Call any location to register.
SCF Bradenton 941-752-5203
SCF Lakewood Ranch 941-363-7000
SCF Venice 941-408-1412

scf.edu/CCD

FALL 2013 | Continuing Education
Noncredit Class Schedule

turn over a new leaf
Computer continued

QuickBooks
9/26 & 9/30 R,M 8:30a-5p LWR $285
10/28 & 10/31 M,R 8:30a-5p VC $285
11/19 & 11/21 T,R 8:30a-5p LWR $285
12/17 & 12/19 T,R 8:30a-5p VC $285

Social Networking for Business
10/2 W 1-3p LWR $50
12/11 W 1-3p LWR $50

Word 2010 - Level 1
10/1-10/10 T,R 6-9p LWR $179
10/29-11/7 T,R 9-11a & 1-4p VC $179
10/7-10/16 M,W 9-11a BC $179
11/5-11/14 T,R 9:30-11:30a LWR $179

Word 2010 - Level 2
11/12-11/21 T,R 9:30a-4:30p VC $179
12/2-12/11 M,W 9:30a-4:30p LWR $179
12/3-12/12 T,R 9:30a-4:30p BC $179

Word 2010 - Parts 1 and 2 in a Weekend
11/15 & 11/16 S,Su 9:30a-4:30p BC $179

Infossec Cyber Security Courses - NEW!
For information, call 941-752-5203.

PROFESSIONAL CERTIFICATION/LICENSE

Construction
AHIT Home Inspection Training
11/15 & 11/17 F,Su 8a-5p BC $1,795

Children, Divorce and Parenting
Children and Divorce - 12th Judicial Circuit appointed course for divorcing parents. Visit scf.edu/CommunityEd or call 941-752-5203 for class schedule.

High Conflict Diversion Program
Visit scf.edu/ContinuingEd for schedule.
To register, call Shaun Hoyle at 941-807-0836.

Guardianship
Family Guardianship DVD
8/1-12/31 PRHCR* $135
*Palmer Ranch Health Care & Rehabilitation, 5111 Palmer Ranch Pkwy., Sarasota

Family Guardianship Training
10/23 W 8a-5p $110

Guardian ad Litem Program
Visit scf.edu/ContinuingEd for schedule.
Contact Guardian ad Litem at 941-861-4875.

Health Care
BLS for Health Care Providers and the Community
Call for more information 941-752-5203 or visit scf.edu/ContinuingEd for full schedule.

Human Resources Continuing Ed. - NEW!
Fair Pay and Compensation Factors
11/15 W 9a-5p BC $99
11/22 F 9a-5p LWR $99

Succession Planning in the Workplace
10/8 T 9a-noon BC $59
10/29 T 9a-noon LWR $59

Create an Inclusive Environment: Increase Cultural Competence
9/27 F 9a-5p LWR $99
12/6 F 9a-5p BC $99

Improve Performance through Emotional Intelligence
10/8 T 1-4p BC $59
10/29 T 1-4p LWR $59

Insurance Online
For information about prelicensure classes go to scf.edu/CommunityEd or call 941-363-7203.
Start any time between 9/1-12/21

Pre-Licensure (Provider #446)
RCSR 4.40 Course $299
2.15 Correspondent Course (JEL) $275
2.15 Life, Health, Annuities with Final Exam $119
2.20 P & C General Lines $399
20.44 Florida Personal Lines (52-hour) $349
4.40 to 2.20 Conversion $299
5.20/6.20 Accredited Claims Adjuster $299
ACA Correspondent Course (JEL) $275

Continuing Education Classes (Provider #1055)
Health Insurance Element (14-hour) $83
Life Insurance Element (14-hour) $83
Hurricanes (2-hour) $17
Medicare Today (2-hour) $17
Ethics Insurance Industry (3-hour) $25
Ethics and the Client (3-hour) $23
Flood-NFIP (3-hour) $23
Flood Insurance Concepts (3-hour) $23
Health Saving Accounts (3-hour) $23
Wind Mitigation (2-hour) $17
Senior Suitability (3-hour) $23

Pass/Prep
Life, Health and Variable Annuities Tutorial $89
RCSR 4.40 Pass/Prep (40-hour) $89
2.15 LHA Practice Exam Generator $24
2.15 LHA Practice Exam Generator Plus $34
2.15 Review LHA Pass/Prep $49
2.20 & 20.44 Practice Generator $69
2.20 P&C Pass/Prep Review $89

Catastrophe Adjuster Insurance Boot Camp Combination Boot Camp - Part 1 - Online $350
Part 2 - 2 1/2 Days on Class $500
9/25-9/29 W-F 8:30a-5p $499
S 1-8p $30a-5p $500
Su 8:30a-5p $500
10/23-10/27 same days and times as above. $500
11/20-11/24 same days and times as above. $500
5 Day Hands-on Class $995

Do You Need Special Accommodations?
Contact the SCF disability resource center:
BRADENTON: 941-752-5295 (voice)
VENICE: 941-408-1448 (voice)
941-751-8179 (TTY) 941-480-3420 (TTY)
941-727-6381 (fax) 941-480-3419 (fax)

Register 24/7 @ scf.edu/CCDwebregister
**PERSONAL ENRICHMENT**

### Art
- The Magic of Illustrating for Beginners 1 - NEW!
  - 9/30-11/4 M 6-7p VC $75
- The Magic of Illustrating for Beginners 2 - NEW!
  - 11/18-12/16 M 6-7p VC $75
- Painting on Silk 1
  - 10/14-11/4 M 2-4p VC $75
- Painting on Silk 2
  - 11/25-12/9 M 2-4p VC $75
- Calligraphy 1 - NEW!
  - 10/1-11/5 T 10-11:30a VC $75
- Calligraphy 2 - NEW!
  - 11/12-12/10 T 10-11:30a VC $75

### Exercise, Health and Wellness
- Beginning Tai Chi
  - 9/25-10/30 W noon-1p LWR $75
- Health and Wealth: Exploding Popularity of Endurance Sports - NEW!
  - 11/18 & 11/20 M,W 10-11:30a VC $49
- National Posture Institute (NPI) Day 1
  - 10/14 F 10a-6p LWR $249* $449**
- National Posture Institute (NPI) Day 2
  - 11/14 S 10a-3p LWR $349* $559**
- Early bird/regular price**
- Usui Reiki - Level 1
  - 11/9 & 11/16 S 1-5p VC $65

### Traffic Safety Institute
**Driver Improvement and Traffic Schools**
- Traffic Ticket? First Time License?
- Need to learn English in order to attend college?
- Experiential Rider
- Personal Goal Setting
- Health and Wealth: Exploding Popularity of Endurance Sports - NEW!
- Personal Enrichment
- Sports
- Writing for Fun
- Need to learn English in order to attend college?
- College Preparation
- English for College
- Math Refresher

### Finance and Investing for Retirement
- Stop the Financial Insanity
- Limiting Investment Losses
- Chart Your Course to Retirement
- Foreign Language
  - Conversational English 1
  - Conversational English 2
  - Conversational Italian 1
  - Conversational Italian 2
  - Conversational French 1
  - Conversational French 2
  - French for Travelers
  - Conversational Spanish 1
  - Conversational Spanish 2
  - Conversational Spanish 3
  - Conversational Spanish 4

### Calligraphy (Chancery Cursive)
- Wed., Oct. 9 - Dec. 4, 11a - 12:20p
- America’s Music Revolution: The Rise of Rock and Roll
- Jazz Appreciation

### Motorcycle
- Basic Rider 1 - Riding and Street Skills
- Introductory Motorcycle Experience (IME)
- Introductory Rider

SCF is an equal opportunity and access institution that does not discriminate on the basis of sex, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information, sexual orientation and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations in any of its educational programs, services or activities, including admission and employment. For more information, contact SCF Equity Officer at 941-752-5323. Adult education classes do not apply toward a college degree.
### Fall 2013 Entrepreneur Courses

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>DATE</th>
<th>DAY</th>
<th>TIME</th>
<th>SITE</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Cool Website That Works</td>
<td>10/8</td>
<td>T</td>
<td>1-3p</td>
<td>LWR</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>11/14</td>
<td>R</td>
<td>1-3p</td>
<td>VC</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>12/18</td>
<td>W</td>
<td>1-3p</td>
<td>LWR</td>
<td>$50</td>
</tr>
<tr>
<td>Basic Bookkeeping for Business</td>
<td>10/10</td>
<td>R</td>
<td>9-11a</td>
<td>LWR</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>11/7</td>
<td>R</td>
<td>9-11a</td>
<td>VC</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>12/9</td>
<td>M</td>
<td>9-11a</td>
<td>LWR</td>
<td>$50</td>
</tr>
<tr>
<td>Chart of Accounts: Organize Your Business</td>
<td>9/23</td>
<td>M</td>
<td>9-11a</td>
<td>LWR</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td>10/24</td>
<td>R</td>
<td>9-11a</td>
<td>VC</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td>11/15</td>
<td>F</td>
<td>9-11a</td>
<td>LWR</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td>12/12</td>
<td>R</td>
<td>9-11a</td>
<td>VC</td>
<td>$25</td>
</tr>
<tr>
<td>Creating a Brand That Love</td>
<td>10/15</td>
<td>T</td>
<td>9-11a</td>
<td>VC</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>12/20</td>
<td>F</td>
<td>9-11a</td>
<td>LWR</td>
<td>$50</td>
</tr>
<tr>
<td>Face It: You Need Facebook</td>
<td>10/17</td>
<td>R</td>
<td>1-3p</td>
<td>LWR</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>12/3</td>
<td>T</td>
<td>1-3p</td>
<td>LWR</td>
<td>$50</td>
</tr>
<tr>
<td>QuickBooks*</td>
<td>9/26 &amp; 9/30</td>
<td>R,M</td>
<td>8:30a-5p</td>
<td>LWR</td>
<td>$285</td>
</tr>
<tr>
<td></td>
<td>10/28 &amp; 10/31</td>
<td>M,R</td>
<td>8:30a-5p</td>
<td>VC</td>
<td>$285</td>
</tr>
<tr>
<td></td>
<td>11/19 &amp; 11/21</td>
<td>T,R</td>
<td>8:30a-5p</td>
<td>LWR</td>
<td>$285</td>
</tr>
<tr>
<td></td>
<td>12/17 &amp; 12/19</td>
<td>T,R</td>
<td>8:30-11a</td>
<td>VC</td>
<td>$285</td>
</tr>
<tr>
<td>Social Networking for Business</td>
<td>10/2</td>
<td>W</td>
<td>1-3p</td>
<td>LWR</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>12/11</td>
<td>W</td>
<td>1-3p</td>
<td>LWR</td>
<td>$50</td>
</tr>
<tr>
<td>Steps to Starting a New Business</td>
<td>9/25</td>
<td>W</td>
<td>5-7p</td>
<td>VC</td>
<td>$20</td>
</tr>
<tr>
<td></td>
<td>10/23</td>
<td>W</td>
<td>5-7p</td>
<td>LWR</td>
<td>$20</td>
</tr>
<tr>
<td></td>
<td>11/20</td>
<td>W</td>
<td>5-7p</td>
<td>VC</td>
<td>$20</td>
</tr>
<tr>
<td></td>
<td>12/10</td>
<td>T</td>
<td>5-7p</td>
<td>LWR</td>
<td>$20</td>
</tr>
<tr>
<td>Understanding Your Financials</td>
<td>10/18</td>
<td>F</td>
<td>9-11a</td>
<td>VC</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>12/9</td>
<td>M</td>
<td>9-11a</td>
<td>LWR</td>
<td>$50</td>
</tr>
<tr>
<td>Women/Minority and Service Disabled Veterans Certification</td>
<td>10/1</td>
<td>T</td>
<td>9-11a</td>
<td>LWR</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td>11/11</td>
<td>M</td>
<td>9-11a</td>
<td>VC</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td>12/4</td>
<td>W</td>
<td>9-11a</td>
<td>LWR</td>
<td>$35</td>
</tr>
<tr>
<td>Writing the Ultimate Business Plan</td>
<td>10/3</td>
<td>R</td>
<td>9-11a</td>
<td>LWR</td>
<td>$80</td>
</tr>
<tr>
<td></td>
<td>12/5</td>
<td>R</td>
<td>9-11a</td>
<td>VC</td>
<td>$80</td>
</tr>
</tbody>
</table>

*Must take Chart of Accounts prior to taking QuickBooks.

### Online Certificate Programs

- **International Trade Certification in Global Business**
  - Sept. 1 - Dec. 31, $799
- **Entrepreneurship Certification**
  - Sept. 1 - Dec. 31, $599
- **Business Finance Certification**
  - Sept. 1 - Dec. 31, $399
- **Nonprofit Management Certification**
  - Sept. 1 - Dec. 31, $699
- **Creativity and Innovation Certification**
  - Sept. 1 - Dec. 31, $249
- **Human Resource Management Certification**
  - Sept. 1 - Dec. 31, $399

### FREE Lunch and Learn Series at USF at North Port

**Wednesday, 11:30 a.m. - 1 p.m.**
- **9/11** - Customer Follow Up
- **10/9** - Budgeting and Cash Flow
- **11/13** - Conquering the Fear of Failure

*University of South Florida Sarasota-Manatee at North Port*
5920 Pan American Blvd., North Port, FL 34287
For more information, call 941-408-1412

### FREE Startup Workshops for Small Business

If you are considering starting your own business, you need to attend this workshop. Topics discussed include the importance of a business plan, legal structures, taxes, insurance, loans and more. Call any location for more information and to register.

- **Manatee Chamber of Commerce**
  - 941-748-3411
- **North Port Chamber of Commerce**
  - 941-423-5040
- **Sarasota Chamber of Commerce**
  - 941-955-8187
- **Venice Chamber of Commerce**
  - 941-488-2236

### Preparing for Today’s Career Online

- Building Relationships: Business and Career $99
- Catch Trout, Don’t Fish in Catfish Pond $29
- Create Effective, Powerful Verbal and Printed Business Cards and How to Use Them Effectively $29
- Follow Up Is Golden (after an event) $29
- Introduction to Relationship-building Foundation $39
- What You Say Before You Speak $89
- Work an Event with Ease $29

Start any time between 9/1-12/31
Call for more information 941-752-5203.

### LOCAL ANESTHESIA

**A Course for Dental Hygienists**

Thur.-Sun., Oct. 10-13, 8a-5p, LWR & BC, Fee: $1,495.
Call for more information 941-752-5203.
Adult education classes do not apply toward a college degree.

This class teaches the fundamentals of being a pharmacy technician including drug interactions, basic physiology, daily pharmacy operations and preparation for the national certification exam. The class is for students interested in becoming pharmacy technicians, pre-pharmacy students and those with a health care background.

- Hospital Pharmacy Technician Training (60 hours)
  Mon. & Wed., Sept. 9 - Nov. 13, 6 - 9 p.m., $799
- Pharmacy Technician Certification Exam Prep (40 hours)
  Tue. & Thur., Sept. 10 - Oct. 10, 6 - 10 p.m., $699
- Practical Pharmacy Technician Experience (60 hours)
  TBA, Oct. 15 - Nov. 21, TBA, $649

For more information, call 941-752-5203 or visit scf.edu/Encore50