



Division of Continuing Education

Italian Language and Culture p. 8

GO WITH YOUR FLOW

Winter to Spring 2014



68 classes to choose from. Look inside now!

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REGISTRATION

COMPUTERS and TECHNOLOGY



iPad, iPhone and the App Store: Using Apple Products for Your Home and Business

Instructor:

Daren Dillinger

Thursday

Jan. 30

6:30 to 8:30 p.m.

OR

Monday

Mar. 10

6:30 to 8:30 p.m.

OR

Thursday

Apr. 17

6:30 to 8:30 p.m.

(\$39)

■ Since 1977, Apple electronic devices have changed the world in which we live. From communication and commerce to entertainment and entrepreneurship, the company's products have revolutionized the way homes and businesses function. Explore the unlimited benefits and options available for personal and professional use. Enhance your productivity, efficiency and security with proper applications and portable devices. Learn to use your iPad for more than just entertainment. Topics covered include: parental controls for home and business, disaster back up, working with Microsoft and cyber safety for the home or business and Apple TV.

The Power of Social Media: Expand, Reach and Enhance Engagement

Instructor:

Rosemary Tutt

Tuesdays

Jan. 14 – Feb. 18

6:30 to 8:30 p.m.

(\$129)

■ The emergence of social media is revolutionizing the way businesses and individuals communicate with their audiences. Learn to tap into the new consumer-driven environment and gain access to audience intelligence necessary to properly brand and promote an organization or self-interest. With multiple social media platforms available, which are best suited for your professional or personal endeavors? Explore audience research, define goals, determine the most beneficial social media platforms and apply quantifiable methods to measure success. Develop a voice and become marketable in a world transformed by social technologies.

Recommended: "Share This: The Social Media Handbook for PR Professionals" by CIPR. ISBN: 978-1118404843

Classes take place at

**University of North Florida
Adam W. Herbert University Center**

Free parking with registration:

12000 Alumni Drive
Jacksonville, FL 32224



Introduction to Word 2010

Instructor:
Michael Metzler

Mondays
Jan. 27 – Mar. 3
6 to 8 p.m.

(\$129)

■ If you are new to Microsoft Word 2010, or just looking to improve your knowledge, this course will introduce basic skills and formatting techniques. Topics include: document basics, editing, formatting, tool bars, menus, incorporating columns and tables and shortcuts. Previous experience is not required.

Note: Please bring a USB drive with you to class.

NEW!

What You Need to Know About Excel 2010

Learn the skills necessary to:

- Describe Excel 2010 features, layout, menus and submenus
- Create workbooks and apply templates
- Edit and format workbooks
- Apply page setup, print and save workbooks
- Apply functions (Math, Trig, Statistical, Logical, Financial and date and time)
- Insert picture, clipart, shapes and SmartArt
- Incorporate hyperlink(link), text, equations and symbols
- Create PivotTable, Sparkline and Macros
- Build single and multiple-data charts and charts templates

Note: Please bring a USB drive with you to class.

Instructor: Joseph Adir

Tuesdays
Mar. 11 – Apr. 8
6:30 to 8:30 p.m.

(\$109)

Blogging for Business and Pleasure

Instructor:
Sharon Y. Cobb

Saturday
Apr. 12
9 a.m. to 5 p.m.

(\$99)

■ Do you have a passion you are eager to share with the world? Do you have a business that would benefit from Internet marketing? Blogging may be your platform. A blog is a free, do-it-yourself website where you may write about anything you please. Learn blogging basics: choosing subjects, locating the best website host, finding readers and adding an Amazon store to sell cool stuff. Incorporate YouTube videos and other sites, using the best keywords to attract readers and maintaining a vibrant schedule of posts. Your blogging possibilities are endless.

Note: Laptops are not required to participate in this workshop. You will not build blogs during the workshop due to time constraints. A detailed workbook used during class will guide you in creating your own blogs after the workshop.

Improving Your Internet Search Skills

Instructor:
Stephanie Weiss

Wednesday
Feb. 26
6:30 to 8:30 p.m.

(\$39)

■ Learn to increase the effectiveness of Google and other search tools to locate information on the Web. Gain a basic understanding of search methods and results pages to help streamline your online time.



ARTS, CRAFTS and HOBBIES



Making Money from Your Hobby

Instructor:
Jan Spence

Mondays
Jan. 6 – 27
6 to 9 p.m.
No class Jan. 20

(\$109)

■ Ever thought of making money doing what you love? Have friends and family suggested you charge money for your creations and talent? Take the mystery out of making money from your hobby. Learn the basics of setting up your start-up, options for promoting your products and services, pricing and how to market yourself. Have a purpose for your passion!

Glas Clas™ with Pixieglas™

Instructor:
Pixie Larizza

Wednesdays
Feb. 5 – 19
6:30 to 8:30 p.m.

(\$79)

■ Ignite your creativity in a fun, relaxing Glas Clas™. Jump start your imagination and creativity by using a full spectrum of colors and brushes to create fun, whimsical and FUNctional pieces of painted glass. People from all walks of life can enjoy the process of Glas Clas™. Painting can improve your concentration, mental clarity and bring FUN into your life. Just in time for the holidays, paint gifts for loved ones and friends, if you can part with them, that is!

Required: Additional materials fee of \$20 must be paid to the instructor on the first night of class.

Beginning Creative Watercolor

Instructor:
Jennie Szaltis

Tuesdays
Jan. 21 – Feb. 25
6:30 to 8:30 p.m.

(\$129)

■ Learn the basic techniques of color blending, mixing and painting on both wet and dry paper. Class exercises will be pre-drawn. No drawing or watercolor painting experience is necessary.

Required: Purchase your own supplies using the supply list provided (approx. \$80 value) or rent gently used supplies from your instructor for the course duration. All rented supplies must be returned at the end of the course.

Beginning Creative Watercolor – Part II

Instructor:
Jennie Szaltis

Tuesdays
Mar. 11 – Apr. 15
6:30 to 8:30 p.m.

(\$129)

■ Building on basic watercolor techniques and extended color blending, explore watercolor painting techniques, such as negative painting and the use of mastoid, to begin building a platform for creativity in watercolor. Learn how easy watercolor can be. Class exercises will be pre-drawn. No drawing experience is necessary.

Required: Purchase your own supplies from the supply list provided (approx. \$80 value) or rent gently used supplies from your instructor for the course duration. All rented supplies must be returned at the end of the course.

NEW!

Painting with Acrylics

Instructor:
Kaytee Esser

Mondays
Jan. 6 – Feb. 3
6:30 to 8:30 p.m.
No class Jan. 20

(\$99)

■ Would you like to start painting, but want more flexibility than watercolor? No time for oils? Learn to use acrylics, both transparent and opaque. Explore composition, color, value, contrast and balance.

Note: A materials list is available online and will also be provided before class.

NEW!

Painting with Oils

Instructor:
Kaytee Esser

Thursdays
Jan. 9 – Feb. 6
6:30 to 8:30 p.m.

(\$109)

■ Discover how to use oils in painting. Learn to use under-painting to develop your work, as well as composition, color and light. Designed for the beginner or any painter who wants to learn a new medium, all are welcome. We will be using oil-based paints, NOT water-based oils. There will be no solvents used in class.

Note: A materials list will be provided and is also available online.



HEALTH and FITNESS

Achieving Inner Peace and Tranquility

Instructor:
Pixie Larizza

Wednesdays
Mar. 26 – Apr. 9
6:30 to 8:30 p.m.

(\$79)

■ Slowing down and living in a relaxed and peaceful moment takes practice: You can do it. Learn to incorporate deep-breathing exercises, basic meditation, visualization and positive affirmations into your daily routine. These practices can help you sleep, increase positive energy and learn not to take things personally.



Tai Chi for Mind, Body and Soul

NEW!

Instructor:
Alison Cacella

Monday
Mar. 17 – Apr. 28
6:30 to 8:30 p.m.

(\$139)

■ Tai Chi is an ancient Chinese practice of exercise recognized for benefiting overall health and the most prominent Chinese martial art emphasizing on internal strength. Internal strength stresses the importance of breathing and the integrity of emotional and intellectual presence. Within the practice, focus on fluid, gentle, graceful and circular relaxed movements. Slow the body and mind, deepen the breath. Relax, focus and visualize. Allow Chi, or energy, inside the body to flow. Breathe Easy practices the Sun-Style to allow all participants with injuries, ailments and arthritis to safely and effectively learn Tai Chi.

Restorative Yoga

Instructor:
El Grabar

Thursdays
Feb. 6 – Mar. 6
6:30 to 8 p.m.

(\$79)

■ Learn simple stretching and strengthening exercises to help improve movement of your body in a healthy range of motion for standing, walking and sitting postures. Be guided safely and mindful of any tight spots, improving mobility in your spine, neck, shoulders, hips and legs. This therapeutic practice includes breathing and relaxation exercises to help quiet the mind, release inner-body tension, strengthen core body support and bring overall balance and ease.
Note: Please bring a mat or towel support for your head. All levels welcome.

Heartsaver® CPR, AED and First Aid

Instructor:
Bob Snell

Tuesday
Jan. 28
6 to 9 p.m.

OR

Tuesday
Mar. 25
6 to 9 p.m.

(\$49)

■ Designed for anyone who may respond to a life-threatening emergency in the workplace, home or anywhere people gather, this class teaches the latest American Heart Association® techniques in CPR, including foreign-body airway obstruction (choking). Learn to recognize the signs of cardiac arrest and operate an Automated External Defibrillator (AED). First Aid topics covered include breathing problems, heart attack, stroke and trauma. Upon successful completion of the class, students qualify for an official AHA® course completion card, good for two years. Students who wish to receive a card can purchase one at the end of class for an additional \$10.

Practical Self-Defense and Awareness

Instructor:
Tim Robinson

Mondays
Feb. 3 – 24
6:30 to 8:30 p.m.

(\$99)

■ The ability to defend yourself and develop strength and confidence does not require years of training. In this four-week course, Tim Robinson, a lifetime practitioner with black-belt certifications in five different martial arts, will teach you a system of practical, proven self-defense techniques and strategies for personal safety and awareness. This system includes powerful street self-defense, unarmed weapons defense, defense from the ground and effective use of your environment and defense tools found in everyday life. Learn to protect yourself and your loved ones.

Advanced Self-Defense

Instructor:
Tim Robinson

Mondays
Mar. 3 – 17
6:30 to 8:30 p.m.

(\$79)

■ This is a continuation of the Practical Self-Defense course, and focuses on intermediate techniques of self-defense and awareness. Learn to defend against and deal with more aggressive confrontations, how to recover and defend from being pushed to the ground from behind, and to defend against multiple attacks by the same person. Learn to handle more than one attacker, how to defend yourself when weapons are involved, harsh conditions and how to escape from being pinned on the ground.

Learn to Kayak

Instructor:
Michael Metzler

Saturdays
Mar. 15 – 22
10 a.m. to noon

OR

Saturdays
Apr. 5 – 12
10 a.m. to noon

(\$49)

■ Discover the basics of kayaking. Explore in class and on the water. Learn about the different types of kayaking, equipment, safety and the rules and regulations. Everyone will have the opportunity to practice and learn proper maneuvering techniques and proper paddling. The last class includes 90 minutes of paddling on the water.
Required: Additional materials fee of \$21 to be paid at the last session.

HOME and GARDEN



NEW!

Birding – An Introduction

Instructor:
James Wheat

Mondays
Jan. 13 – Feb. 17
6:30 to 8 p.m.
No class Jan. 20

(\$89)

■ Explore field identification of wild birds through field experience. Improve your skills through practice, use of resources, critical thinking and study. Topics include equipment, field guides, basic field skills, bird groups, bird topography, behavior and habitat and identification tips. Enjoy lectures, discussions, quizzes and demonstrations. In-the-field practice is scheduled for weekends. Recommended field guides include The Sibley Guide to Birds or National Geographic Field Guide to the Birds of North America.

Landscape Design for the Homeowner

Instructor:
Matthew Barlow

Wednesdays
Feb. 12 – 26
6:30 to 8:30 p.m.

(\$79)

■ Learn how to draw and implement a landscape plan that creates a professional-looking yard. Avoid costly errors by rooting the right plant in the right place, determining the number and size of plants needed to complete a project and discussing the use of native and unusual plant material. Using basic landscaping principles, learn to select plant material, draw a plan to scale and complete a professional-style landscape design.
Note: A recommended materials list will be distributed the first day of class.

Organic Vegetable Gardening

Instructor:
Matthew Barlow

Wednesdays
Jan. 15 – 29
6:30 to 8:30 p.m.

OR

Wednesdays
Apr. 9 – 23
6:30 to 8:30 p.m.

(\$79)

■ Learn to grow delicious, nutrient-rich organic herbs and vegetables in your own backyard. Discover how to build, layer and create healthy soil without chemical fertilizers or pesticides. Step-by-step techniques for planting and harvesting remove the guesswork and help you get the most from your garden. Month-by-month planning calendars keep your vegetables producing year-round. Whether you are new to gardening or a seasoned green thumb, expand your horticultural knowledge in organic fertilization and pest management and pick up the tricks and tips for creating a robust garden that thrives rather than just survives.

Home Staging and Home Styling

Instructor:
Becky Harmon

Thursday
Feb. 13
6:30 to 8:30 p.m.

OR

Thursday
Apr. 10
6:30 to 8:30 p.m.

(\$39)

■ Explore the important, but often overlooked areas that require attention to sell your home fast, and for more money. If you are not selling, discover how to update your home without spending a fortune. Learn great DIY tips and tricks. Enjoy presentations with before and after pictures on de-cluttering, paint color, furniture placement, curb appeal, remodeling kitchens, baths and more.

NEW!

Fresh Floral Arranging – Part 1

Instructor:
Brooke Raulerson

Thursday
Jan. 23
6 to 9 p.m.

(\$39)

■ Designed to help you learn basic tips and tricks of the trade, discover techniques that floral industry professionals use every day. Bring unusual and interesting designs for any occasion to the home or office.
Required: Additional \$25 for instructor-provided supplies.

NEW!

Fresh Floral Arranging – Part 2

Instructor:
Brooke Raulerson

Thursday
Apr. 3
6 to 9 p.m.

(\$39)

■ Building upon Floral Design Part 1, explore more advanced tips and tricks of the trade. Discover your inner floral designer and bring unusual, interesting designs for any occasion to the home or office. Part 1 is not a prerequisite.
Required: Additional \$25 for instructor-provided supplies.

Color in the Jacksonville Garden

Instructor:
Matthew Barlow

Wednesdays
Mar. 12 – 19
6:30 to 8:30 p.m.

(\$59)

■ Colorful flowers and foliage can add tremendous appeal to your garden. Forget the tulips and lilacs listed in catalogs. Learn about the best annuals, perennials and shrubs that thrive in our local landscapes. Discover where to find interesting and unusual colorful plants. With a little effort, you can have color in your garden throughout the year.

Let's Decorate Together

Instructor:
Ann Gobler

Thursdays
Jan. 30 – Feb. 27
6:30 to 8:30 p.m.

(\$109)

■ Explore the basics of decorating through practical application. Each session will give example pictures, instruction, tips and techniques of the trade. Learn how to put a space together, beginning with the art of accessorizing and creating a vignette. Many trade techniques and tips will be covered as you make the room-by-room journey through the house.

LANGUAGE



Introduction to the French Language

Instructor:
Carine Rezgui

Wednesdays
Jan. 15 – Feb. 19
6:30 to 8:30 p.m.

(\$129)

■ Discover the basics of the French language and focus on frequently used words. Emphasis will be placed on mastering word pronunciation and comprehension in simple conversations, reading short stories and reinforcing what we have learned via games and exercises. Enrich your learning experience by exploring French culture, local customs, expressions and current trends.
Required: "French: A Self-Teaching Guide" 2nd Edition
by Suzanne A. Hershfield-Haims
ISBN #978- 0471369585.

Intermediate French

Instructor:
Carine Rezgui

Tuesdays
Jan. 14 – Feb. 18
6:30 to 8:30 p.m.

(\$129)

■ A continuation of Introduction to French, expand your French language skills. Master the language by taking the mystery out of grammar, common usage, reading comprehension and confusions. Compare French and English languages for better understanding. Grow confident speaking, understanding and reading French. Enrich your learning experience by exploring French culture, local customs, idiomatic expressions and current trends.
Required: "French: A Self-Teaching Guide" 2nd Edition
by Suzanne A. Hershfield-Haims
ISBN #978- 0471369585.

Advanced French

Instructor:
Carine Rezgui

Tuesdays
Mar. 4 – Apr. 8
6:30 to 8:30 p.m.

(\$129)

■ A continuation of Intermediate French, increase your vocabulary and comfort speaking and understanding the French language. Explore advanced grammar, audio and visual comprehension, verbal enhancement and presentations.

Spanish – Level 1

Instructor:
Adriana Giles

Tuesdays
Jan. 7 – Mar. 25
6 to 8:30 p.m.

(\$259)

■ Learn basic conversational skills for travel to a Spanish-speaking country in this 12-week course. Explore greetings and farewells, numbers, telling time, airport help, asking directions, hotel check-ins, dining, basic shopping information and more.

Spanish – Level 2

Instructor:
Adriana Giles

Thursdays
Jan. 9 – Apr. 3
6 to 8:30 p.m.
No class Mar. 20

(\$259)

■ Designed to cover the same material as our former six-week course, in a longer format, this new 12-week course offers more practice. A continuation of Spanish – Level 1, increase your vocabulary and become more comfortable with speaking and comprehending the Spanish language. Explore simple verb tenses, likes and dislikes, conversing with a doctor, your family, phone conversations and more.

Note: The prerequisite for this course is basic Spanish comprehension, including: Spanish vowel sounds; alphabet and spelling; numbers (0 - 1,000); self-introductions, greetings and farewells; etiquette and social niceties; days, months, years and telling time; asking for and understanding directions; colors; subject pronouns; the verb "to be"; and vocabulary for airport, hotels, restaurants, clothing and shopping.

Spanish – Level 4 NEW!

Instructor:
Adriana Giles

Wednesdays
Jan. 8 – Mar. 26
6 to 8:30 p.m.

(\$259)

■ Designed to cover the same material as our former six-week course, in a longer format, this new 12-week course offers more practice. A continuation of Spanish – Level 3, explores advanced grammar: conditional, subjunctives, imperative and perfect tenses. Practice reading and video comprehension, verbal enhancement and presentations. Learn to express in practical situations.

Note: To register for this course you must have knowledge of basic and intermediate Spanish grammar: articles, prepositions, conjunctions, adverbs, comparative adjectives, possessive adjectives, absolute superlatives, irregular comparatives and superlatives, verb *to be*, simple present tense, likes and dislikes (*gustar*), present progressive (-ing), future tense, past tense, reflexives, imperfect indicative tense (*aban/lan*), present perfect indicative (*han + past participle*), pluperfect or past perfect indicative (*habían + past participle*), direct object pronouns and indirect object pronouns.

NEW!

Italian Language and Culture – Level I

Discover the Italian language, the country of Italy, its customs and culture and the customs and culture of Italian-American communities. Learn to use the most common expressions and more complex grammatical structures to enhance your social life. Each of the six lessons will include oral and written exercises, dialogical interactions, readings and easy conversations. Audio cd and/or videos, Italian music and language games will be utilized for comprehension drills and cultural lessons.

Required: "Italian: A Self-Teaching Guide" 2nd Edition by Edoardo Lebano, ISBN #978-0471359616.

Instructor: Clara Di Gennaro
Thursdays, Jan. 16 – Feb. 20
6 to 8:30 p.m. **(\$139)**

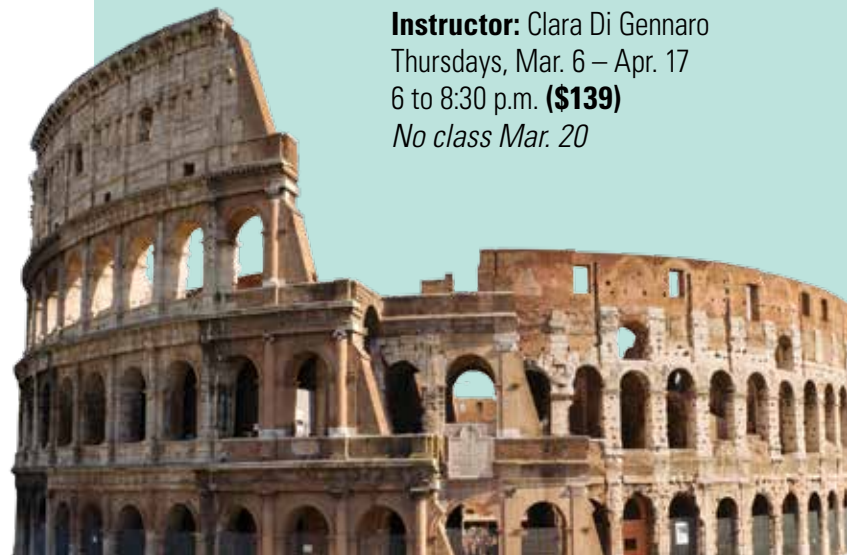
NEW!

Italian Language and Culture – Level II

With a basic knowledge of the Italian language and desire to extend your vocabulary and grammatical skills for a broader range of everyday situations, learn how to use the most common expressions and more complex grammatical structures to enhance your social life. Each of these six lessons will consist of oral and written exercises, dialogical interactions, readings and easy conversations. Audio cd and/or videos, Italian music and language games will be utilized for comprehension drills and cultural lessons.

Required: "Italian: A Self-Teaching Guide" 2nd Edition by Edoardo Lebano, ISBN #978-0471359616.

Instructor: Clara Di Gennaro
Thursdays, Mar. 6 – Apr. 17
6 to 8:30 p.m. **(\$139)**
No class Mar. 20



LITERATURE / SCREENWRITING

Creating 3-Dimensional Characters in Fiction

Instructor:
John Boles

Wednesdays
Jan. 8 – Feb. 5
6:30 to 8:30 p.m.

(\$119)

■ Do your characters pop off the page and truly engage your readers? The ability to create believable and compelling characters is often one of the most difficult tasks writers must master. Using valuable handouts, worksheets and both in class and homework assignments, writers will learn techniques to use in developing dynamic, three-dimensional characters. We will build characters from the ground up and discuss ways to give them distinctive voices and unique personalities. Why settle for drab when you can make characters dramatic?



Creative Writing I: An Introduction

Instructor:
John Boles

Mondays
Jan. 27 – Feb. 24
6:30 to 8:30 p.m.

OR
Wednesdays
Apr. 2 – 30
6:30 to 8:30 p.m.

(\$119)

■ This five-week course will be a combination of lecture and writing assignments for beginning to intermediate writers. We will address problem areas many writers encounter, such as point of view, voice, characterization, conflict and exposition vs. dialogue. Whether you are interested in fiction or nonfiction, become a better writer. Your instructor, an award-winning author, and your classmates will provide invaluable feedback on your work.

How to Sell Your Books and Scripts to Hollywood

Instructor:
Sharon Y. Cobb

Saturday
Jan. 25
9 a.m. to 5 p.m.

(\$99)

■ Hollywood is looking for books and scripts to buy. Film deal trends in 2012 showed 32 percent of all deals made in the first six months were for books to adapt into movies. Another 28 percent were deals to purchase spec scripts, screenplays written on speculation that they will sell. In this one-day workshop, learn where to find information about contacting producers and how to get your books and scripts directly to them without agency representation. Discover how to choose production companies that most likely want to read your scripts and with whom to speak at the selected companies. Explore websites used by professional Hollywood writers to keep up with what's selling. Find out what happens when a producer wants to option or buy your scripts. This workshop is a must for writers who want to see their stories on the big screen.

Crash Course in Screenwriting

Instructor:
Sharon Y. Cobb

Saturday
Jan. 11
9 a.m. to 5 p.m.

(\$99)

■ This workshop is an action-packed day for beginning screenwriters. Explore the three-act structure, basics of creating movie characters, film stories and plot construction. Film clips are used as examples. Learn about loglines, synopses and beat sheets. Get ready to kick-start your screenwriting career in this fasten-your-seatbelt introductory workshop. Your instructor, a professional screenwriter, has sold pitches and scripts to studios, and had films produced. We suggest watching the movie *Alice In Wonderland* (2010), directed by Tim Burton and starring Johnny Depp, before the workshop. This film will be used as a teaching example.

Book Trailer Basics

Instructor:
Christine Sellers

Saturday
Feb. 8
9 a.m. to 5 p.m.

(\$99)

■ What's the newest way to promote and sell your books? A book trailer! Think of it as a movie trailer, but for your book. Now is the time to get in on the ground floor of the latest literary trend. Book Trailer Basics lays the fundamentals of producing an effective book trailer. Discover how to pinpoint your market. Learn to write audio/video scripts and craft a trailer that will appeal to your audience. We will cover what you can do with your new book trailer, specifically uploading to YouTube and posting your trailer to blogs and social media sites. The class also focuses on the cost of using a producer vs. producing your trailer yourself.

Personal History Workshop

NEW!

Designed for both writers and non-writers, collect and preserve the memories and wisdom accumulated through a lifetime of living in this four-week workshop. Explore techniques for triggering memory, organizing data, researching eras and selecting the best method in which to pass on to future generations a legacy of information that only you can provide. Share the changes you have seen, the lessons you have learned, and the joy and sadness you experienced along the way with your children, grandchildren and beyond. Tell your story as only you can tell it.

Instructor: Judith Erwin
Mondays, Feb. 17 – Mar. 10
6:30 to 8:30 p.m.

(\$99)

Creating the Hero's Journey

Instructor:
John Boles

Wednesdays
Feb. 19 – Mar. 19
6:30 to 8:30 p.m.

(\$119)

■ Writers are storytellers and the best often use elements of myth to create compelling narratives. Based on the highly acclaimed works of Joseph Campbell and Christopher Vogler, this course provides writers with the tools to utilize mythic structure to formulate masterful stories. Through the examination of popular works, discover effective principles for structuring plots and creating believable characters. Practice these methods to analyze and improve your work through exercises. Why settle for mundane when you can infuse your writing with the magic of myth?

How to Publish Your e-Book

Instructor:
Sharon Y. Cobb

Saturday
Mar. 1
9 a.m. to 5 p.m.

(\$99)

■ Forget sending cold query letters to agents and publishers. Stop getting form rejection letters in the mail. Publish your book yourself! E-books are hot, and if you are a writer, you should consider this new path to becoming a published author. This workshop teaches everything you need to know about publishing your e-book: editing, cover design, choosing the best e-publishing outlets and preparing your manuscript for e-book distribution. Take control of your writing career. Become an e-author now.

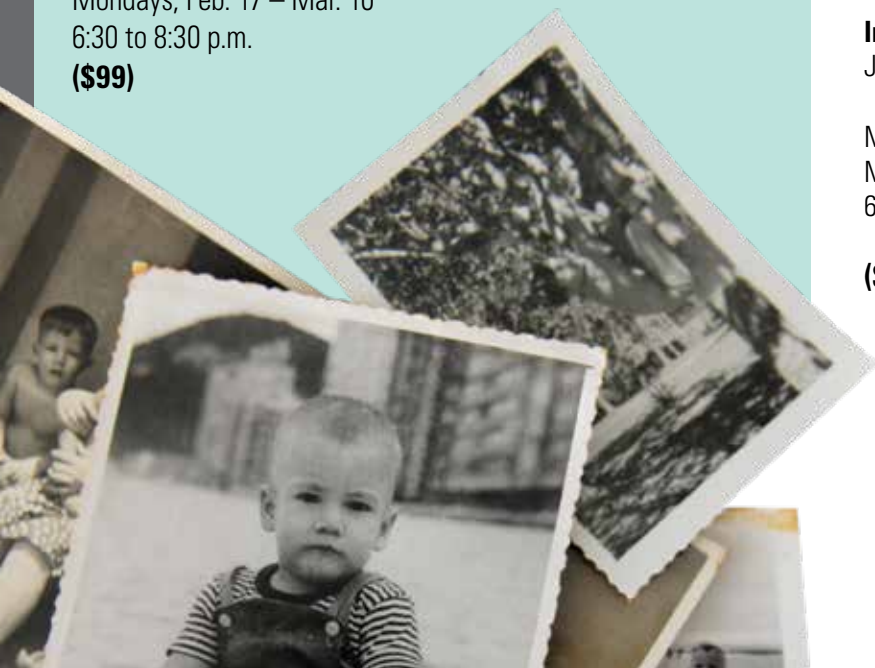
Creative Writing Workshop

Instructor:
John Boles

Mondays
Mar. 31 – Apr. 28
6:30 to 8:30 p.m.

(\$119)

■ The best advice new writers often receive from professionals is to join a workshop to get feedback on their writing. Led by an award-winning author and professional writing coach, this course allows you that opportunity. Each workshop member will submit weekly pages via e-mail. All writers will be responsible for reading members' work and providing their own critique. At each workshop meeting, the group will engage in a supportive critical discussion of the week's submissions. This offers each writer feedback from the instructor and fellow authors, as well as the invaluable experience of honing each writer's own editing skills.



Plot and Story Structure

Instructors:

John Boles

Mondays
Mar. 3 – 24
6:30 to 8:30 p.m.

(\$99)

■ Plot and story structure are two areas where many writers struggle. We often know the beginning and end of a story, but weaving a compelling tale from start to finish can be a major challenge. This course will help you learn how to train the left and right sides of your brain to work together. By answering a list of questions and using creative templates, writers can master the art of plot and story structure in a way that will allow their creativity to fill in the blanks — both in the mind and on the page.

Writing FUNNY!

Instructor:

Sharon Y. Cobb

Saturday
Feb. 22
9 a.m. to 5 p.m.

(\$99)

■ Can you learn to write funny? Great comedy writing could be considered a natural gift, but it can be learned, too. This one-day workshop is for all writers — from the novice to the pro — and screenwriters. Get the basics of creating funny characters and constructing a comic storyline. Learn to create comedy from character opposites, the comedy rule of three, slapstick vs. satire, dark comedy, humorous story construction and more. Most material will refer to comedy writing for fiction books and film. Practice techniques with in-class demonstrations. Learn to write funny: It'll be a hoot!

Marketing Your Books Workshop

Instructor:

Sharon Y. Cobb

Saturday
Mar. 8
9 a.m. to 5 p.m.

(\$99)

■ Whether your books are traditionally published, self-published or e-published, to sell your books, you must market your books. This one-day workshop will give you all the tools needed to promote your books, starting with branding and a marketing plan. As we develop the marketing plan, we will cover new media, traditional media, local media and national media. Learn to write and distribute a news release. Discover your author platform and how to optimize your Internet presence. Discuss book signings for authors who have tree books to sell. It's not enough to write a great book. To be a successful author you must also effectively market your book.

MONEY MATTERS

The Professor's One-Minute Guide to Stock Management

Instructor:

Hank Swiencinski

Wednesdays
Jan. 15 – 29
6:30 to 8:30 p.m.

OR

Wednesdays
Mar. 26 – Apr. 9
6:30 to 8:30 p.m.

(\$149)

■ Learn about trading and managing your portfolio. Discover how to identify stocks that go up and how to avoid those that go down. Learn to do this yourself, without the aid of a broker. This is not a typical financial planning course. Take control. Manage your investments.

Note: Some basic knowledge of the stock market is recommended.

Students attending the course will receive a copy of "The Professor's One-Minute Guide to Stock Management." This 150-page book was written in direct response to student requests for a reference manual. The book expands on the concepts of the Professor's methodology and covers everything discussed in the six hours of class, including the charts and PowerPoint slides. It also contains a helpful glossary defining the key terms used, a subject index of the topics covered and where they can be found in the book.

Clarifying Medicare

Instructor:

Karen O'Brien

Monday
Jan. 13
6:30 to 8 p.m.

OR

Monday
Mar. 17
6:30 to 8 p.m.

(\$29)

■ Get a broad overview of Medicare, how it works, when to enroll and available options. Examine the differences between Medicare Advantage plans and supplements, individual needs, available tools and resources.



Savvy Social Security Planning

Instructor:
Karen O'Brien

Tuesday, Feb. 17
6:30 to 8:30 p.m.

OR

Monday, Apr. 7
6:30 to 8:30 p.m.

(\$39)

■ Social Security is far more complicated than most people realize. The decisions you make now can have a tremendous impact on the total amount of benefits you stand to receive over your lifetime. This informative seminar covers the basics of Social Security and reveals innovative strategies for maximizing your benefits.

The Retirement Continuum

Instructor:
Jon Castle, CFP, ChFC
Michelle Ash, CFP,
CASL
Kris d'Esterhazy, CFP

Saturdays
Feb. 1 – 8
9 a.m. to noon

OR

Tuesdays
Feb. 4 – 11
6:30 to 9:30 p.m.

(\$79)

■ Most people want to retire ONCE, so it makes sense to get it right the first time! This fun, but comprehensive, course addresses the ongoing process that includes proper preparation for living in retirement successfully.

The instructors address both the financial issues affecting retirement and the life planning challenges retirees face, which will ultimately determine their quality of life. Specific modules include: pension maximization and health insurance decisions, tax savings strategies, maximizing your Social Security, projecting retirement expenses and income sources and effective income planning.

Note: A detailed workbook, a thumb drive filled with guides, calculators and articles, an optional personal consultation and attendance for a spouse or guest is included with enrollment. Call (904) 620-4200 or e-mail unfce@unf.edu with your spouse/guest's name.

Investment Basics

Instructor:
Chuck Drysdale

Tuesday, Jan. 14
6:30 to 8:30 p.m.

OR

Tuesday, Mar. 11
6:30 to 8:30 p.m.

(\$39)

■ Interested in investing, but not sure where to start? Get a broad overview of the investment process and its vehicles, e.g., stocks, bonds, cash equivalents, funds. Discuss key points regarding stock evaluation in this comprehensive, one-night course.

PHOTOGRAPHY

Digital Photography 1: Making Friends with Your DSLR Camera

Instructor:
John Reed

Thursdays
Jan. 9 – 23
6 to 8:30 p.m.

(\$89)

■ This is a start-at-the-beginning course for those with interchangeable-lens DSLR cameras. Advanced point-and-shoot cameras with adjustable controls such as: aperture priority, shutter priority and manual modes in addition to auto mode can also benefit, but may not be able to apply 100-percent of the material. If you have just acquired your digital camera or upgraded to a new one that is confusing,

this is the course for you as no prior knowledge of cameras or digital photography is required. There will be some hands-on work in the classroom, so be somewhat familiar with your camera's capabilities, even if unsure how to most effectively apply them. Get a solid foundation and more out of your camera with Course 2.

Required: Please bring your camera and its manual to class.

Digital Photography 2: Putting Your DSLR to Work – Light and Exposure

Instructor:
John Reed

Mondays
Jan. 27 – Feb. 10
6 to 8:30 p.m.

(\$89)

■ This is a first-steps course in the actual fundamentals of digital photography. You should be familiar with your camera controls either through experience or attending course the first course. Know how to: change shooting mode; change metering mode; set aperture, shutter speed, ISO, white balance in all modes; adjust exposure compensation; and be familiar with using menus. Learn how

and when to make these changes in this course. Explore the basics of creating technically correct photos — properly exposed with correct color — using digital cameras. Though best suited for DSLR, advanced point-and-shoot models may benefit as well. Here's a good rule of thumb for this course: if your camera can fit in the pocket of your shorts, it probably does not have most of the controls needed to get maximum benefit. Bring your camera and manual to class for hands-on classroom exercises.

Required: Please bring your camera and its manual to class.



To register, visit
learnjacksonville.com
or call (904) 620-4200.

Digital Photography 3: Final Chapter – Using All the Features of Your DSLR

Instructor:
John Reed

Mondays
Feb. 24 – Mar. 10
6 to 8:30 p.m.

(\$89)

has adjustable exposure settings, multiple metering modes and/or some or all of the following shooting modes: program, aperture priority, shutter priority and manual. Course 2 is a good foundation but not a prerequisite.

Required: Please bring your camera and its manual to class.

■ Review exposure and gauging the brightness of the scene. Explore depth of field detail, sharp images, RAW files and flash basics. You should be comfortable with your cameras its controls. That is, know the purpose of the buttons, dials and switches, without referring to the manual. All are welcome. But you will gain the most from the course if your camera

Digital Photography - Basic Lightroom and the RAW File NEW!

Instructor:
John Reed

Mondays
Jan. 6 – 13
6 to 8:30 p.m.

(\$69)

file organization and common program conventions such as using menus. Laptops are welcome, but not a requirement. Since Lightroom is based on the Adobe RAW Converter, we'll also touch on it as supplied with Photoshop CS6 and Photoshop Elements 11.

■ Explore the basics of Adobe Lightroom 5. Explore the library module, including importing catalogs and organization. Discover the develop module for editing your digital images. Learn the basic adjustments possible with this powerful, non-destructive editing software, applicable to both RAW and jpg files. You should be familiar with computers, files,

Digital Photography - Let's Get Organized NEW!

Instructor:
John Reed

Thursday
Feb. 6
6 to 8:30 p.m.

(\$39)

system will be used for instruction. Material is applicable to Mac users. Subjects covered will include: files and folders, downloading and naming your files, where to save them on the computer for easy access later and more. The course is a general organization overview and does not deal with specific software instruction such as Picasa, iPhoto, Elements, Aperture, etc.

Note: There is no need to bring your camera to class.

■ One of the biggest problems we all have is keeping all the photos we take organized and readily available when we want them. Various software packages can make this even more confusing. Discover how to organize your digital photos on your home computer without any additional software, for easier accessibility. The Windows PC operating

NEW!

3-D Photography

Use your camera to create stunning three-dimensional images. There will be some hands-on work in the classroom, so you become familiar with 3-D technique capabilities and controls. Learn to create a slide show with your 3-D photos to share with your friends and family. Just a few steps give depth to your creations.

Note: No prior knowledge of cameras or digital photography is required. 3-D glasses are included in the registration fee.

Required: Please bring your camera and its manual to class.

Instructor: Fructo Navvaro
Saturday, Jan. 11
9 a.m. to 5 p.m.
(\$99)



Digital Photo Editing Basics Using Adobe Photoshop® Elements

Instructor:
John Reed

Thursdays
Mar. 6 – Apr. 3
6 to 8:30 p.m.
No class Mar. 20

(\$109)

■ Understand the fundamentals of editing your digital images. Learn the layers-based method, using Photoshop® Elements 11. Techniques used will work in earlier versions of Elements from 7 through 10, as well as the full version Photoshop (CS4, 5, 6) and other layers-based programs. Lightroom and Aperture are not suitable for this approach. All levels of experience welcome, but those with Elements or Photoshop and a basic working knowledge of computers, files, file organization and common program conventions will gain the most benefit. This is not a hands-on computer lab, but a live demonstration presentation as the instructor illustrates the techniques. You are welcome to bring your own laptop to follow along, but it is not a requirement.

Mastering Zoo Photography

Instructor:
John Reed

Thursday
Feb. 27
6 to 8:30 p.m.

(\$39)

■ Through instruction and examples, learn to take wonderful photos at the zoo without looking like you're at a zoo! Discover catch shots you can make while you're there with others, as well as more serious work you do alone. Topics covered will include a detailed explanation of depth of field and using it to make fences and glass disappear. Make images to be proud of no matter what your photo kit: long lenses, short lenses and everything in between.

Shooting subjects will include: large and small mammals, reptiles, birds, flower and even indoor photography. Learn the best camera settings to use for all situations, tips on composition.

Note: A DSLR camera or very advanced point-and-shoot camera will have all the capabilities to apply the instructions given in this course. Those with more basic cameras are more than welcome to attend, but should be aware of limitations in the lessons.

Required: Basic understanding of photographic concepts of exposure, exposure compensation and metering. While there are no planned hands-on exercises in class, please bring your camera and its manual to class.

Photo Safari at the Jacksonville Zoo and Gardens

Instructor:
John Reed

Saturday
Mar. 1
8 a.m. to noon

(\$59)

■ This is a four-hour, totally hands on workshop in the field. The primary goal is to apply the lessons provided in the classroom, though the class is not a prerequisite. We focus on a select areas to reinforce the techniques needed to shoot through fences, glass and other obstructions so your photos look like they were taken in the wild. Learn to use

whatever camera/lens combination you have for maximum enjoyment and efficiency. Determine the limitations, if any, of your gear so you won't be disappointed with your results. Class size is limited to 20 people to provide ample individual assistance. Tips and help will be provided throughout the workshop rather than any formal sit down lessons. When the workshop is over, continue on your own for the rest of the day practicing what you've learned so it becomes firmly set in your mind. As a bonus, the class has access from 8 to 9 a.m., one hour prior to the public. Course fee includes admission price.

Note: Register for both Feb. 27 and Mar. 1 zoo classes to receive a discounted rate of \$89. Discount is available only by calling our Customer Care Team.

High Dynamic Range (HDR) Photography

NEW!

Explore five different ways of shooting HDR, choose the right one for you and process your photos. Enhance your images. Think of textures, colors, depth, capturing what the eye sees or changing it to be more artistic and creative. You should be somewhat familiar with your camera's capabilities and functions. There will be some hands-on work in the classroom. Learn to create slide shows with your HDR photos to impress your friends and family.

Required: Please bring your camera and its manual to class. Camera needs to have a bracketing option as well as a manual mode. DSLRs or advanced point-and-shoot cameras preferred.

Instructor: Fructo Navvaro
Saturday, Mar. 8, 9 a.m. to 5 p.m. **(\$99)**



Flower Photography with Your Digital Camera

NEW!

Instructor:
John Reed

Monday
Apr. 7
6 to 8:30 p.m.

(\$39)

■ Discover the fundamentals of natural outdoor flower photography. Explore using a variety of lenses as well as close-up and macro pointers. Recognize and use available light, create pleasing flower compositions, use of depth of field and learn tips on equipment choices. No previous experience is necessary and all camera types are welcome. You should be familiar with your camera's controls. This course is not intended to instruct in specific camera use.

Note: There is no need to bring a camera to this class.

WINE AND BEER



Participants must be at least 21 years of age for all classes.

Beer Appreciation

Instructor:
Michael Lentz

Mondays
Jan. 27 – Feb. 10
6:30 to 8:30 p.m.

(\$79)

■ Do you enjoy beer? Do you want to learn about this popular beverage? Discover beer ingredients, the brewing process and how each contributes unique characteristics to the finished product. Explore and discuss the history, diversity and evolution of unique beer styles around the world. Tastings will highlight the diverse range of beer styles available to today's craft beer drinker.

Required: Additional materials fee of \$25 must be paid to the instructor on the first night of class.

Wine Essentials: Understanding Taste, Aromas and Flavors, Balance and Quality

Instructor:
Richard Park

Wednesdays
Jan. 29 – Feb. 12
6:30 to 8:30 p.m.

(\$109)

■ Whether you're new to wine, or a frequent consumer seeking more wine knowledge, this course is an essential guide to the basic knowledge you need for a lifetime of wine enjoyment. Combine tastings, lively seminar-styled discussions and spirited opinions in an attempt to answer the age-old questions: "What is quality?" and "Is this wine great, good, or merely average?" Sample six wines each week and the cost of the wine is included in the fee.

Wine Essentials Focus: Classic Wine and Cheese Pairings

Instructor:
Richard Park

Wednesday
Jan. 8
6 to 8:30 p.m.

OR
Wednesday
Apr. 23
6 to 8:30 p.m.

(\$79)

■ Most wines and cheeses do not work well together! In fact, they are fairly difficult to get right — that is, to taste wines and cheeses that work harmoniously, even synergistically, together. Examine six classic wine and cheese combinations that exemplify either a complementary or a contrasting pairing. This is an essential class for those who enjoy entertaining or for anyone pursuing a higher level of understanding of both wine and cheese.

Note: This is a one-class session. Wine and cheese costs are included in the registration fee.

Wine Essentials: Rising Stars

Instructor:
Richard Park

Wednesdays
Mar. 5 – 19
6:30 to 8:30 p.m.

(\$109)

■ Are you an open-minded individual who sees tasting new and unfamiliar wines as important and exciting? Explore the regions, grape varieties and wines that are causing quite a stir amongst the sommeliers and wine cognoscenti of the world. We will taste six wines each week and wine cost is included in the registration fee.

Wine Essentials Focus on Pinot Noir

NEW!

Instructor:
Richard Park

Wednesday
Apr. 2
6 to 8:30 p.m.

(\$69)

■ Wines produced from the Pinot Noir grape are found in numerous countries around the world. While many view the Burgundy region of France as the reference point for high quality wines made from this grape, a growing number of wine enthusiasts argue that Pinot Noir from regions such as Central Otago, Willamette Valley and Russian River

offer equally compelling quality, albeit a more contemporary style. Taste, discuss and describe seven wines from wineries throughout the world that illustrate both classic and modern renditions of the Pinot Noir grape. This is a one-day class and the cost of the wines is included in the fee.

Registration is Easy!

There are six simple ways to register below.

Mail: UNF Continuing Education
12000 Alumni Drive
Jacksonville, FL 32224

Fax: (904) 620-4244

Call: (904) 620-4200

Visit: UNF Herbert University Center
(Bldg. 43, Rm. 2110)

E-mail: unfce@unf.edu

Online: www.learnjacksonville.com

Cancellation Policy

Your cancellation and/or refund request must be received no later than five (5) business days prior to the first day of class in order to receive a 90 percent refund.* No refunds are given for requests made within five (5) business days or if you do not attend. A credit memo can be requested in the full amount and used for a future course that is scheduled within the same calendar years as your original course. Once a credit memo is issued, you cannot receive a refund.

*A 10 percent administrative fee is retained by the University.

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