

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov.

Mission Oriented Business Integrated Services (MOBIS)
FSC Group 874

MOBIS Training Services 874 4

Contract # GS-02F-0075V

For more information on ordering from Federal Supply Schedules,
Click on the FSS Schedules button at fss.gsa.gov.

Contract Period is February 24, 2009 through February 23, 2019

Contractor:
Florida State College at Jacksonville
940 North Main Street
Jacksonville, FL 32202
Phone: (904) 361-6209
Fax: (904) 632-3287

Florida State College at Jacksonville is a large business.



CUSTOMER INFORMATION

1. Florida State College at Jacksonville’s training courses offered through its Institutional Advancement (IA) Department can be ordered through GSA FSS Contract under Schedule 874.
 - 1a. **SIN 874 4:** Our training programs are available at your location or our facilities. The included rate schedules show awarded SIN and prices for each course.
SIN 874 4: Our course development services will meet or exceed your requirements. The included rate schedules show the awarded SIN and the prices for each labor category.
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100
4. Geographic Coverage (Delivery Area): USA
5. Points of Production: Jacksonville, Duval County, Florida
6. Discounts from list prices: See attached Price List
7. Quantity Discount: Additional 5% for cumulative orders of more than \$100,000 per year per customer.
8. Prompt Payment Terms: No discount
9.
 - a. Government purchase cards are accepted at or below the micro-purchase threshold.
 - b. Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign Items: N/A
11.
 - a. Time of Delivery: 30 days
 - b. Expedited Delivery: N/A
 - c. Overnight & 2-day delivery: Schedule customer may contact us for rates for overnight and 2-day delivery
 - d. Urgent Requirements: N/A
12. F.O.B. point: Destination (Prices exclude reimbursable expenses for instructor travel and per diem in accordance with FTR.)
13. Ordering Address: Same as company address
14. Payment Address: Same as company address
15. Warranty Provision: N/A
16. Export Packing Charges: N/A
17. Terms and conditions of Government purchase card acceptance: N/A
18. Terms and conditions of rental, maintenance, and repair: N/A
19. Terms and conditions of installation: N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
 - a. Terms and conditions for any other services: N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance: N/A
24.
 - a. Special attributes such as environmental attributes: N/A
 - b. Section 508 Compliance Information: N/A
25. DUNS number: 083237656
26. Notification regarding registration in the System of Award Management (SAM) database: Yes

FSS 874 – MOBIS Training Services 874 4
GSA Price List Updated February 1, 2014

SIN 874 4

Labor Category	Hourly Rates Commercial Price	Hourly Rates GSA Price ⁽¹⁾
<i>Subject Matter Expert</i>	\$61.58	\$58.94
<i>Multi-media Specialist</i>	\$33.85	\$32.40
<i>Sr. Instructional Designer</i>	\$52.59	\$50.34
<i>Management Analyst</i>	\$39.24	\$37.56
<i>Workforce Training Coordinator</i>	\$37.56	\$35.95
<i>Technical Writer</i>	\$43.35	\$41.49
<i>Reports Coordinator</i>	\$31.35	\$30.00
<i>Program Manager</i>	\$52.59	\$50.34
<i>Program Coordinator</i>	\$37.56	\$35.95
<i>Administrative Assistant I</i>	\$24.51	\$23.46

Notes:

1. All GSA prices include a 5% discount and .75% for the Industrial Funding Fee (IFF).
2. Does not include round trip travel and per diem for performing at agency's site. Travel will be billed in accordance with government travel regulations.

FSS 874 4 – MOBIS Training Services 874 4
GSA Price List Updated February 1, 2014

SIN 874 4

Environmental and Industrial Training

<i>Course Title</i>	Course Length	Min/Max Student Load ⁽¹⁾	Commercial Price Per Person	Discount Offered to GSA (off CPL) (%)	PRICE OFFERED TO GSA ⁽²⁾ (including IFF)
<i>Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) OSHA Initial Training Course</i>	40 hours	8/24	\$350.00	5%	\$334.99
<i>Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) OSHA Annual Refresher Training Course</i>	8 hours	8/24	\$75.00	5%	\$71.78
<i>Safety, Environmental & Emergency Response Technician (SEERT) Training Pipeline</i>	326 hours	8/25	\$2,000.00	5%	\$1,914.25

Public Safety, Security and First Responder Training

<i>Course Title</i>	Course Length	Min/Max Student Load ⁽¹⁾	Commercial Price Per Person	Discount Offered to GSA (off CPL) (%)	PRICE OFFERED TO GSA ⁽²⁾ (including IFF)
<i>MS-240, Combined Vessel Security Officer (VSO), Company Security Officer (CSO), Facility Security Officer (FSO) Training Course</i>	24 hours	8/24	\$500.00	5%	\$478.56
<i>CPR / First Aid / AED Training Course</i>	8 hours	8/24	\$55.00	5%	\$52.64
<i>USAR Confined Space Technician Training Course</i>	16 hours	12/24	\$250.00	8%	\$231.73
<i>USAR Trench Rescue Operations Level Training Course</i>	24 hours	12/24	\$300.00	8%	\$278.07
<i>USAR Trench Rescue Technician Training Course</i>	16 hours	12/24	\$250.00	8%	\$231.73
<i>USAR Rope Rescue Technician Training Course</i>	40 hours	12/24	\$385.00	13%	\$337.51
<i>USAR Structural Collapse Operations Level Training Course</i>	40 hours	12/24	\$680.00	12%	\$602.49
<i>USAR Structural Collapse Technician Training Course</i>	40 hours	12/24	\$680.00	12%	\$602.49

<i>Course Title</i>	Course Length	Min/Max Student Load ⁽¹⁾	Commercial Price Per Person	Discount Offered to GSA (off CPL) (%)	PRICE OFFERED TO GSA ⁽²⁾ (including IFF)
<i>USAR Vehicle and Machinery Extrication Training Course</i>	40 hours	12/24	\$400.00	21%	\$318.67
<i>USAR Grid Specialist Training Course</i>	8 hours	12/24	\$50.00	5%	\$47.86
<i>12 Lead EKGs Training Course</i>	8 hours	12/24	\$35.00	14%	\$30.23
<i>Emergency Medical First Responder Training Course</i>	54 hours	12/24	\$330.00	14%	\$287.14
<i>Airway Management Training Course</i>	8 hours	12/24	\$85.00	14%	\$71.53
<i>Pediatric Advanced Life Support Training Course</i>	16 hours	12/24	\$140.00	11%	\$125.94
<i>Industrial Fire Brigade Refresher Training Course</i>	16 hours	12/24	\$500.00	5%	\$478.56
<i>Pump Operations Training Course</i>	40 hours	12/24	\$235.00	15%	\$201.50
<i>Aircraft Rescue and Firefighter (Fire Department) Hot Drill Training Course</i>	5 hours	12/24	\$465.00	5%	\$445.06
<i>Aerial Operations Training Course</i>	40 hours	12/24	\$235.00	13%	\$206.54
<i>Rapid Intervention Teams (RIT) Training Course</i>	40 hours	12/24	\$320.00	23%	\$249.86
<i>Hazardous Materials (HAZMAT) Tank Car Intermodal Specialist</i>	40 hours	6/10	\$1,150.00	5%	\$1,100.70
<i>Hazardous Materials (HAZMAT) Incident Commander</i>	24 hours	8/25	\$565.00	5%	\$540.78

Business and Industry Workforce Training

<i>Course Title</i>	Course Length	Min/Max Student Load ⁽¹⁾	Commercial Price Per Person	Discount Offered to GSA (off CPL) (%)	PRICE OFFERED TO GSA ⁽²⁾ (including IFF)
<i>Business Writing Academy (BWA) Training Series</i>	24 hours	5/16	\$499.00	5%	\$477.61
<i>BWA I: Grammar Refresher Training Course</i>	8 hours	5/16	\$199.00	5%	\$190.47
<i>BWA II: Business Writing Styles Training Course</i>	4 hours	5/16	\$99.00	5%	\$94.76
<i>BWA III: Proofreading Training Course</i>	4 hours	5/16	\$99.00	5%	\$94.76

<i>Course Title</i>	Course Length	Min/Max Student Load ⁽¹⁾	Commercial Price Per Person	Discount Offered to GSA (off CPL) (%)	PRICE OFFERED TO GSA ⁽²⁾ (including IFF)
<i>BWA IV: Letters & Emails Training Course</i>	4 hours	5/16	\$99.00	5%	\$94.76
<i>BWA V: Reports & Proposals Training Course</i>	4 hours	5/22	\$99.00	5%	\$94.76
<i>Consider the Customer First... Training Course</i>	4 hours	5/16	\$99.00	5%	\$94.76
<i>Essence of Supervision Training Course</i>	12 hours	5/10	169.00	5%	\$161.75
<i>Exceptional Customer Service Training Course</i>	6 hours	5/16	\$169.00	5%	\$161.75
<i>Leadership in Action Training Course</i>	12 hours	5/16	\$199.00	5%	\$190.47
<i>Project Management: Basic Training Course</i>	8 hours	5/16	\$159.00	5%	\$152.18
<i>Project Management: Intermediate Training Course</i>	8 hours	5/16	\$159.00	5%	\$152.18
<i>Project Management: Advanced Training Course</i>	8 hours	5/16	\$159.00	5%	\$152.18
<i>Project Management Professional (PMP)[®] Certification PREP</i>	40 hours	5/10	\$1,199.00	5%	\$1,147.59
<i>Your Time is Now... Training Course</i>	4 hours	5/16	\$99.00	5%	\$94.76
<i>Everyday Spanish Training Course</i>	12 hours	5/16	\$139.00	5%	\$133.04
<i>Everyday Spanish Intermediate Training Course</i>	12 hours	5/16	\$139.00	5%	\$133.04
<i>Everyday Spanish Advanced Training Course</i>	12 hours	5/16	\$139.00	5%	\$133.04
<i>Access 2010: Basic Training Course</i>	8 hours	5/16	\$179.00	5%	\$171.33
<i>Excel 2010: Basic Training Course</i>	8 hours	5/16	\$179.00	5%	\$171.33
<i>Excel 2010: Intermediate Training Course</i>	8 hours	5/16	\$179.00	5%	\$171.33
<i>Excel 2010: Advanced Training Course</i>	8 hours	5/10	\$179.00	5%	\$171.33
<i>Excel 2010: Charts & Pivots Training Course</i>	3 hours	5/10	\$99.00	5%	\$94.76
<i>Illustrator Basic Training Course</i>	8 hours	5/15	\$189.00	5%	\$180.90

<i>Course Title</i>	Course Length	Min/Max Student Load ⁽¹⁾	Commercial Price Per Person	Discount Offered to GSA (off CPL) (%)	PRICE OFFERED TO GSA ⁽²⁾ (including IFF)
<i>InDesign Basic Training Course</i>	8 hours	6/8	\$189.00	5%	\$18.90
<i>Introduction to Personal Computers Training Course</i>	8 hours	5/16	\$129.00	5%	\$123.47
<i>Microsoft Office Suite Training Course</i>	40 hours	5/7	\$599.00	5%	\$573.32
<i>Outlook 2010: Intermediate Training Course</i>	4 hours	5/16	\$99.00	5%	\$94.76
<i>Photoshop Basic Training Course</i>	8 hours	5/16	\$189.00	5%	\$180.90
<i>Photoshop Advanced Training Course</i>	8 hours	5/16	\$189.00	5%	\$180.90
<i>PowerPoint 2010: Basic Training Course</i>	8 hours	5/16	\$179.00	5%	\$171.33
<i>PowerPoint 2010: Advanced Training Course</i>	8 hours	5/16	\$179.00	5%	\$171.33
<i>Windows 8 Training Course</i>	8 hours	5/16	\$179.00	5%	\$171.33
<i>Word 2010: Intermediate Training Course</i>	8 hours	5/10	\$179.00	5%	\$171.33
<i>Word 2010: Advanced Training Course</i>	8 hours	5/16	\$179.00	5%	\$171.33
<i>Digital Photography Introduction Training Course</i>	12 hours	6/18	\$149.00	5%	\$142.61
<i>Digital Photography Intermediate Training Course</i>	12 hours	5/16	\$149.00	5%	\$142.61
<i>Digital Photography Advanced Training Course</i>	12 hours	5/16	\$149.00	5%	\$142.61
<i>Digital Photography: Jacksonville Zoo & Gardens</i>	10 hours	5/16	\$249.00	5%	\$238.32
<i>Airframe & Powerplant Exam PREP Training Pipeline</i>	84 hours	10/25	\$736.00	5%	\$704.44
<i>General Written Prep Course</i>	20 hours	10/25	\$210.00	5%	\$201.00
<i>Airframe Written Prep Course</i>	20 hours	10/25	\$210.00	5%	\$201.00
<i>Powerplant Written Prep Course</i>	20 hours	10/25	\$210.00	5%	\$201.00
<i>General Practical Prep Course</i>	8 hours	10/25	\$122.00	5%	\$116.77

<i>Course Title</i>	Course Length	Min/Max Student Load ⁽¹⁾	Commercial Price Per Person	Discount Offered to GSA (off CPL) (%)	PRICE OFFERED TO GSA ⁽²⁾ (including IFF)
<i>Airframe Practical Prep Course</i>	8 hours	10/25	\$122.00	5%	\$116.77
<i>Powerplant Practical Prep Course</i>	8 hours	10/25	\$122.00	5%	\$116.77

Notes:

1. Maximum number of students determined by training assets, availability of classroom/lab space, and required student to instructor ratios.
2. All prices for training courses include 5% or more GSA discount and .75% for the Industrial Funding Fee (IFF).
3. The agency can request a combination of two or more courses to be tailored to meet its training needs. The customized training packages may be offered at a reduced cost and the training hours will vary based on courses selected

LABOR, TRAINING COURSE, AND PRODUCT CATEGORY DESCRIPTIONS

SIN 874 4 Course Development and Education Support Services (MOBIS Training Services)

Subject Matter Expert

Minimum Requirements: Requires bachelor's degree in field relative to area of expertise with at least seven (7) years of experience directly related to subject matter.

Duties: Provides highest-level subject matter/course content expertise. Analyzes complex problems, makes recommendations, develops alternative solutions, and provides course content expertise to instructional designers. Coordinates with the Instructional Designer (ID) and other project personnel to enhance existing content in various deliver formats while offering an optimal learning experience. Focuses on student-content interactions to acquire new concepts and applies the knowledge acquired through problem-based learning strategies with improved corresponding interactive learning activities. Develops and improves appropriate activities, assignments, and self-tests to engage and motivate learners. Reviews course objectives and content to ensure consistency and instructional integrity. Improves and enhances course-unique learning objects.

Multimedia Production Specialist

Minimum Qualifications: Requires a high school diploma and two (2) years of related experience.

Duties: Professional position responsible for designing and/or producing communications media (still, motion, graphic, video, sound, and text) in a computer based environment, to be used by faculty, staff, and students in an interactive, study and/or presentation mode. Creates multimedia productions and animations in a digital environment; produces medial elements and database. Creates modules and computer graphics; digitalizes images and sounds to various file formats; sets up and troubleshoots computer hardware; installs, updates and troubleshoots software; advises and assists in the evaluation and distribution of computer data and software; researches and/or learns new hardware and software; maintains equipment and supplies; and builds image databases.

Senior Instructional Designer

Minimum Qualifications: Requires a bachelor's degree from an accredited college or university in a related field supplemented by three (3) years of related work experience.

Duties: This professional position identifies solutions in the design, redesign, and development of face-to-face, blended (hybrid), and online courses and recommends specific courses of action. Provides advice, assistance, and support to faculty and other college staff, and facilitates the transfer of pedagogical and technological principles and systems to instruction. Supports and develops complete turnkey technology-driven instructional and courseware solutions, manages and coordinates various instructionally related projects. Supervises other instructional designers and/or supporting technological and clerical staff. Works with faculty and management in identifying solutions to instructional problems involving the applications of learning and motivation theory and research and technology. Designs learning experiences. Develops on-line instruction.

Management Analyst

Minimum Qualifications: Requires a bachelor's degree, supplemented by a minimum of three (3) years of related experience.

Duties: Management Analyst conducts studies, reviews systems, research and analysis to develop, manage and maintain tools, models, templates and records repositories to be used to monitor, measure and design specified operations, systems, services, procedures and organizations, and propose ways to enhance organizational efficiency; direct or respond to policy, and develop strategies of entering new business and initiatives, and remaining competitive in current areas. Measures and evaluates workflow, conducts time and cost studies on operations, services and procedures. Plans, organizes and implements studies to be used during analysis; implements solutions with identified groups. Assists in and/or develops new systems, policies and/or practices to increase efficiency and effectiveness.

Workforce Training Coordinator

Minimum Qualifications: Requires a bachelor's degree from an accredited institution supplemented by a minimum of three (3) years of directly related experience.

Duties: This position works closely with the Management Analyst to organize, plan, schedule, and coordinate the development, implementation, and administration of customized continuing workforce education classes, workshops, and seminars as a part of a consulting engagement. Plans and coordinates activities related to curriculum, instruction, facilities, equipment, supplies, and materials for training requirements and other solutions identified by the Management Analyst during the analysis process. Conducts research, focus groups, surveys, and other services to identify new opportunities and community CWE needs. Conducts client needs assessment to ensure appropriate business solutions.

Technical Writer

Minimum Qualifications: Bachelor's degree in technical writing, other technical field, or sciences. Experience in writing and/or editing professional documents, manuals, publications, etc.

Duties: Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and/or software and hardware documentation. Obtains technical data from independent observation, review with staff members, and/or studies of published materials and existing documentation. Interfaces with subject matter experts, coordinators, specialists, analysts, programmers, etc., to obtain background information of operations, systems, services, procedures and organizations. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, or make changes to material provided by other writers. Performs final quality assurance checks on all materials.

Program Manager

Minimum Qualifications: Requires a bachelor's degree, supplemented by a minimum of five (5) years of related experience.

Duties: Assumes responsibility for day-to-day operational management of all activities and functions in a designated program area within a line or staff department, including developing, implementing and evaluating program policies, procedures and standards; determining program service levels and enhancements; developing and monitoring program budgets; providing technical advice and/or supervision to staff, other departments, the public and other agencies, and performs related work as required. Performs complex administrative duties requiring oversight, attention to detail and analysis; performs strategic planning and financial analysis, including assisting in preparation of specialized program and project budgets to include staffing and operational needs.

Program Coordinator

Minimum Qualifications: Requires a bachelor's degree from an accredited college or university supplemented by six (6) years of experience in budget management, proposal writing, and leadership.

Duties: Plans, coordinates and manages one or more programs. Acts as liaison with program managers and faculty on issues including program development, planning, scheduling, and problem solving. Plans and develops goals, policies and procedures for one or more college projects/programs; develops grant budgets and approves expenditures and records. Facilitate and monitor program/project implementation and/or integration. Provide direction, support and direction for improvement of program performance. Performs project close-out services including technical reporting, financial reporting, and final invoicing.

Reports Coordinator

Minimum Qualifications: Requires an associate's degree or equivalent, supplemented by a minimum of three (3) years of related experience.

Duties: Manages data and procedure reports. Develops and maintains modules, procedures, and documentation for appropriate agencies specific to program requirements. Collaborates with appropriate College departments and program managers to ensure accurate and timely submission of reports and data to Federal, State, and Local agencies.

Administrative Assistant

Minimum Qualifications: Requires a high school diploma supplemented by at least two (2) years of experience in administrative support functions.

Duties: Provides program/project management support services such as scheduling meetings, maintaining files, preparing travel orders and vouchers, reserving conference rooms, assists with graphics preparation and presentations. Requires long range planning skills and the ability to coordinate the completion of multiple tasks or projects within established time frames. Performs more complex work involving independent planning, coordinating, and completing special assignments as directed, to include performing research and developing written presentations.

SIN 874 4 Instructor-led Training Course Descriptions (MOBIS Training Services)

Two or more of the below training courses may be combined to build a package tailored to meet the unique training needs of the customer. All support/course materials are provided by the College.

Environmental and Industrial Training

Title: 40-hour Hazardous Waste Operator and Emergency Response (HAZWOPER) Standards OSHA Initial Training Course

Course Description: This 40-hour course of instruction is taught in accordance with the OSHA 29 CFR 1910.120 standards and meets the requirements of the initial required training for workers at hazardous waste sites. This course is specifically designed for workers who are involved in clean-up operations, voluntary clean-up operations, emergency response operations, and storage, disposal, or treatment of hazardous substances or uncontrolled hazardous waste sites. This course can be delivered at College facilities or at agency's location through mobile training teams. There is a minimum of 8 and a maximum of 24 students per class. Topics include:

- Training Requirements
- Hazard Identification
- Physical Chemistry
- Toxicology
- Effects of Exposure to Hazardous Materials
- Levels of Protection
- Selection and Use of Personal Protective Equipment
- Site Assessment and Site Control
- Spill Containment and Site Clean-Up Methods
- Hazardous Waste
- Site Safety Planning Requirements
- General and Site Specific Hazards
- Decontamination
- Spill Control and Containment
- Emergency Action Plan
- Personal Protective Equipment

Title: 8-Hour Hazardous Waste Operator and Emergency Response (HAZWOPER) OSHA Standards Annual Refresher Training Course

Course Description: This 8-hour course of instruction is taught in accordance with OSHA standards and it meets the requirements of annual refresher training for workers at hazardous waste sites. This course is designed for general site workers who remove hazardous waste or who are exposed or potentially exposed to hazardous substances or health hazards. Topics include HAZWOPER regulations, safety and health plans, hazardous chemicals, safety hazards, air monitoring, medical surveillance, site control, decontamination, personnel protective equipment, and respiratory equipment. . This course can be delivered at College facilities or at agency's location through mobile training teams. There is a minimum of 8 and a maximum of 24 students per class. Course prerequisite is completion of either the 24-hour HAZWOPER or the 40-hour HAZWOPER course.

Title: Safety, Environmental & Emergency Response Technician (SEERT) Training Pipeline

Course Description: This 326-hour continuing education program enables the student to acquire or accelerate their career in an ever growing environmental industry. This unique training pipeline results in a portfolio of OSHA industry, construction and maritime safety cards, U.S. EPA certifications, and other workforce certificates in the following areas:

- Fundamentals of environmental math
- Environmental Technology

- Environmental Sampling & Report Writing
- Hazardous Waste Operator and Emergency Response (HAZWOPER)
- Hazardous Material Technician
- General Industry Safety
- Maritime Industry Safety
- Construction Industry Safety
- First Aid/CPR/AED for the workplace
- Confined Space Entry
- U.S. EPA Health and Safety
- U.S. EPA Renovation, Repair and Painting
- Florida Stormwater, Erosion, and Sedimentation Control Inspector Training & Certification
- Florida-Mandated Un-Armed Security Officer

There are no prerequisites for attending this training pipeline.

Public Safety, Security and First Responder Training

Title: MS-240, Combined Vessel Security Officer (VSO), Company Security Officer (CSO), and Facility Security Officer (FSO) Training Course

Course description: This 24-hour course provides the knowledge for those individuals who may be designated to perform the duties and responsibilities of a Vessel Security Officer (VSO), Company Security Officer (CSO), and/or Facility Security Officer (FSO) as defined in 33 Code of Federal Regulations (CFR), Chapter 1, Subchapter H, the Maritime Transportation Security Act (MSTA) of 2002, and in particular the duties and responsibilities with respect to the security of the vessel or facility, for implementing and maintaining a Vessel Security Plan (VSP) or a Facility Security Plan (FSP), and for liaising with the VSO, CSO, and FSO. Those who successfully complete the course will be able to undertake specific duties and responsibilities of the VSO, CSO, and FSO as follows:

Vessel Security Officer

- Regularly inspect the vessel to ensure that security measures are maintained
- Ensure maintenance and supervision of the implementation of the VSP, and any amendments to the VSP
- Ensure the coordination and handling of cargo, vessel stores, and bunkers
- Propose modifications to the VSP to the CSO
- Ensure that any problems identified during audits or inspections are reported to the CSO, and promptly implement any corrective actions

Company Security Officer

- Advise the level of threats likely to be encountered by the vessel, using appropriate security assessments and other relevant information
- Ensure that vessel security assessments are carried out
- Ensure the development, the submission for approval, and thereafter the implementation and maintenance of the VSP
- Ensure that the VSP is modified, as appropriate, to correct deficiencies and satisfy the security requirements of the individual vessel
- Arrange for internal audits and reviews of security activities

Facility Security Officer

- Conduct an initial comprehensive security survey of the facility taking into account the relevant Facility Security Assessment (FSA)
- Ensure the development and maintenance of the FSP
- Implement and exercise the FSP
- Undertake regular security inspections of the facility to ensure the continuation of appropriate security measures

Recommend and incorporate, as appropriate, modifications to the FSP in order to correct deficiencies and to update the plan to take into account of relevant changes to the facility

Title: CPR/First Aid/AED Certification Training Course

Course Description: This 8-hour certification course is taught to reflect the recently revised techniques of the American Red Cross course on First Aid, CPR and AED techniques for adults, children, or infants. Upon completion of the course students will receive an American Red Cross certification card (card expires one year from date of issue). . This course can be delivered at College facilities or at agency's location through mobile training teams. There is a minimum of 8 and a maximum of 24 students per class.

Title: Urban Search and Rescue (USAR) Confined Space Technician Training Course

Course Description: This 16-hour course is designed to meet requirements for confined space rescue technician based on National Fire Protection Association (NFPA) 1670, 1999 edition. Emergency responder students will have the ability to evaluate, manage, and perform a confined space rescue in accordance with NFPA 1670.

Title: Urban Search and Rescue (USAR) Trench Rescue Operations Level Training Course

Course Description: This 24-hour course is designed to educate emergency responders about the hazards of rescuing personnel from excavated trenches and to provide hands-on training in methods for the safe rescue of injured workers.

Title: Urban Search and Rescue (USAR) Trench Rescue Technician Training Course

Course Description: This 16-hour course is intended to train emergency responders to adequately perform trench rescue operations, utilizing appropriate equipment, methodologies, protocols, and patient and resource management techniques.

Title: Urban Search and Rescue (USAR) Rope Rescue Technician Training Course

Course Description: This 40 hour course is intended to train emergency responders to adequately perform rope rescue operations, utilizing appropriate equipment, methodologies, protocols, and patient and resource management techniques.

Title: Urban Search and Rescue (USAR) Structural Collapse Operations Training Course

Course Description: This 40-hour course is intended to train emergency responders to recognize and assess potential conditions at a structural collapse incident, as well as identify the resources necessary to conduct safe and effective structural collapse search and rescue operations.

Title: Urban Search and Rescue (USAR) Structural Collapse Technician Training Course

Course Description: This 40-hour course is designed to provide emergency responder students with the knowledge, skills and abilities to perform rescue at structural collapse scenes due to natural disaster or terrorist incidents.

Title: Urban Search and Rescue (USAR) Vehicle and Machinery Extrication Training Course

Course Description: This 40-hour course is designed to provide the knowledge and skills for effective management of emergencies requiring vehicle extraction. Emergency responders will perform simulated vehicle extraction rescues and practice the various techniques of cutting, moving, or removing components of vehicle and/or machinery.

Title: Urban Search and Rescue (USAR) Grid Specialist Training Course

Course Description: The 8-hour US National Grid course will provide emergency responders assisting and cooperating with agencies that may be involved in time of disaster or emergencies with search and rescue and/or damage assessments skills training in using the US National Grid as a common geo spatial reference system.

Title: 12 lead EKGs Training Course

Course Description: Participants will learn a rapid and systematic approach to the pre-hospital evaluation and management of patients with acute coronary symptoms. Pathophysiology, clinical assessment, 12-lead electrocardiogram (ECG) performance and interpretation, indications and contraindications for thrombolytic therapy, and field treatment will be reviewed. This 8-hour course emphasizes the standard of care as outlined in guidelines from the American College of Cardiology and the American Heart Association.

Title: Emergency Medical First Responder Training Course

Course Description: The 54-hour Emergency Medical Responder (EMR) course is an entry-level emergency medical provider course that will prepare individuals for employment in a variety of pre-hospital, industrial and first responder settings. The course is designed to provide participants with the basic knowledge and skills to manage many medical and trauma-related emergencies.

Title: Airway Management Training Course

Course Description: Participants will learn a rapid and systematic approach to the pre-hospital evaluation and management of patients with actual and impending respiratory distress. Pathophysiology, clinical assessment, and airway management techniques will be reviewed. This 8-hour course emphasizes the standard of care as outlined in guidelines from the *University of Miami Airway Management: Principles and Practice, Practical Skills and Simulation Training for First Responders*.

Title: Pediatric Advanced Life Support (PALS) Training Course

Course Description: The goal of the 16-hour PALS course is to provide students with information and strategies needed to recognize, prevent, and treat cardiopulmonary arrest in infants and children.

Title: Industrial Fire Brigade Refresher Training Course

Course Description: This 16-hour course provides the structural fire brigade member a refresher in the basics of fire training. Students are provided classroom training covering Self-Contained Breathing Apparatus (SCBA) operations, structural firefighting protective clothing, hose handling, and search and rescue. Students will conduct hands-on training in search and rescue and fire extinguishment.

Title: Pump Operations Training Course

Course Description: This 40-hour course is an in-depth study into the principles and techniques of fire apparatus operations and theories. The student will identify pump theory, calculate flows and pressures, perform apparatus inspection, demonstrate proper rescue/fire fighting vehicle driving practices, and perform proper pump operations.

Title: Aircraft Rescue Fire Fighting (ARFF) Hot Drill Training Course

Course Description: This 5-hour course satisfies the Federal Aviation Authority (FAA) annual hot drill requirements for all indexed airports.

Title: Aerial Operations Training Course

Course Description: This 40-hour course provides instruction in basic operating principles and procedures of aerial apparatus, the type of apparatus available, the advantages and disadvantages of each, and their operability.

Title: Rapid Intervention Teams (RIT) Training Course

Course Description: This 40-hour course familiarizes students with the rapid intervention team concept. Rapid intervention should be considered by any emergency response organization whose personnel enter environments that can place their lives and health in immediate danger.

Title: Hazardous Materials (HAZMAT) Intermodal Tank Car Specialist Training Course

Course Description: This 40-hour course concentrates on railroad tank car construction and operating features. Students will be trained in the competencies as outlines in NFPA 472, chapters 12-14, focusing on tank cars, cargo tanks, and intermodal tanks and a cargo of hazardous materials.

Title: Hazardous Materials (HAZMAT) Incident Commander Training Course

Course Description: This 24-hour course is designed to meet the requirements of NFPA 472, Hazardous Materials Safety Officer Chapter 8, 29 CFR 1910.120 (q)(6)(v), and Training Marine Oil Spill Response Workers under the Occupational Health and Safety Administration (OSHA) Hazardous Waste Operations and Emergency Response (HAZWOPER) Standard as they relate to the command of operations in response to hazardous substance or oil spills and/or discharges.

Business and Industry Workforce Training

Title: Business Writing Academy (BWA) Training Series

Course description: This dynamic six-week series will sharpen your grammar skills, help you organize your material, polish your writing style and most importantly, boost your professional standing. Writing clear, concise, correct, and conversational messages maximizes effective communication. Excellent writing skills enhance your personal and business success. Employers cite good writing among the most valued skills for their employees. Make your emails, letters, reports, and proposals stand out with good, crisp, lively language that captures your readers' attention. Select combinations or individual courses or enroll in the entire six-week Business Writing Academy (Grammar & Usage, Business Writing Style, Proofreading, Letters & Email, and Reports & Proposals).

Title: BWA I: Grammar Refresher Training Course

Course description: This two-week course will give you skills you can apply immediately to your writing and speaking. Avoid embarrassing errors and sharpen your communication skills with this review of grammar fundamentals. Get practical pointers on punctuation and rules for identifying parts of speech, subject-verb agreement, and proper pronoun usage. Learn tips for spotting and fixing tricky spellings and review handy guidelines for capitalization, writing numbers and using abbreviations.

Title: BWA II: Business Writing Styles Training Course

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

Title: BWA III: Proofreading Training Course

Course description: Develop the critical eye for detail and good judgment you need for precise proofing from first draft to final copy. Simplify your revisions and detect tricky spelling, typos and punctuation traps with time-saving editing techniques and multi-pass proofing methods. Get tips for meeting deadlines. You'll also learn standard proofreading symbols that professional editors use. Solid proofreading skills will make you a more valued member of the workplace. Let this course help you become the "eagle eye" of your department.

Title: BWA IV: Letters and Emails Training Course

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

Title: BWA V: Reports and Proposals Training Course

Course description: This course will help you showcase your technical expertise and advance your projects with model reports and proposals. Review pointers for creating documents by organizing your data, recording the research and selecting the right format for your audience. Learn when to bolster your message with graphs, charts, tables and statistics. Businesses make crucial decisions based on reports and proposals you write.

Title: Consider the Customer First...Or they'll consider the competitor first Training Course

Course description: Customer service is not about what you think will satisfy the customer; rather, it's about first learning what will satisfy the customer and then exceeding those expectations. Lazy customer service providers never figure this out. This 4 hour seminar will equip you with the necessary skills to ensure you are always considering your customers first!

Title: The Essence of Supervision Training Course

Course description: This 12 hour workshop is for anyone who is currently a supervisor or plans to become a supervisor. Students learn the key components to leadership success and how to create an environment for high performing teams. Discussion topics include key behaviors of effective leaders, delegation, coaching, performance management, and motivation.

Title: Exceptional Customer Service Training Course

Course description: In this 6 hour course, participants will create a model of exceptional customer service by identifying what customer's value and want and will recognize the barriers to delivering outstanding customer service. In addition, participants will learn techniques for dealing with angry or upset customers. Other learning points include a review of effective telephone, voicemail and e-mail etiquette. A personal customer focus action plan is developed.

Title: Leadership in Action...Your Toolkit for Success Training Course

Course description: Some say leadership is a natural trait and can't be learned. Well, much like a carpenter, we all have a leadership toolkit: Some of us have many tools while others have few. This 12 hour Leadership in Action workshop will help by ensuring you are using your existing tools to the best of your ability while also introducing you to new tools helping you become a more successful leader. If you lead a team, or will be soon, this seminar is for you!

Title: Project Management: Basic Training Course

Course description: This 8 hour ILT Series course teaches students basic project-management techniques, including managing time and Costs. Students will identify the features and attributes of a project, the steps and variables of the project management process, the effects of environmental, socioeconomic and organizational structure issues, and the responsibilities of a project manager. Course activities also cover defining the project scope, writing a project charter, developing a work breakdown structure, identifying time management components, describing schedule development, using mathematical analysis techniques, and assigning resources. Students will also learn how to estimate resource Costs, create a capital budget, control the project Costs, and compute a project's estimate at completion (EAC) and variance at completion (VAC). The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success. Textbook is included.

Title: Project Management: Intermediate Training Course

Course description: This 8 hour ILT Series course builds on the fundamentals taught in Project Management: Basic. In the Intermediate course, students will learn how to implement quality measures, handle project risks, acquire and motivate team members, and communicate effectively. Course activities cover identifying the characteristics and goals of quality management, create a quality management plan, conduct an audit, develop a quality control system, design a risk management plan, follow a qualitative risk analysis process, create a decision tree, and monitor and control project risks. Students will also discuss the characteristics of a good manager, build and maintain a productive team, and use analysis tools and reports to evaluate the performance of a project. The manual is designed

for quick scanning in the classroom and filled with interactive exercises that help ensure student success. Textbook is included.

Title: Project Management: Advanced Training Course

Course description: This 8 hour ILT Series course builds on the skills taught in Project Management: Intermediate. In the Advanced course, students will learn about contracts, procurement, solicitation, integration, and the project management process. Course activities will cover discussing types of contracts, identifying the role of procurement planning, soliciting contractors, evaluating proposals, negotiating contracts, developing a project plan, and implementing a work authorization system. Students will also identify process groups and variables, write closeout reports, and identify different methods of project termination. Textbook is included.

Title: Project Management Professional (PMP)[®] Certification PREP Course

Course description: This 40 course is designed for project managers or project participants to deepen their knowledge of project management skills and learn to apply a formalized and standards-based approach to project management. It is based on the PMBOK[®] Guide Fifth Edition and qualifies as 40 hours of formal classroom training needed to apply for the Project Management Professional Certification. Textbook is included.

Title: Your Time is Now...What is Your Mission and How Will You Accomplish it? Training Course

Course description: A lively and interactive 4 hour seminar focusing on an individual's current status in life and where to go from here. Learn tips and pointers to help you look at life more positively, create a personal mission statement, discuss and understand where you fit into the big picture, and finally how to accomplish your mission. Your time is now!

Title: Everyday Spanish Training Course

Course description: This 12 hour class teaches basic knowledge of Spanish and how to get by in everyday situations in a fun and relaxed setting. The objective is for the student to learn the basics without the stress. No grammar, just common phrases and vocabulary needed in specific situations to start off. Each class will include a lecture and practice with role playing and putting new vocabulary to use. Class participation will include practice speaking and writing scripts from vocabulary learned in each lesson.

Title: Everyday Spanish Intermediate Training Course

Course description: This 12 class is an intermediate level of everyday Spanish. The objective is for the student to expand on the basic knowledge of Spanish in a fun and relaxed setting. No grammar rules to learn, just common phrases and everyday vocabulary. In each class, the students will do role playing exercises and put new vocabulary to use in practice conversations.

Title: Everyday Spanish Advanced Training Course

Course description: This 12 hour class is an intermediate to advanced level of conversational Spanish. The objective is to immerse the student in the Spanish language through situational conversation practice in a relaxed café-like setting. The class will be held in Spanish. Each session will be dedicated to a different topic. Students are encouraged to come up with topic ideas and will work on pronunciation and expanding vocabulary including common idioms.

Title: Access 2010: Basic Training Course

Course description: After an introduction to database concepts and the Access environment and Help systems, this 8 hour course teaches students to design and create databases; work with tables, fields, and records; sort and filter data; and set field properties and data entry rules; and create queries, forms and reports. Textbook is included.

Title: Excel 2010: Basic Training Course

Course description: After an introduction to spreadsheet terminology and Excel's window components, this 8 hour course teaches students to use the Help system and navigate worksheets and workbooks; enter and edit text, values,

formulas, and pictures and save workbooks in various formats; move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns; covers simple functions, basic formatting techniques, and printing; and create and modify charts and manage large workbooks. Textbook is included.

Title: Excel 2010: Intermediate Training Course

Course description: This 8 hour course teaches students to use multiple worksheets and workbooks efficiently, and start working with more advanced formatting options including styles, themes, and backgrounds; create outlines and subtotals, how to create and apply cell names, and how to work with tables; save workbooks as Web pages, insert and edit hyperlinks, and learn to share workbooks by e-mail; advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, and workbook templates; and how to work with Pivot Tables and PivotCharts. Textbook is included.

Title: Excel 2010: Advanced Training Course

Course description: This 8 hour course teaches students to work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX; provides instruction about data validation and database functions such as DSUM; how to import and export data, and how to query external databases; and the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, SmartArt graphics, and conditional formatting with graphics. Textbook is included.

Title: Excel 2010: Charts and Pivot Table

Course description: For those new to Excel 2010, this 3 hour course teaches students to produce presentation worthy charts, PivotTables and Pivot Charts. Textbook is included.

Title: Illustrator Basic Training Course

Course description: This 8 hour course begins with the basics. After getting familiar with the Illustrator environment, students will learn how to create a simple illustration by creating and manipulating shapes, and by drawing and editing paths; learn how to apply color, gradients and transparency; and, learn how to work with text and layers. Textbook is included.

Title: InDesign Basic Training Course

Course description: This 8 hour course teaches students to create documents, place text and graphics and create custom color swatches; work with master pages and multi-page documents; format text, apply styles, work with threaded text frames, position and group objects, and work with layers; and print documents, create print presets and package documents for commercial printing. Textbook is included.

Title: Introduction to Personal Computers Training Course

Course description: This 8 hour course teaches students the definitions of hardware, software and desktop, and functions like "drag and drop" and "click and double click". Students will master the use of the mouse and keyboard.

Title: Microsoft Office Suite Training Course

Course description: This 40 hour course teaches students Access, Word, Excel, PowerPoint and Outlook in this beginner-intermediate comprehensive course. Textbook is included.

Title: Outlook 2010: Intermediate Training Course

Course description: This 4 hour course teaches students to customize Outlook, use Quick Steps, create Navigation-pane shortcuts; work with contacts and contact groups, and manage address books; customize their messages and signatures and set up automatic replies; and search various folders, use filters, apply categories, create custom views, and set rules for organizing messages. Textbook is included.

Title: Photoshop Basic Training Course

Course description: This 8 hour course explains how Adobe Photoshop is a graphics package used to create, modify and correct pictures and images. Students can also create new images, import images from other graphics applications and work with scanned images; and how to merge and edit color images and create original artwork and collages for both print media and the Web. Textbook is included.

Title: Photoshop Advanced Training Course

Course description: This 8 hour course explains that Adobe Photoshop emphasizes how to enhance the quality of photos with a concentration on masking, vector paths and overlaying images to augment the quality of the images. Textbook is included

Title: PowerPoint 2010: Basic Training Course

Course description: After an introduction to PowerPoint's window components and Help system, This 8 hour course teaches students to create, save and rearrange presentations; format text, use drawing objects, work with graphics and insert tables and charts; use templates and themes, slide masters, and transition effects; and proof, run and print presentations. Textbook is included.

Title: PowerPoint 2010: Advanced Training Course

Course description: This 8 hour course teaches students to customize PowerPoint by modifying the Ribbon and changing application settings; apply themes and templates, and work with SmartArt graphics and tables; add multimedia content and interactive elements to slides, and learn about presentation distribution options including PDF, HTML, and online broadcasts; and integrate PowerPoint with Word and Excel. Textbook is included.

Title: Windows 8 Training Course

Course description: In this 8 hour course, students will learn how to navigate the Windows 8 Interface, use the Charms bar and search tools, install and use apps, and use Internet Explorer 10; manage power options, browse folders, configure user accounts and use system security tools; and work with tiles and customize PC settings. Textbook is included.

Title: Word 2010: Intermediate Training Course

Course description: This 8 hour course teaches students to work with styles, sections, and columns and use the Navigation pane to work with outlines; format tables, print labels and envelopes, and work with graphics; and use document templates, manage document revisions, and work with Web features. Textbook is included.

Title: Word 2010: Advanced Training Course

Course description: This 8 hour course teaches students to perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames; and create macros, customize the ribbon and Quick Access toolbar, and work with XML documents. Textbook is included.

Title: Digital Photography Introduction Training Course

Course description: This 12 hour course teaches students that a great photograph begins when you recognize a great scene or subject. But recognizing a great opportunity isn't enough to capture it; you also have to be prepared. A large part of being prepared involves understanding your camera well enough to capture what you see. Getting you prepared to see and capture great photographs is what this course is all about. If you do own a digital camera, bring it, your computer connection cords and the instructional manual along with you and have some fun.

Title: Digital Photography Intermediate Training Course

Course description: This 12 hour course teaches students to take pictures good enough to be used as postcards and takes the student through Focus, Flash, Shutter, Exposure, Aperture and more.

Title: Digital Photography Advanced Training Course

Course description: Building on fundamentals from the Introduction and Intermediate Digital Photography classes, This 12 hour course teaches students to take photos of landscapes, people, macro, sports and even night shooting.

Title: Digital Photography Training Course: Jacksonville Zoo and Gardens

Course description: Join us at the Jacksonville Zoo and Gardens for a photographic safari. Why the zoo? At the zoo, students will be exposed to a variety of different species of animals, botanical plants and beautiful gardens. Students must bring point and shoot cameras or DSRL cameras and tripods. The price of this course includes admission into the zoo. Students will learn Adobe Photoshop Basic to edit photos in this 10 hour class.

Title: Airframe & Powerplant Exam Prep Pipeline

Course description: This 84-hour pipeline combines all prep courses and prepares the student to pass the FAA Airframe and Powerplant Mechanic exams in a short amount of time. All prerequisites cited for each prep course below are in effect for the pipeline. Study materials and books are furnished with the course and are included in the fee. All courses and FAA exams are conducted at the Aviation Center of Excellence.

Exam fees are not included. Fees for the FAA exams are paid directly to the proctor/examiner. Written exams are \$150 each (\$450 total); Oral and Practical exams are \$200 each (\$600 total). An FAA form 8610-2 authorizing you to take FAA exams is required and can be found on the FAA website. The applicant may call the FAA Flight Standards District Office in Orlando, FL at (407) 812-7700 for authorization to take the exam.

Title: Airframe & Powerplant General Written Prep Course

Course description: This 20-hour course will prepare the student to pass the FAA written exams in the shortest time possible. The student will have to bring the authorization from the FAA (form 8610-2, 2 copies) and valid identification (driver's license, airman certification, etc.). Foreign students will need to obtain authorization to take the FAA exams from their nearest FAA International Field Office and also will need a valid passport and visa. Study materials and books will be furnished and are included in the fee.

Title: Airframe Written Prep Course

Course description: This 20-hour course will prepare the student to pass the FAA written exam in the shortest time possible. The student will have to bring the authorization from FAA (form 8610-2, 2 copies) and valid identification (driver's license, airman certification, etc.). Foreign students will need to obtain authorization to take the FAA exams from their nearest FAA International Field Office and also will need a valid passport and visa. Study materials and books will be furnished and are included in the fee.

Title: Powerplant Written Prep Course

Course description: This course will prepare the student to pass the FAA written exam in the shortest time possible. The student will have to bring authorization from the FAA (form 8610-2, 2 copies) and valid identification (driver's license, airman certification, etc.). Foreign students will need to obtain authorization to take the FAA exams from their nearest FAA International Field Office and also will need a valid passport and visa. Study materials and books will be furnished and are included in the fee.

Title: Airframe & Powerplant General Practical Prep Course

Course description: This 8-hour course provides hands-on instruction in areas covered on the FAA A&P General Practical Test including weight and balance computation, fabrication of tubes and hoses, FAA Form 337, Airworthiness Directives and Type Certificate Data Sheets, torque and safety, and general subjects. You must pass FAA written exam prior to taking FAA Oral and Practical exams.

Title: Airframe Practical Prep Course

Course description: In this 8-hour course, the student receives hands-on instruction in areas covered in the FAA A&P Airframe Practical Test including rigging flight controls, paint finishing and fabric covering, sheet metal assembly and repair, welding, non-metallics and aircraft electrical troubleshooting. Applicant must pass FAA written exam prior to taking Oral and Practical exam. Aviation General Oral and Practical exam must be completed along with the powerplant oral and practical, unless you hold an FAA Airframe Certificate.

Title: Powerplant Practical Prep Course

Course description: This 8-hour course provides hands-on instruction in areas covered on the FAA A&P Powerplant Practical Test including engine operation, magneto timing, engine compression tests, reciprocating and turbine engine systems, and engine and propeller overhaul techniques. You must pass FAA written exam prior to taking Oral and Practical exam. Aviation General Oral and Practical exam must be completed along with the powerplant oral and practical, unless you hold an FAA Airframe Certificate.