

Continuing Education



Instructions for accessing the online courses for the Community Association Managers Program - CAMP

To access the courses, go to the following link: <http://lifelonglearning.ecollege.com/>

How to Select and Register for Courses:

- From the Lifelong Learning home page, select the “**Registration**” button.
- After reading the Registration Instructions screen, select Next.
- Select “**Daytona State College**” from the list of Sponsor Organizations/Institutions and click Next at the bottom of the screen.
- Select “**Community Association Managers Program - CAMP**” and click Next.
- At the bottom of the screen, select which of the following course selections for which you would like to register (\$35 per topic area) then click Next:

List of Available Courses:

ACCOUNTING FUNDAMENTALS: (includes each of the following courses)

Introduction to Community Association Accounting (1 of 3)

Income Statements (2 of 3)

Cash Flow Management (3 of 3)

BANKING ESSENTIALS: (includes each of the following courses)

Banking Considerations (1 of 3)

Borrowing Basics (2 of 3)

Bank Loans vs Special Assessments (3 of 3)

COMMUNITY ASSOCIATION LANDSCAPING: (includes each of the following courses)

Introduction to Landscape Management (1 of 3)

Turf Management (2 of 3)

Maintenance of Landscaping (3 of 3)

INSURANCE ESSENTIALS: (includes each of the following courses)

Introduction to Condo Insurance (1 of 3)

Directors & Officers Exposure (2 of 3)

Ordinance & Law Exposures (3 of 3)

MANAGING MEETINGS: (includes each of the following courses)

Roberts Rules of Order (1 of 3)

Meeting Management (2 of 3)

Alternative Dispute Resolution (3 of 3)

MOLD: THE SILENT KILLER: (includes each of the following courses)

Introduction to Mold (1 of 3)

Carpet Water Damage Mitigation (2 of 3)

Wood Flooring Damage Mitigation (3 of 3)

RESTORING AND REINFORCING: (includes each of the following courses)

Structural Concrete Restoration (1 of 3)

Reinforcing and Waterproofing (2 of 3)

Introduction to Safety (3 of 3)

TECHNOLOGY TOOLS: THE WEB AND BEYOND: (includes each of the following courses)

Introduction to Web Site Terminology (1 of 3)

Introduction to the Association Website (2 of 3)

Technology Tools for Community Association Managers (3 of 3)

2011 LEGAL UPDATE: *Legal Update LU*

- Proceed to the **Personal Information** and **Payment** screens.
- Once the registrations steps are complete, the user can return to the Lifelong Learning home page at any time at: <http://lifelonglearning.ecollege.com/>
- From there, the user will be automatically taken to their courses which can be completed at any time at their own pace.

Note: There are several other online courses available through the CAMP program, and all of them can be accessed for registration at any time by selecting **Edison State College** as the sponsor institution/organization.