB PAGES
Teaches how to use HTML to its fullest potential to create fresh, innovative and unconventional arrangements of text, color and graphics. Includes tables as well as audio frames to improve site navigation and forms to make the site more interactive. Also covers formatting pages with cascading style sheets to save hours of time and effort.

PDP0192: INTRODUCTION TO C# PROGRAMMING
Develops an understanding of programming fundamentals including input/output operations, decision-making and looping using Visual C#, the in-demand language that incorporates the best features of Microsoft Visual Basic®, C++ and Java™. Explores the benefits of object-oriented programming with vivid, real-life examples.

PDP0152: INTRODUCTION TO C++ PROGRAMMING
Teaches how to program C++ using project-oriented instruction to put together programs that have their own windows and controls.

PDP0173: INTRODUCTION TO JAVA™ PROGRAMMING
Covers the basics of program design, writing programs, integrating input and output, calculations, decision making and loops using the latest release of Java and BlueJ.

How will you benefit:
- Learn to create projects and classes in BlueJ
- Understand the basics of Java syntax, naming conventions and data types
- Learn how Java’s primitive data types relate to each other and how to use them in programs
- Learn how to declare classes, objects, attributes and methods to Java
- Understand the decision-making process and how Java does it
- Understand how to use loops, exceptions and the debugger
- Learn how to use enumeration and switch statements
- Understand how to use the Java API to find information
- Explore the Java window and how to add graphics to it

PDP0151: INTRODUCTION TO C# AND MYSQL®
Develops an understanding of programming fundamentals including input/output operations, decision-making and looping using Visual C#, the in-demand language that incorporates the best features of Microsoft Visual Basic®, C++ and Java™. Explores the benefits of object-oriented programming with vivid, real-life examples.

PDP0172: INTRODUCTION TO PHP AND MYSQL®
Covers developing a complete online store Web application. Includes basic HTML, CSS for designing websites using the latest technologies. Includes basic HTML, CSS for designing websites using the latest technologies.

PDP0533: MICROSOFT® WEB DEVELOPER
Teaches how to develop Web pages using .NET™ Framework 3.5. Provides the foundational knowledge needed for the Microsoft 70-536 and 70-562 examinations. Includes installing and using Visual® Studio 2008, using web developer express and debugging code. Also covers HTML concepts, elements and tags, attributes, hyperlinks and anchors, image management, XML and CSS, among other topics.

PDP0568: WEB APPLICATIONS DEVELOPER
Covers how to create database-driven websites using the latest technologies. Includes basic HTML, CSS for designing pages and how to make pages with JavaScript. Also includes the fundamentals of PHP, SQL, XML and Ajax. Explores HTML5.

PDP0570: MAC®, IPHONE® AND IPAD® PROGRAMMING
Covers how to use Xcode® compiler and the Objective-C® programming language to program applications that can be sold through Apple’s App Store. Starts with the basic steps to writing a program, then progresses to using Xcode.

How you will benefit:
- Learn the basic steps in creating an entire iPhone program
- Discover how to apply a user interface object
- Figure out how to create and connect a user interface to your Objective-C code
- Discover how to apply a user interface object
- Learn the basic steps in creating an entire iPhone program

PDP0518: JAVA™ SOFTWARE ENGINEERING
Teaches how to understand and create Java™ applications with an emphasis on object-oriented programming. Provides a foundation of programming fundamentals and object-oriented software engineering.

How will you benefit:
- Understand Java™ software engineering
- Learn how to use Java™ objects, attributes and methods
- Understand how Java™ objects are used to create application features
- Be able to create Java™ applications
- Understand how to use Java™ to create Web applications

PDP0516: JAVA™ FUNDAMENTALS
Teaches how to understand and create Java™ applications with an emphasis on object-oriented programming. Provides a foundation of programming fundamentals and object-oriented software engineering.

How will you benefit:
- Understand Java™ software engineering
- Learn how to use Java™ objects, attributes and methods
- Understand how Java™ objects are used to create application features
- Be able to create Java™ applications
- Understand how to use Java™ to create Web applications

PDP0517: JAVA™ FUNDAMENTALS
Teaches how to understand and create Java™ applications with an emphasis on object-oriented programming. Provides a foundation of programming fundamentals and object-oriented software engineering.

How will you benefit:
- Understand Java™ software engineering
- Learn how to use Java™ objects, attributes and methods
- Understand how Java™ objects are used to create application features
- Be able to create Java™ applications
- Understand how to use Java™ to create Web applications
PDP0571: INTRODUCTION TO AJAX PROGRAMMING
Covers how to create applications that provide levels of responsiveness. Uses AJAX to develop Web applications that behave and respond like desktop applications. Teaches the technologies used to compose AJAX, including JavaScript, document object model (DOM), cascading style sheets (CSS), the XMLHttpRequest object, extensible markup language (XML) and PHP scripting, the technologies that give AJAX its power.

How will you benefit:
- Learn to create Web applications that behave like desktop applications.
- Understand the technologies that make AJAX applications possible.

PDP0572: INTRODUCTION TO PYTHON™ 3 PROGRAMMING
Covers how to create basic programming with classes and exceptions. Explores data structures such as tuples and dictionaries to create Python programs with graphic elements that range from simple circles and squares to graphical user interface (GUI) objects such as buttons and labels.

PDP0574: INTRODUCTION TO PYTHON™ 3 PROGRAMMING
Covers how to create basic programming with classes and exceptions. Explores data structures such as tuples and dictionaries to create Python programs with graphic elements that range from simple circles and squares to graphical user interface (GUI) objects such as buttons and labels.

PDP0575: CREATING MOBILE APPS WITH HTML5
Learn how to imagine, design, build and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that's fast and runs on just about any smartphone or tablet computer. This course also includes HTML5 difference, CSS3, scripting with JavaScript, jQuery, jQuery Mobile and AJAX. Use of Web services such as Google Maps in your app, determining an app's user, web application programming interfaces (Web APIs), app optimization and converting HTML5 apps into native apps.

How it will benefit you:
- Distinguish between native and Web apps; learn four principles for designing great apps for mobile users.
- Get acquainted with the tools and languages used to build mobile apps with HTML5.
- Understand markup languages; learn to write HTML5 webpages.
- Use CSS to format HTML documents quickly and effectively.
- Learn JavaScript syntax in order to create interactive apps.
- Learn to use jQuery Mobile to build mobile apps.
- Improve mobile Web apps by accessing device features, including offline storage and geolocation.
- Use Web APIs to create mashups.
- Learn to optimize graphics and animations for mobile devices.
- Understand the browser viewport, take advantage of native-like features on iOS and Android and enable touch control.
- Understand, measure, test and improve performance.
- Use a bridging framework to convert your Web app into a native app.

PDP0608: GOOGLE ANALYTICS
Covers all aspects of the Google Analytics interface including tracking traffic and which content is most effective and why. Also includes analyzing where visitors come from and which devices they use, how long they stay, where they click and where they go when they leave your site.

How will you benefit:
- Learn what Google Analytics is, what it does and who benefits from using it.
- Learn how to make the most of your online traffic.
- Determine which content is the most appealing to website visitors.
- Learn how to promote and set up Web campaigns through Google AdWords.
- Develop Google Analytic goals and learn how to run reports to show goal settings and outcomes.
- Learn how to add metrics to measure the most important statistics.
- Learn to view established Google Analytics accounts, add users and control access to data.

PDP0613: INTRODUCTION TO JAVASCRIPT
Teaches the basics of JavaScript code. Discusses the use of loops and timers to create animation effects, and uses jQuery to build on basic JavaScript knowledge. Previous HTML and CSS knowledge recommended.

PDP0628: INTRODUCTION TO CSS3 AND HTML5
Teaches how to create websites using CSS3 and HTML5. Discusses the basics of HTML5 and CSS3, creating design elements, embedding YouTube videos, inputting sound and creating HTML tables.

PDP0629: INTERMEDIATE ADOBE DREAMWEAVER® CS6®
Covers how HTML, XHTML, CSS and JavaScript® build site content. Includes how snippets function, how to use Adobe Dreamweaver templates and how to create website accessibility and use audio and video files.

PDP0630: INTRODUCTION TO ADOBE EDGE ANIMATE
Explores the Adobe Edge Animate interface. Shows how to input text and add images. Discusses creating animations and the basics of JavaScript and jQuery. Also shows how to build timelines and create and publish projects.

PDP0633: INTERMEDIATE VISUAL BASIC®
Includes how to develop Visual Basic-based applications. Discusses how to improve graphical user interfaces, form applications, data-bound control, ADO.NET and SQL.
Workplace Training Program Overview

Educational Professional Objective
Our professional development and workplace training program is dedicated to providing leading-edge training for career professionals around the world, within the local community and to Florida Tech’s staff, faculty and students. Florida Institute of Technology has partnered with the best leading professional development and workplace training providers to offer a host of programs and courses. Our courses represent a cross-section of today’s most sought-after certifications and promising occupations. Whether you are seeking to enhance current skills, acquire new skills or to change careers, we are here to help.

In addition to our regularly scheduled courses, we are also able to work with your organization on a one-on-one basis to develop training programs, workshops or seminars specific to your needs. If you cannot locate the courses, training or programs you are looking for within our department, please contact us! We are always interested in investigating the needs of our clients and exploring new partnerships.

Professional Development Program
Continuing Education
Phone: (321) 674-8382
Fax: (321) 674-7050
Email: pdpregistration@fit.edu

Policies
Student Guidance
Student guidance is offered under two distinct offices at Florida Tech: Academic Support and Career Services.

Academic Support supports the university mission by:
• Providing instructional support to promote a learning environment in which students may develop to their fullest potential.
• Fostering within students a sense of community and purpose that is strong enough to preclude a student's consideration of withdrawal.

Career Management Services provides career and job search resources to Florida Institute of Technology students and alumni. Our mission is to help students in the development of career plans and job search skills. Career Management Services acts as a liaison among Florida Tech students, alumni, faculty, staff and employers. Disclaimer: Florida Tech does not offer job placement. It is the responsibility of the student to seek and obtain employment.

Notice of Nondiscrimination/Affirmative Action
Florida Tech, a private educational institution, is committed to the principle of equal opportunity for all qualified persons, welcomes students of all backgrounds and takes pride in the diversity of its faculty and staff. It assures students of access to all the privileges, programs and activities generally accorded and made available to the university.

Florida Tech strongly supports affirmative action principles and does not discriminate on the basis of creed, religion, national origin or ancestry, age, race, color, marital status, Vietnam-era veteran status, gender, sexual orientation or disability in the administration of its educational programs, admissions policies, financial aid programs, athletics, cocurricular activities or other college administered programs. Any adverse action or personnel action or other act of discrimination, based on the above, may be the basis for filing a complaint of discrimination. Any student, applicant for employment or employee at Florida Tech, who believes that he or she has been discriminated against, may file a complaint of discrimination.

Students are encouraged to use the formal university chain of supervision (i.e., the Office of the Dean of Students, the instructor, the academic unit/office chairperson and/or appropriate academic dean) to seek relief or redress before filing a complaint of discrimination.

Payment Policy
All expenses, including tuition and fees must be paid on or before the first date of the program. Payments may be made over the phone or online through the registration website (http://register.fit.edu). Payments sent by mail should be mailed at least 10 days in advance of the payment due date to assure receipt by the payment deadline.

Refund Policy
Florida Tech provides for a fair and equitable refund policy that meets all applicable federal guidelines governing refunds for registration and applicable fees as published in the Federal Register. The refund policy is published before the start of each term.

Financial Aid
Many of our courses can be financed by using career training loans, available from your personal bank. Sallie Mae also has a Career Training Smart Option Student Loan that may be used for some of our courses and programs. You may contact your local bank to request a career training loan or visit the Sallie Mae website (www.salliemae.com) to learn more.

Many of our courses are approved by Career Source Brevard. For those students using Career Source Brevard funds, we will need to receive your original embossed voucher to complete your course registration. You may hand carry or mail your original voucher with your application form to the following address:

Florida Institute of Technology
Continuing Education
150 W. University Blvd.
Melbourne, FL 32901

Please email pdpregistration@fit.edu or contact us at (321) 674-8382, option 2, if you have any further questions.

*Please note: Our courses unfortunately do not qualify for the FAFSA federal student loan, student loan deferments or Panther payment plan. Those programs are for students in degree programs.
Institutional Overview

History
Founded in 1958 as Brevard Engineering College by Dr. Jerome P. Keuper, Florida Tech initially offered continuing education opportunities to scientists, engineers and technicians working at what is now NASA’s John F. Kennedy Space Center. The new college grew quickly, paralleling the rapid development of America’s space program. The college, dubbed by the media as the “night school for missile men,” gained international attention, including a visit from legendary rocket scientist Wernher von Braun. In 1966, the college changed its name to Florida Institute of Technology to acknowledge its growing identity as a scientific and technological university, the only such independent institution in the Southeast. From the beginning, Florida Tech has been committed to excellence in graduate education. A 1962 New York Times article described Brevard Engineering College as “the only space engineering college in the country … its graduate courses offer engineers the opportunity to obtain a master’s degree and keep up with the advancement taking place daily at the Cape.” At the time of the article, all of the college’s graduate students worked on America’s race to space during the day and attended classes at night. Today, as the university has evolved, nearly 60 percent of on-campus graduate students attend and do research full-time.

The university moved to its current Melbourne campus in 1961, and construction began immediately on administration and classroom buildings to augment existing buildings on the site. Before the decade’s end, the university would break ground on its first million-dollar building, the Crawford Building. During the 1990s the university added new facilities valued at nearly $50 million with construction of the F.W. Olin engineering, life science and physical science buildings and the Charles and Ruth Clemente Center for Sports and Recreation.

Recently, the university has supervised $75 million in new projects. New buildings include the Emil Buehler Center for Aviation Training and Research, Ruth Funk Center for Textile Arts, Scott Center for Autism Treatment, Harris Center for Science and Engineering, Panther Dining Hall, Panther Aquatic Center and a parking structure. Since 1958, when 154 students signed up for the first fall semester, more than 51,500 degrees have been earned by students at Florida Tech. As the institution advances and the alumni ranks multiply, the university remains dedicated to developing concerned scientists, aviators, engineers and business leaders who will change the world.

Accreditation and Memberships
Florida Tech is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master’s, education specialist and doctoral degrees. 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 Tech.

The commission requests they be contacted only if there is evidence that appears to support an institution’s significant noncompliance with a requirement or standard.

The university is approved by the Office of Education of the U.S. Department of Education. The university is a member of the Independent Colleges and Universities of Florida, the American Council on Education, the College Entrance Examination Board and the American Society for Engineering Education.

Florida Tech is a member of the Servicemembers Opportunity Colleges (SOC) Consortium of approximately 1,900 colleges and universities. SOC Consortium members subscribe to principles and criteria to ensure quality academic programs are available to all service members, their families, reservists and veterans of all services. As an SOC Consortium member, Florida Tech ensures military students share in appropriately accredited postsecondary educational opportunities available to other citizens.

The College of Engineering has nine programs accredited by ABET (www.abet.org). The undergraduate programs accredited by the Engineering Accreditation Commission of ABET are aerospace engineering, chemical engineering, civil engineering, computer engineering, electrical engineering, mechanical engineering, ocean engineering and software engineering. The undergraduate computer science program is accredited by the Computing Accreditation Commission of ABET.

The undergraduate programs in education approved by the State of Florida Department of Education are biology education, chemistry education, earth/space science education, mathematics education, middle grades general science education and physics education.

The undergraduate program in chemistry is certified by the Committee on Professional Training of the American Chemical Society. Students may obtain ACS-certified degrees by following a prescribed curriculum.

The aeronautical science, aviation computer science and aviation management programs are accredited by the Aviation Accreditation Board International (AABI).

The doctor of psychology, clinical specialization, is accredited by the American Psychological Association. The graduate program in applied behavior analysis is accredited by the Association for Behavior Analysis International (ABAI).

The master of business administration—project management degree program is accredited by the Project Management Institute Global Accreditation Center for Project Management Education Programs (GAC).

Florida Tech is certified to operate at off-campus sites in Virginia by the State Council of Higher Education for Virginia. Florida Tech programs at the Aberdeen site are approved by the Maryland State Higher Education Commission.

Operation and Control
Florida Tech was granted a charter as a nonprofit corporation by the State of Florida in December 1958. The corporate charter established the school as an independent institution of higher learning with academic programs leading to undergraduate and graduate degrees. The charter ensures the university will be coeducational in character and admission will be open to all qualified applicants regardless of race, gender, color, religion, creed, national origin, ancestry, marital status, age, disability, sexual orientation or Vietnam-era veteran status. Under the corporate charter, control of the university is vested in a self-perpetuating board of trustees. Members of the board are selected based on outstanding ability, integrity and personal interest in the development and preservation of the university.
The university is in compliance with the Americans with Disabilities Act. Florida Tech provides access to higher education for persons with disabilities through the Academic Support Center. Individuals are encouraged to contact the office at (321) 674-7110 to obtain information about the process of registering for accommodation and services.

Release of Student Information
The Family Educational Rights and Privacy Act of 1974 as Amended (FERPA) established a set of regulations governing access to and the release of personal and academic information contained in student education records. FERPA applies to the education records of persons who are or have been in attendance in postsecondary institutions, including students in cooperative or correspondence study programs. FERPA does not apply to records of applicants for admission who have been denied acceptance or, if accepted, do not attend an institution.

Education records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or a party acting for the institution. Exceptions to education records include sole possession records, law enforcement unit records, employment records, health records and alumni records. Rights under FERPA are not given to students enrolled in one component of an institution who seek to be admitted in another component of the institution.

Under FERPA, the rights accorded to parents transfer to students who have reached the age of 18 or who attend a postsecondary institution. These rights are:

1. The right to inspect and review their education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic unit or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be made.

2. The right to request amendment of the student’s education records the student believes are inaccurate or misleading. A student should write the university official responsible for the record, clearly identify the part of the record they want changed and why it is felt to be inaccurate or misleading.

FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned.

If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position, including law enforcement unit personnel and health staff; and a person or a company with whom the university has contracted, such as attorney, auditor or collection agent (includes consultants, volunteers and other nonemployees performing institutional services and functions).

Disclosure is defined as permitting access to or the release, transfer or other communication of the educational records of a student or the personally identifiable information contained therein to any party orally, in writing, by electronic means or by any other means. Disclosure of confidential information to a school official having a legitimate educational interest does not constitute authorization to share that information with a third party without the student’s written permission.

FERPA allows release of the following directory information to the public without student consent: student’s name, address, telephone number, date and place of birth, major field(s) of study, email address, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, part-time or full-time status, degrees and awards/honors received and the most recent educational institution attended other than Florida Tech.

Students may prevent the release of directory information by completing a Request to Prevent Disclosure of Directory Information form available online and from the Office of the Registrar. By law, however, a student cannot prevent the release of directory information to the U.S. military for recruiting purposes.

Student consent is required for the release of personally identifiable information such as semester grades, academic record, current academic standing, class schedules and Social Security/student number. Student consent is not legally required for disclosure of this information to certain government agencies/officials, sponsoring agencies and to selected university personnel determined to have a legitimate educational interest in such records. Reports of alcohol or drug policy violations by students under the age of 21 may also be released to those entities.

The university may exercise discretion in releasing personally identifiable information. Students may consent to release personally identifiable information to others by completing the Authorization for Release of Student Information form available online and from the registrar’s office.

Information about the provisions of the Family Educational Rights and Privacy Act of 1974 as Amended, and the full text of the law, may be obtained from the registrar’s office.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Florida Tech to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
Maryland Ave., SW
Washington, DC 20202-4605

The Solomon Amendment established guidelines for the release of directory information to the United States military for recruiting purposes. This Congressional act allows release of the following directory information without student consent to military recruiters for present and previously enrolled students at least 17 years of age: student name, address, date and place of birth, telephone number, level of education, major field(s) of study, degrees received and the educational institution in which the student was most recently enrolled.

Student Right to Know
Florida Tech is in compliance with both the Student Right to Know Act of 1990 and the Campus Awareness and Campus Security Act of 1990.

Data in compliance with the Student Right to Know Act can be found online in the university's student handbook. The Office of Campus Security keeps statistics on compliance with the Campus Awareness and Campus Security Act. These statistics can be found on the university website and are published and distributed to the university community on an annual basis. They are also available on request to other interested parties.

Academic Integrity
Florida Tech views acts of cheating, plagiarism and academic dishonesty very seriously. The penalties for any type of dishonesty are at the instructor's discretion in conjunction with the student's college dean.

Depending on the severity of the infraction, the penalties for acts that seem intentional range from a failing grade of F (0 points) on the assignment to a failing grade of F for the course. Severe acts that seem intentional will be forwarded to the dean of students with a recommendation for formal disciplinary action. Any act of dishonesty will be documented for future reference in the student's academic file. Faculty have access to www.turnitin.com. This online tool is used to determine if plagiarism has occurred and may be used at the discretion of the faculty member for any assignments, required coursework and tests.

Academic honesty is highly valued in all Florida Tech's courses, whether in the classroom or online. The student must always submit work that represents original words or ideas. If any words or ideas are used that do not represent those original words or ideas, the student must cite all relevant sources and provide a clear definition of the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. In a Florida Tech online course, all submissions to any public meeting (bulletin board or private mailbox) fall within the scope of words and ideas that require citations if used by someone other than the original author.

Academic dishonesty could involve:

- Having a tutor or friend complete a portion of the student's assignments.
- Having a reviewer make extensive revisions to an assignment.
- Copying work submitted by another student to another public class meeting.
- Using information from online information services without proper citation.

Any of these practices could result in charges of academic dishonesty.

The complete student conduct policies may be found in their respective areas online.
Index

BEHP1010 ETHICAL AND LEGAL CONSIDERATIONS FOR BA PRACTITIONERS ................................................................. 8
BEHP1067 SO, YOU’VE WRITTEN THE PERFECT BEHAVIOR PLAN, NOW WHAT? ................................................................... 8
BEHP1068 ADVENTURES IN ETHICS: DOWN THE RABBIT HOLE .................................................................................. 8
BEHP1095 INTRODUCTION TO OBM: HOW TO TRAIN, EVALUATE AND MANAGE STAFF ........................................... 8
BEHP1103 RISK MANAGEMENT AND SELF-PRESERVATION ........ 8
BEHP1114 ESSENTIALS OF ORGANIZATIONAL BEHAVIOR MANAGEMENT ................................................................. 8
BEHP1115 BEHAVIORAL SYSTEMS ANALYSIS .................................................................................................................. 8
BEHP1116 BEHAVIOR-BASED SAFETY ......................................................................................................................... 8
BEHP1117 BUSINESS ESSENTIALS FOR BEHAVIOR ANALYSTS .................................................................................... 8
BEHP1118 TRAINING IN ORGANIZATIONAL BEHAVIOR MANAGEMENT ........................................................................... 9
BEHP1121 PERFORMANCE-BASED PAY ...................................................................................................................... 9
BMEP1001 BIOCERAMICS: ADVANCES AND CHALLENGES FOR AFFORDABLE HEALTHCARE ............................................. 6
BMEP1002 SURFACE CHEMISTRY AND CHARACTERIZATION OF BIOACTIVE GLASSES ................................................. 6
ICCM1001 LEADING GLOBAL TEAMS .......................................................................................................................... 12
ICCM1001 CROSS-CULTURAL INFLUENCE TACTICS: AN INTRODUCTION FOR HR MANAGERS .................................. 12
ICCM1002 CROSS-CULTURAL EQUIVALENCe: CONDUCTING GLOBAL ASSESSMENTS ..................................................... 12
ICCM1003 COMMUNICATION SKILLS FOR GLOBAL VIRTUAL TEAM MANAGERS ................................................................ 12
ICCM1004 CROSS-CULTURAL FEEDBACK ........................................................................................................................ 12
PDP0034 CISCO® CCNA® CERTIFICATION TRAINING .................................................................................................. 17
PDP0036 COMPTIA® NETWORK+ CERTIFICATION TRAINING ...................................................................................... 17
PDP0037 COMPTIA® SECURITY+ CERTIFICATION TRAINING ........................................................................................ 17
PDP0053 CERTIFIED BOOKKEEPER ............................................................................................................................... 14
PDP0059 ENTREPRENEURSHIP: START-UP AND BUSINESS OWNER MANAGEMENT ......................................................... 14
PDP0072 PAYROLL PRACTICE AND MANAGEMENT ..................................................................................................... 14
PDP0090 ACCOUNTING FUNDAMENTALS 1 .................................................................................................................... 14
PDP0107 PROJECT MANAGEMENT PROFESSIONAL TRAINING ..................................................................................... 20
PDP0114 ADVANCED WEB PAGES .................................................................................................................................. 21
PDP0144 INTERMEDIATE PHP AND MYSQL® .................................................................................................................. 17, 21
PDP0147 INTRODUCTION TO ASP.NET .......................................................................................................................... 17, 21
PDP0151 INTRODUCTION TO C# PROGRAMMING ........................................................................................................ 21
PDP0152 INTRODUCTION TO C++ PROGRAMMING ........................................................................................................ 21
PDP0188 INTRODUCTION TO PC SECURITY .................................................................................................................... 17
PDP0192 INTRODUCTION TO PHP AND MYSQL® .............................................................................................................. 21
PDP0220 PROJECT MANAGEMENT FUNDAMENTALS .................................................................................................... 14
PDP0317 CHARTERED TAX PROFESSIONAL ................................................................................................................... 14
PDP0348 MANAGEMENT FOR IT PROFESSIONALS ........................................................................................................ 14
PDP0349 MANAGEMENT TRAINING .................................................................................................................................... 14
PDP0356 NONPROFIT MANAGEMENT ............................................................................................................................ 14
PDP0360 SENIOR CERTIFIED SUSTAINABILITY PROFESSIONAL .................................................................................. 14
PDP0361 TECHNICAL WRITING ......................................................................................................................................... 14
PDP0388 SIX SIGMA GREEN BELT ..................................................................................................................................... 14
PDP0389 SIX SIGMA BLACK BELT ..................................................................................................................................... 14
PDP0391 PHARMACY TECHNICIAN CERTIFICATION .................................................................................................. 15
PDP0405 SIX SIGMA® GREEN BELT ASQ EXAMINATION PREPARATION ........................................................................... 20
PDP0494 AUTOCAD 2011 .................................................................................................................................................... 17
PDP0500 AUTOCAD® 3D .................................................................................................................................................... 17
PDP0505 CERTIFIED GLOBAL BUSINESS PROFESSIONAL ............................................................................................ 15
PDP0524 LEAN MASTERY .................................................................................................................................................. 15
PDP0533 MICROSOFT® WEB DEVELOPER .................................................................................................................... 17, 21
PDP0542 SCIENTIFIC DIVER TRAINING PROGRAM ........................................................................................................ 20
PDP0543 PROJECT MANAGEMENT .................................................................................................................................... 15
PDP0549 AUTOCAD® 2011 WITH AUTOCAD 3D ................................................................................................................ 18
PDP0568 WEB APPLICATIONS DEVELOPER ................................................................................................................ 18, 21
PDP0569 PROFESSIONAL BOOKKEEPING WITH QUICKBOOKS® 2012 ........................................................................... 15
PDP0571 INTRODUCTION TO AJAX PROGRAMMING .................................................................................................... 22
PDP0572 INTRODUCTION TO PROGRAMMING ................................................................................................................ 22
PDP0574 INTRODUCTION TO PYTHON™ 3 PROGRAMMING .............................................................................................. 22
PDP0585 ADMINISTRATIVE PROFESSIONAL WITH MICROSOFT OFFICE 2010 MASTER CERTIFICATION .............. 15
PDP0589 BUSINESS FINANCE FOR NON-FINANCE PERSONNEL ....................................................................................... 15
PDP0590 CELLULAR SYSTEM OVERVIEW ........................................................................................................................ 20
PDP0596 LIFELONG SCHOLAR SOCIETY ........................................................................................................................ 20
PDP0600 INTRODUCTION TO QUICKBOOKS® 2013 .................... 15
PDP0601 INTRODUCTION TO WINDOWS® 8 ..................................................................................................................... 18
PDP0602 YOUNG OUTSTANDING LEADERSHIP OBSTACLE (YOLO) COURSE .................................................................... 20
PDP0608 GOOGLE ANALYTICS ........................................................................................................................................ 15
PDP0613 INTRODUCTION TO JAVASCRIPT .......................................................................................................................... 22
PDP0614 INTERVIEWING PRINCIPLES ........................................................................................................................... 22
PDP0615 CRIMINAL ASSESSMENT PROFILING .............................................................................................................. 16
PDP0617 INTERMEDIATE QUICKBOOKS® 2013 ........................ 16, 18