Financial Responsibility and Stability in Construction 14-Hour Online Course

Online Course Navigation Instructions

Thank you for choosing Gold Coast School of Construction!

To help you move through and complete this online course, please become familiar with the Online Course Navigation Instructions.

Class Information Page

The Class Information page contains information relevant to the course and your progress. The important items and links are listed below:

1. Online Class Code
2. Course Name
3. Status (of the course)
4. Links to the Course Sections and Progress Reviews
   a. Click the link to access the Section or Progress Review.
      1) Important! Each Section or Progress Review only becomes available after you have completed the Section or Progress Review before it. You can't proceed to the next Section until you have completed the one above it.
5. Links to the Reference Materials
   a. The Reference Materials are documents referred to in some of the Sections. They are accessible at any time.
6. Status of each Section, Progress Review, and Reference Materials
   a. See Section Status Instructions below for definitions and corresponding actions.
7. Certificate
   a. Only available upon completion of the course.

Section Navigation Bar

Once you have opened a Section, the navigation bar on the left provides you with access to the Section content via a link to each page. As long as you have the Section window open, you will be able to access the navigation bar for the Section.

1. The navigation bar includes the following:
   a. Outline Tab: Shows the organization of the Section and a provides a link to each page.
      1) By using these links, you may access any page at any time within the Section.
      2) The links are black, and turn blue when you access them.
2. To return to the Class Information page, click the "Back" button in the top-left corner of the page.

Section Completion Instructions

1. You may exit a Section without completing it. The program will automatically save your place.
2. To reopen the Section, click on the link on the Class Information page to continue where you left off.
3. The last page of the Section instructs you to return to the Class Information page. From there you can proceed according to the Status of the Section you were just viewing. (See Section Status Instructions.)

Section Status Instructions

The Status column next to any Section displays the Status for that Section. Proceed with the corresponding actions.

Status	Section	Definition	Corresponding Actions
Completed	Sections 1 - 12	You have completed the time requirements and have viewed all of the slides for this Section.	Click the link for the next available Section or Progress Review to continue with the course.
Time completed, Slides incomplete	Sections 1 - 12	You have met the minimum time requirements but have not viewed all of the slides within the Section.	1. Click the Section link to open it. 2. Make sure to view all of the slides. (Any slide you have not viewed, will still show a black title link in the navigation bar on the left.) 3. When you have finished viewing all of the slides, return to the Class Information page to check the status of the Section. 4. If the status is the same, repeat steps 1 - 3.
## minutes remaining	Sections 1 - 12	This shows the number of minutes you have left to meet the minimum time requirements of the Section. (The minimum time requirements for each Section are listed below.)	1. Click the Section link to open it. 2. Review the content until you have met the minimum time requirements. 3. When finished, return to the Class Information page to check the status. 4. If you still have minutes left, repeat steps 1 - 3.
Not Started	1. Sections 1 - 12 2. Progress Reviews	Either you have not accessed this Section or Progress Review or it is not available to you yet.	1. If the link to the Section is active (blue), click it to begin the Section. 2. If the link to the Section is not active (grayed-out), you must complete the preceding Section or Progress Review before you can start this one. (Each Section or Progress Review becomes available to you only when you have completed the preceding Section or Progress Review. For instance, you must complete Section 1 before you can proceed to the Section 1 Progress Review, and you must complete the Section 1 Progress Review before you can proceed to Section 2.)
Started	Progress Reviews	This status indicates that you have opened a Progress Review but either you did not Submit your answers, or you clicked the "Save My Place" button.	1. Click the link for the Progress Review to reopen it. 2. If you clicked the "Save My Place" button, any questions you have already answered will still be there. 3. Answer all of the Review questions. 4. Click the "Submit" button.
Failed	Progress Reviews	This status indicates that you have not achieved a score of 100% to pass the Section Progress Review.	1. Click the link for the Progress Review to restart it. 2. Answer all of the questions again. 3. Click the "Submit" button. 4. Your score will be displayed immediately underneath the title of the Progress Review screen. Also, make note of any missed questions and the applicable references. 5. Return to the Course Information page. If the status shows Failed, repeat steps 1- 4 until you pass the Progress Review.
Passed	Progress Reviews	This status indicates that you have achieved a score of 100% to pass the Section Progress Review. The Completed column will display the date and time; the Score column will display the score of 100.	Click the link for the next available Section to continue with the course. (When you have Passed the Section 12 Progress Review, follow the Completion Certificate Instructions.)
Viewed	Reference Materials	This status indicates that you have opened the reference material document.	Even though you have opened this document, you may open it again at any time.
Not Viewed	Reference Materials	This status indicates that you have not opened the reference material document.	This document is available for you to view at any time.

Reference Materials Section Instructions

The Reference Materials Section contains links to documents and exercises which are referred to throughout Sections 1 through 12. These links are available for you to view and/or download at any time.

1. Each document is in the PDF format and opens in a new browser window. You can print this document directly from this window.
2. However, you must have the Adobe Reader software if you wish to save it to your computer to access later. If you don't have Adobe Reader, click this link to download the free software Adobe Reader Download.

Completion Certificate Instructions

When you have successfully completed the course (including all Sections and Progress Reviews), you will have the opportunity to print your Completion Certificate.

1. Once you have completed the Section 12 Progress Review with a score of 100%, you will receive a message that this course is now complete.
2. Click the "View Certificate" button to access your personalized Completion Certificate.
   a) The Completion Certificate will open in a new browser window. Click "Print" to print your Certificate.
3. You may also access the Completion Certificate on the Class Information page in the section titled Certificate."

Section Minimum Time Requirements

Required Course Sections (Each section must be completed separately.)	Minimum Time Requirements
Course Instructions	View EVERY slide
Introduction	10 Minutes
Section 1: Florida Statute 489: Contracting	100 Minutes
Section 2: FAC: CILB Rules	50 Minutes
Section 3: Florida Statute 713 Lien Laws	120 Minutes
Section 4: The Cost of Money	60 Minutes
Section 5: Introduction to Accounting	5 Minutes
Section 6: Accounting Overview	50 Minute
Section 7: Payroll Accounting	100 Minutes
Section 8: Accounts Payable and Receivable	50 Minutes
Section 9: Financial Statements	25 Minutes
Section 10: Accounting Concepts: Construction	45 Minutes
Section 11: General Accounting Concepts	55 Minutes
Section 12: Construction Industry Labor Laws	30 Minutes

Technical Support

Technical Support: (running your course)
- **954-315-7698** (M-F 8:30am-5pm), or
- Within the course, click "**Get Help**" Get Help Back to create a support ticket, or **click here Submit a Ticket**

Gold Coast Career Counselor Assistance: (classroom options or licensing information)
- **1-800-732-9140** (M-F 8:30am-5pm, Saturday 8:30am-Noon)

Gold Coast Instructor Support: (course content related questions)
- 1-**800-732-9140, Ext. 7100** (M-F 9am-5pm) or email your questions to **contractor@goldcoastschools.com**