



**FIU**

FLORIDA INTERNATIONAL UNIVERSITY  
CONTINUING AND PROFESSIONAL STUDIES

your next step  
SIMPLIFIED

Wherever you are in the journey of life, there is always a next step. When that next step impacts

your business, home, work, and family life, it can often seem overwhelming. Continuing and Professional Studies

(CAPS) at Florida International University understands this and offers a distinctive array of resources to simplify that

important next step. With CAPS as your education partner, achieving your goals is well within reach. Build

professional skills . . . broaden your opportunities . . . start a new chapter in your life . . . expand your education!

With the instructional and academic resources of Florida International University and the innovative programming,

capabilities and approaches offered by CAPS, it's easier than you might think. ■

“a journey  
OF A THOUSAND MILES  
begins with a single step.”  
— Confucius



**Journey**  
“A journey of a thousand miles  
begins with a single step.”  
Confucius

# welcome to CAPS

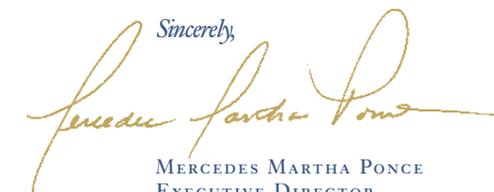
DEAR LIFELONG LEARNER,

*Today we are busier than ever before. So many responsibilities demand our time and attention; we are left with precious little time for ourselves. In this highly competitive knowledge-based society we live in, what you do with your education and skills can make all the difference to your future success. You are here because you realize that investing in education is rewarding in so many ways—an investment of a lifetime. You are ready to take your next step.*

*Continuing and Professional Studies (CAPS) at Florida International University is specifically designed with the adult learner in mind. Students can leverage the vast resources of a top urban public research university, and take advantage of non-traditional learning opportunities that accommodate the demanding schedules of working professionals. Continuing your education does not have to mean a full-time, year-round commitment. When you partner with CAPS, you will join an extensive network of accomplished learners who have already enriched and improved their careers and lives through flexible education and professional training programs.*

*Congratulations on taking the next step to professional and personal growth! Our expert instructors, program directors and staff look forward to guiding and encouraging you throughout your training/educational experience—whether it is to pursue your own personal and professional success, empower and impact those around you, find your inspiration, or transform and create your own opportunities.*

Sincerely,



MERCEDES MARTHA PONCE  
EXECUTIVE DIRECTOR  
CONTINUING AND PROFESSIONAL  
STUDIES (CAPS)  
FLORIDA INTERNATIONAL UNIVERSITY



- *CAPS organized and delivered more than 200 workforce education, professional development and personal enrichment classes in 2007*
- *CAPS' expert and dedicated Legal Studies Institute and Osber Lifelong Learning Institute faculty consists of attorneys, judges, and other highly credentialed—and passionate—professionals*
- *The Legal Studies Institute, enrolling more than 500 students per semester, recently celebrated its 25th anniversary of serving the educational and training needs of the legal community*
- *Guided by hospitality best practices, the Kovens Conference Center, which has hosted more than 1,500 events since 2004, has been a long-time member in good standing with the prestigious International Association of Conference Centers and with Meeting Planners International*
- *LSI Director Ana Cruet received the "Outstanding Contributions to Continuing Education" award from the University Continuing Education Association Region South in 2006*
- *CAPS advances the engagement, workforce education, and public service mission of its visionary research university, Florida International University*
- *The Osber Lifelong Learning Institute offered more than 100 courses in 2007, of which half were entirely new offerings, and also was awarded an innovative grant by the Bernard Osber Foundation*
- *The Roz and Cal Kovens Conference Center—offering one of the County's largest state-of-the-art computer training labs and superior in-house catering services—has been recognized by the South Florida chapter of Meeting Professionals International as a venue of the year*
- *CAPS' ACT Testing Center, offering a broad spectrum of workforce certification testing, administered the largest volume of computer-based Automotive Service Excellence certification exams in the nation for two consecutive testing periods*
- *CAPS' dual enrollment program serves more than 1,000 regional students at their schools, allowing them to earn college credits while still in high school*
- *CAPS' dynamic, engaged and committed event planning, program development, and student services teams extend the University's resources to the community*
- *CAPS contributes to the advancement of regional economic development through partnerships with the Greater Miami Chamber of Commerce, Enterprise Florida, and workforce development agencies*

## POINTS of pride

CAPS BROADENS ACCESS TO HIGHER EDUCATION FOR A DIVERSE POPULATION, FOSTERING PUBLIC ENGAGEMENT AND AN ENHANCED QUALITY OF LIFE THROUGH LIFELONG LEARNING OPPORTUNITIES.





refresh.  
 REFINE. **renew.**  
 9 OUTSTANDING EXAMPLES



*Training to become a legal secretary while still raising her family*



*Obtaining on-the-job multicultural workforce management training at her company headquarters*



*Attending a team-building professional development workshop at the Kovens Conference Center*

*Conveniently pursuing a Medical Billing and Coding certification online to greatly increase her hiring potential with a major health care facility*



*Training to become a professional life coach so that he may have career options beyond his current high-stress job*



*Pursuing a Risk Management certificate while working full-time for a local hospital*

5

*Enhancing her employment opportunities by obtaining a paralegal certificate online*



*Learning Italian for a 40th wedding anniversary trip to Tuscany*

*Training his call center team in customer service in Spanish*

# balance

## FOCUS. SUCCESS.

### PURSUE SUCCESS IN:

- *In-demand, growing areas, such as paralegal, legal secretary and risk management*
- *Innovative professional certificate programs, such as life coaching*
- *Classes that award CEUs and CLEs to maintain vocational educational requirements*
- *Business communication, customer service and other skills development training and workshops*
- *Fully online health care, paralegal and other career-progression certifications*

## ADULT LEARNERS

Life is complex. Work, home, and family demands all contribute to your busy schedule. Today's households are often characterized by single caretakers or dual working parents, leaving little time for personal leisure—let alone educational pursuits. Often, your dreams for your future are set aside for the reality of today. Imagine your opportunities if you could maximize your career potential and have more time to focus on the things most important to you.

Perhaps you are contemplating a more rewarding career, seeking advancement in your current profession by updating your skills, or hoping to complete an unfinished degree. Maybe you are just looking for a way to create greater opportunities for yourself and your family. Regardless of the reason, you are certain about one thing—that it's time to take your next step.

This next step begins with CAPS, your educational partner, providing flexible, high quality, affordable programs

geared specifically to adult learners. Nearly half of FIU students attend part-time, many—like you—combine work, family and community commitments. You will find CAPS programs attract men and women of all ages and cultural backgrounds who are committed, driven, and focused on achievement and personal enrichment.

CAPS courses are designed to be more focused on your needs, more convenient and more accelerated than traditional courses. With classes offered in the evenings, on weekends, online, and at multiple locations throughout South Florida, a CAPS education fits easily into your demanding schedule. Non-credit offerings, continuing education units, professional certificate programs, and credit courses through our academic colleges are available in numerous fields to help you reach your educational goal while increasing your marketability. ■

In an article appearing in the Miami Herald dated April 8, 2007, it was found that "When we examine the administrative support at a legal office, the one position that comes to mind as almost indispensable is the paralegal . . ." and that ". . . the projection for paralegals in Florida is expected to increase up to 40 percent by the year 2014."

The Legal Studies Institute (LSI) contributes to this thriving employment base by graduating close to 250 paralegals/legal assistants and legal secretaries yearly, and generating nearly 2000 total annual enrollments. With its expert judges and attorneys serving as instructors and its thoroughly comprehensive curriculum, LSI's paralegal graduates consistently score at the highest levels on the ethics section of the National Association of Legal Assistants' credentials examination.

## BUSINESSES AND ORGANIZATIONS

**I**n today's global economy, businesses must have well-trained, culturally aware, skilled employees. More than ever before, businesses are placing greater focus on human capital. Maintaining a satisfied, motivated workforce directly contributes to productivity. Whether you represent a large multinational corporation, a local mom-and-pop business, a not-for-profit organization, a health care institution, or a government agency—people are your biggest asset.

Overall job satisfaction increases when employees are given the opportunity to learn and grow throughout their careers. The professional training and

personal enrichment programs offered through CAPS will improve the quality of your workforce, maintain your competitive edge, and increase the added value of your organization—all while staying within your training budget. For added convenience, most programs (even those leading to degrees) can be tailored to your specific training and academic needs and be offered on-site at your place of business. And, because we believe language should not be a barrier to advancement, many of our professional development classes are taught in numerous languages such as Spanish, French and Portuguese. ■

IMPACT.  
empower.  
Elevate.



### EMPOWER YOUR GREATEST ASSET BY:

- Encouraging talent formation while simultaneously adding to the region's economic and workforce development
- Meeting the CEU and CLE licensing requirements of your staff
- Executing a seamless e-conference, event, seminar or training session that meets organizational objectives and provides a unique experience
- Assessing your training needs and creating an accommodating, easily implemented training plan
- Boosting teamwork and communication through FIU's Team Ropes Adventure Challenge (TRAC) and other team-building workshops and learning experiences
- Providing access to a large, state-of-the-art computer lab and to exceptional A/V, webcasting, videoconferencing and satellite broadcast capabilities through our Kovens Conference Center facility
- Facilitating degree courses for credit in collaboration with FIU's colleges and schools
- Offering customer service and management training in multiple languages
- Furnishing professional development programs on-site or at any FIU campus
- Fostering improved multi-cultural dynamics with diversity training

*"Working with Continuing and Professional Studies at FIU has given Miami Children's Hospital the opportunity to showcase its outstanding achievements in health care with colleagues and potential clients. CAPS staff has consistently demonstrated professionalism and administrative efficiency."*

— Jose E. Perdomo  
Vice President, Ambulatory Services  
Miami Children's Hospital

*"Nowadays, for training opportunities to be effective they need to offer the best quality ever, with flexibility in delivery. Collaborating with Continuing and Professional Studies was seamless — talk about education without frontiers. The instruction we received was excellent, and the coordination effortless and responsive. We look forward to extending our training partnership with CAPS."*

— Philip Johanning  
Manager of Financial Analysis  
Mexico, Caribbean, Latin America  
(MCLA) Division  
American Airlines



# INSPIRE. stimulate engage.

## FIND YOUR INSPIRATION IN:

- *Creative Writing and Storytelling*
- *Religion and Philosophy*
- *Computer Skills at all levels*
- *International Cinema*
- *Languages: Italian, Spanish, Hebrew and French*
- *History and Appreciation of Art and Music*
- *Photography and Travel*
- *Contemporary Issues and Politics*
- *Science and Technology*
- *Many more intellectually stimulating classes, cultural tours and events*

Your golden years should be inspired years. Having led a full and rich life, you realize there is still much out there to learn, but this time it's about what you really enjoy and want to know. There is yet another step to take—engaging mentally and socially and re-invigorating your life. It is time to learn something new for the sheer joy of learning—without tests, grades, papers or long-term commitments.

Join hundreds of other active, seasoned adults finding personal enrichment while expanding their horizons through membership in the Osher Lifelong Learning Institute at FIU. Courses are offered at convenient times throughout the day at the Kovens Conference Center on FIU's scenic Biscayne Bay Campus. Whether you're a Baby Boomer (or beyond) with a wealth of life experience to share,

a recent retiree looking for new educational and cultural opportunities, or a "snowbird" seeking to pursue interests in the short term while in town—you can embark on stimulating learning and social experiences through the Institute's engaging short courses, excursions and cultural activities. An inquisitive mind never retires and learning has no expiration date. ■

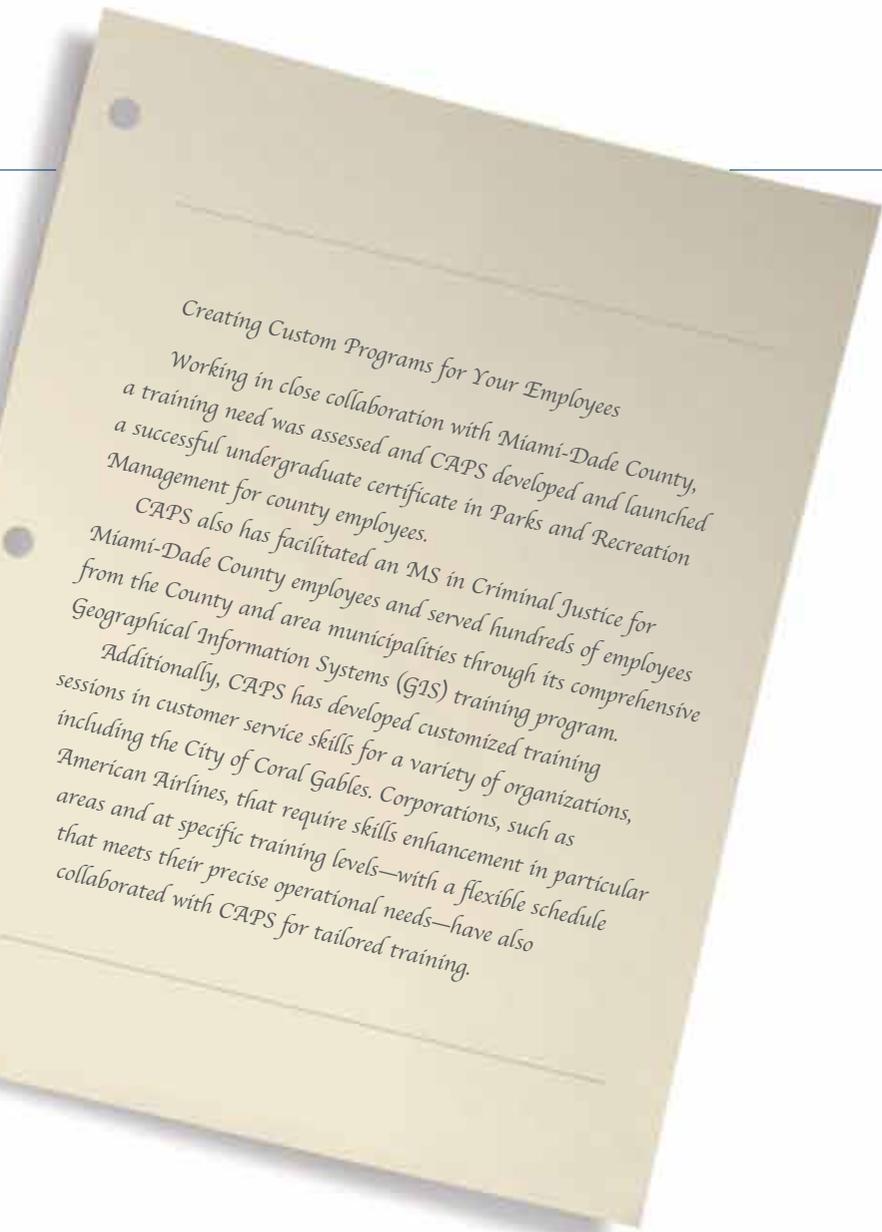
## LIFELONG LEARNERS OVER 50

*The Roz and Cal Kovens Conference Center at FIU's Biscayne Bay Campus.*



I was born to be a lifelong learner. My wonderful experience at the Osher Lifelong Learning Institute (OLLI) at FIU began about five years ago when I found that my days of retirement were endless and unstimulating. I have so many interests that the courses were just perfect to provide me with continued growth in subjects that keep me thinking. Another benefit from being in an adult learning environment is the opportunity to meet like-minded people. I feel more connected when I see people I've met at OLLI at various places around town. My feeling of wanting to share my ideas to contribute to the success of the school helped me make a perfect transition in my life from, first, volunteering to help the staff, and then, becoming part of the office staff. OLLI feels like a new family for me, and my respect for its presentation of great classes taught by informed instructors grows with my continued involvement.

—Lonnie Colan  
retired attorney and current  
OLLI staff member and student



Over twenty-five years ago, the CAPS division at FIU was founded as the University's main outreach program with the goal of establishing programs relevant and responsive to the needs of the community, locally as well as globally. We meet ongoing educational needs as diverse as the students we serve. As the University has grown over time, so too has CAPS, providing increased access to University programs and services to an extensive network of students, businesses and organizations. Today, CAPS is the education and training partner that provides excellence and value through its professional and academic programs and conference services to regional and

international communities. Whether you represent a corporation, are an event host or planner, an adult learner looking to propel or change your career, a member of the FIU community, an academic administrator facilitating college credits for your high school students, or a retiree wishing to remain engaged, CAPS draws upon the dynamic environment of Miami and all of South Florida to provide the relevant, enhanced learning experience you seek. Our programs and services are reflective of our mission and essential spirit that guide our forward momentum through dynamic and innovative programming. ■



your learning partner defined.

Kovens Conference Center



■ **Academic Program Facilitation**

For-credit courses and certificate programs are offered in partnership with several of the University's colleges and schools including, but not limited to, College of Education, College of Engineering and Computing, College of Arts and Sciences, School of Hospitality and Tourism Management, School of Criminal Justice, School of Journalism and Mass Communication, and College of Nursing and Health Sciences. Classes are offered in flexible formats

at accessible times and locations. For those around the globe, many degree programs are conferred in cooperation with select foreign universities. Additionally, many South Florida public and private high schools offer dual enrollment programs on-site for students wishing to earn college credits while still in high school.

■ **Conference and Meeting Services**

Our Kovens Conference Center is the perfect venue for corporate and social events. Exceptional on-site catering, the

latest meeting technology, a fully equipped computer training lab, and exemplary event planners and staff take your gathering to the next level—all at competitive prices. Our conference service staff—providing unsurpassed personal attention—makes it all simpler for you with comprehensive meeting services including planning, design, logistics deployment, promotion, and technical and audiovisual support. Additionally, Kovens is centrally located between both major South Florida international airports and is home to

the Osher Lifelong Learning Institute. With a long and distinguished list of clients that includes several Fortune 500 businesses, Kovens will exceed your expectations for your next event. Kovens is a member in good standing of the International Association of Conference Centers, Meeting Planners International (MPI), and the Greater Miami Convention and Visitors Bureau, and was formerly named venue of the year by the South Florida chapter of MPI.

**CAPS ENCOMPASSES THE FOLLOWING CORE COMPETENCIES:**

■ **Professional Workforce Development**

Through the Legal Studies Institute (LSI), the Multicultural Training Institute (MTI), and customized corporate training solutions, CAPS continues to improve the local workforce and talent formation through training and continuing education opportunities. With career-progression courses and professional certificate programs available at flexible, convenient times, your professional training needs are easily met. For the utmost in anytime-anywhere educational convenience, choose from our extensive inventory of fully online, self-paced, professional education courses. Language shouldn't be a barrier to success, so many of our business relevant courses are offered in foreign languages. An ACT Testing Center allows businesses and organizations to pre-screen employees for needed skills, such as the Automotive Service Excellence certification and

Foreign Service exam. Workers may take these computer-based tests, which may be required for advancement, by appointment at our center with results provided immediately following examination.

■ **Personal Enrichment through the Osher Lifelong Learning Institute**

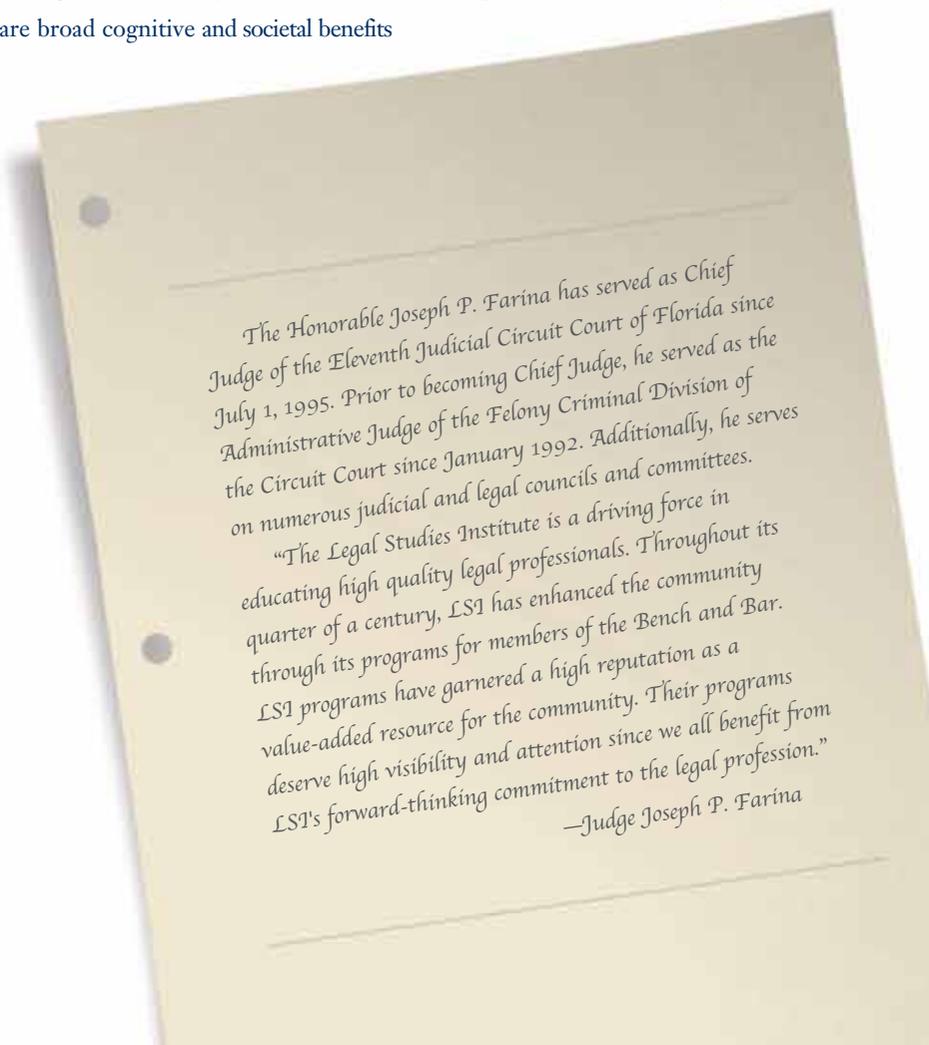
Become a member and take classes purely for the enjoyment of learning! The Osher Lifelong Learning Institute (OLLI) helps you stay engaged mentally and socially with cultural events and tours, as well as with personal enrichment courses in literature, computers, art and music, current events, languages, personal growth, and much more. As a member, you get to enjoy classes, coffee and conversation with new friends, as well as special membership benefits and discounts. Osher instructors are experts in their fields, and classes are held at FIU's

Kovens Conference Center, with complimentary parking and convenient access to classrooms. Always an advocate of personal enrichment through educational enhancement, OLLI's mission is that of promoting continued personal growth and education throughout our later years. There are broad cognitive and societal benefits

related to personal enrichment programs and the Institute aims to deliver these benefits to its members. Thanks to a generous grant from the Bernard Osher Foundation, OLLI at FIU joins a prestigious network of more than 100 Institutes on university and college campuses across the country. ■



Bayview ballroom set up for panel presentation at the Kovens Conference Center on FIU's Biscayne Bay Campus.



The Honorable Joseph P. Farina has served as Chief Judge of the Eleventh Judicial Circuit Court of Florida since July 1, 1995. Prior to becoming Chief Judge, he served as the Administrative Judge of the Felony Criminal Division of the Circuit Court since January 1992. Additionally, he serves on numerous judicial and legal councils and committees. "The Legal Studies Institute is a driving force in educating high quality legal professionals. Throughout its quarter of a century, LSI has enhanced the community through its programs for members of the Bench and Bar. LSI programs have garnered a high reputation as a value-added resource for the community. Their programs deserve high visibility and attention since we all benefit from LSI's forward-thinking commitment to the legal profession."  
—Judge Joseph P. Farina

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# take y o u r next step

**i**f you could re-define your future, would you? Imagine the possibilities that lay ahead from a partnership that allows you to view your future from a different perspective—where challenges become opportunities and where hesitation is conquered by options and personal growth. ■ Your potential is boundless. Join the growing number of individuals and organizations partnering with CAPS to bring their educational, professional and life enrichment goals within reach. Our curriculum and resources are constantly evolving to keep pace with a rapidly changing and increasingly complex knowledge-based world. ■ The path to success is an ongoing journey. The next step is simple: embark upon your lifelong learning partnership with CAPS by contacting us today. ■





## FLORIDA INTERNATIONAL UNIVERSITY



Florida International University (FIU) opened for classes in 1972 with the largest opening day enrollment in U.S. collegiate history at 5,667 students. As Miami-Dade County's first public, four-year university, it now confers approximately half of all degrees awarded by universities in the county. With more than 38,000 students, almost 1,000 full-time faculty and more than 124,000 alumni, FIU is the largest university in South Florida. The University offers more than 200

bachelor's, master's and doctoral programs in 21 colleges and schools.

FIU ranked among "100 Best Values in Public Colleges," according to a recent survey in *Kiplinger's Personal Finance* magazine, placing it among the top 50 nationally for in-state students and among the top 100 nationally for out-of-state and international students.

FIU draws inspiration from its dynamic Miami location, one of the most worldly and diverse cities in the country and a major crossroads for trade, travel, culture and communications.

An FIU education is uniquely infused with a global perspective, understanding the need for students to excel in the development of skills that can easily translate in a multicultural and technologically sophisticated workplace. The University is committed to meeting the needs of the community and, through CAPS programs and services, serving as a catalyst for talent formation and economic prosperity locally and beyond. ■



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