

# PROFESSIONAL DEVELOPMENT

## Spring 2012

Noncredit Class Schedule



Your Center for  
Personal  
and Professional  
Development



STATE COLLEGE OF FLORIDA  
MANATEE - SARASOTA  
Corporate & Community Development

[scf.edu/CCD](http://scf.edu/CCD)

## ABOUT CORPORATE & COMMUNITY DEVELOPMENT

State College of Florida, Manatee-Sarasota Corporate and Community Development (CCD) is dedicated to providing quality learning to people of all ages through noncredit continuing education, community services and some credit-related activities. The division includes Continuing and Community Education, Small Business Development Center, Traffic Safety Institute and Workforce Solutions. Classes are conducted at SCF Bradenton, SCF Venice, SCF Lakewood Ranch, and throughout Manatee and Sarasota counties.

The selection of CCD offerings is based upon the interests and needs of the community, and schedules vary during each term and at each location. Catalogs are published each term and are available upon request from CCD offices. Schedules also are posted online at [scf.edu/CCD](http://scf.edu/CCD).

### STUDENT FEES

State colleges enroll students in courses at nominal rates. Most of the courses in this Catalog are supported entirely by collected student fees and receive no additional state funds. Course fees are reflected in the course listings. A \$5 fee is charged for each replacement certificate. A \$20 service charge is assessed on checks with insufficient funds. (Check with the Traffic Safety Institute as fees differ among programs.)

### PARKING

CCD students attending multisession day programs need a parking decal. Decals are available upon enrollment in person or by mail.

### SPRING 2012 HOLIDAYS

Jan. 1 ..... New Year's Day  
 Jan. 16 ..... Martin Luther King Jr. Day  
 March. 10-18 ..... Spring Break (College closed)  
 May 28 ..... Memorial Day

### REFUND AND CANCELLATION POLICY

Go online: [scf.edu/CCD](http://scf.edu/CCD). Link on left side of page.



STATE COLLEGE OF FLORIDA  
 MANATEE-SARASOTA  
 Corporate & Community Development

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## 5 Easy Ways to Register



**Online 24/7** Web registration and online payment for most CCD classes. Go to [scf.edu/CCD](http://scf.edu/CCD), click "Web Registration."



**Phone** Have course information ready and call:  
 SCF Bradenton 941-752-5203, 5840 26th St. W., Bradenton, FL  
 SCF Lakewood Ranch 941-363-7000, 7131 Professional Pkwy. E., Sarasota, FL  
 SCF Venice 941-408-1412, 8000 S. Tamiami Trail, Venice, FL  
 For Visa, MasterCard and American Express users only.



**In Person** at the CCD office, SCF Bradenton, Professional Development Center, bldg. 18; SCF Venice, Professional Development Center, bldg. 800; SCF Lakewood Ranch, Center for Innovation and Technology, Office hours are 8 a.m. to 4:30 p.m., Monday through Friday.



**By Mail** Go to [scf.edu/CCDregistration](http://scf.edu/CCDregistration) and download registration form and send completed form with payment to Corporate and Community Development, 7131 Professional Pkwy. E., Sarasota, FL 34240.



**By Fax** Corporate and Community Development accepts fax registrations at SCF Bradenton at 941-727-6019 for Visa, MasterCard and American Express users only. Please call 941-752-5203 to confirm receipt of your fax.

### DRIVING DIRECTIONS: [scf.edu/maps](http://scf.edu/maps)

# PROFESSIONAL DEVELOPMENT

CRN	DATES	DAY	TIME	SITE	FEE	CRN	DATES	DAY	TIME	SITE	FEE
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## Business

**Service Excellence Institute** - Help your organization boost customer service and sales. This series provides the information needed to develop a new culture of service for your business. This series is open to all tiers of employees and to all industries. For class descriptions go to [scf.edu/workforce](http://scf.edu/workforce).

### Foundations of Service Excellence

25405 2/21 T 9a-12:30p LWR \$49

### Closing Sales in One Call

25406 3/6 T 9a-12:30p LWR \$49

### Dealing with Difficult People

25407 3/20 T 9a-12:30p LWR \$49

### Keeping Projects on Plan

25408 4/3 T 9a-12:30p LWR \$49

### Presentation, Public Speaking & Professionalism

25409 4/17 T 9a-12:30p LWR \$49

### Serving Senior Customers with Excellence

35152 5/1 T 9a-12:30p LWR \$49

### Service Excellence - Series Package

**Save more than 25%**

25465 (all six classes) LWR \$219

Go to [scf.edu/Workforce](http://scf.edu/Workforce) for course descriptions and more information.

## Computer

### Access 2010 - Creating Queries - NEW!

25360 2/21 & 2/23 T,R 1-4p LWR \$99

25361 4/28 S 9:30a-4:30p LWR \$99

### Beginner Computer 1 (Windows 7)

25208 1/23 & 1/25 M,W 9a-noon LWR \$69

25216 2/4 S 9:30a-4:30p VC \$69

25221 4/25 & 4/27 W,F 1-4p LWR \$69

### Beginner Computer 2 (Windows 7)

25214 2/6 & 2/8 M,W 9a-noon LWR \$69

25217 2/11 S 9:30a-4:30p VC \$69

35068 5/9 & 5/11 W,F 1-4p LWR \$69

### Beginner Computer 3 (Windows 7)

25218 2/18 S 9:30a-4:30p VC \$69

25215 2/27 & 2/29 M,W 9a-noon LWR \$69

35070 5/23 & 5/25 W,F 1-4p LWR \$69

### Creating Fill-In Forms in Word - NEW!

25362 2/2 R 1-4p VC \$59

25363 2/20 M 1-4p LWR \$59

25364 3/30 F 1-4p BC \$59

25365 4/27 F 9a-noon LWR \$59

### Digital Photography & Cameras

25401 2/4-2/18 S 9a-1p LWR \$159

25402 4/4-4/18 W 1-5p BC \$159

### Excel 2010 - Level 1 (6-hour)

25205 2/7 T 9a-4p LWR \$99

25210 2/25 S 9:30a-4:30p VC \$99

25499 4/16 & 4/18 M,W 6-9p LWR \$99

### Excel 2010 - Level 2 (6-hour)

25206 2/28 T 9a-4p LWR \$99

25211 3/3 S 9:30a-4:30p VC \$99

Please bring a USB memory stick/flash drive  
512MB or greater if you wish to save your work.

## Computer continued

### Excel - Level 1 & 2 in a Weekend

35043 5/5 & 5/6 S,Su 9:30a-4:30p LWR \$179

### Excel 2010 - Level 3 (6-hour)

25207 3/20 T 9a-4p LWR \$99

### Excel 2010 - Level 4 (6-hour)

25209 4/10 T 9a-4p LWR \$99

### Excel and Word in a Weekend - NEW!

25251 2/25 & 2/26 S,Su 9:30a-4:30p LWR \$179

### HTML - Level 1 - NEW!

25314 2/20 & 2/22 M,W 6-9p LWR \$99

25316 4/20 & 4/27 F 1-4p BC \$99

### Macintosh iPhoto - Introduction

25404 2/24 F 9a-1p LWR \$69

35138 5/5 S 9a-1p LWR \$69

### Managing Files & Folders Windows 7 - NEW!

25319 2/14 T 9a-noon LWR \$59

25351 3/23 F 1-4p VC \$59

25352 4/17 T 1-4p BC \$59

### Outlook 2010 - Level 1 (6-hour)

25219 3/5 & 3/7 M,W 1-4p LWR \$99

### Outlook 2010 - Level 2 (6-hour)

25220 3/27 & 3/29 T,R 1-4p LWR \$99

### PhotoShop Elements

25403 3/3 S 9:30a-4:30p LWR \$119

35137 5/1 & 5/3 T,R 1-4p BC \$119

### PowerPoint 2010 - Level 1 (6-hour)

25212 2/7 & 2/9 T,R 6-9p LWR \$99

### PowerPoint 2010 - Level 2 (6-hour)

25213 3/6 & 3/8 T,R 6-9p LWR \$99

### QuickBooks

25230 1/30 & 2/1 M,W 8:30a-5p LWR \$285

25232 2/27 & 2/29 M,W 8:30a-5p VC \$285

25234 3/26 & 3/28 M,W 8:30a-5p LWR \$285

25236 4/23 & 4/25 M,W 8:30a-5p VC \$285

### Word 2010 - Level 1 (6-hour)

25248 2/21 & 2/23 T,R 9a-noon VC \$99

25246 4/3 & 4/5 T,R 9a-noon LWR \$99

### Word 2010 - Level 2 (6-hour)

25249 3/21 & 3/23 W,F 9a-noon VC \$99

25247 4/24 & 4/26 T,R 9a-noon LWR \$99

### BEGINNER 1, 2 & 3 COMPUTER ECONOMY PACK

Choose any Level 1, 2 and 3 Beginner Computer Windows 7 classes for your Economy Pack.

25468 \$179

**Save off individual course prices.**

**For more information, go to**

**[scf.edu/CCDcomputer](http://scf.edu/CCDcomputer) or call 941-363-7000.**

This is the first in a series of classes designed to provide articulated college credit for CGS 1000. Articulated credit is provided only via passing a field test. For more information contact Career and Technical Education at 941-363-7231.

**CERTIPORT®**  
Achieve • Distinguish • Advance

Authorized Certiport testing at SCF Lakewood Ranch. MOS exams available by appointment. For more information call 941-363-7252.

CRN	DATES	DAY	TIME	SITE	FEE
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## QC Your Computer Skills with our QuickClasses

### Keyboard Shortcuts - **NEW!**

25436 2/16 R 10a-noon LWR \$28

### Get Started with FaceBook

25437 3/6 T 10a-noon LWR \$28

### Get Started with LinkedIn - **NEW!**

25488 2/27 M 2-4p LWR \$28

25489 4/13 F 10a-noon LWR \$28

### Internet Searches - More Than Simple Key Words

25466 3/29 R 2-4p LWR \$28

### Avoiding Viruses & Spam

25448 4/11 W 1-3p LWR \$28

### Excel 2010 Macros - **NEW!**

25467 4/19 R 2-4p LWR \$28

### Email Attachments

35155 5/1 T 10a-noon LWR \$28

### Where Did I Save That File? - **NEW!**

35156 5/17 R 2-4p LWR \$28

## Android App Development **New!**

This course features the basics of how to download and setup your development tools and create your first app. Also included is a lesson on how to get your app on the Android Market and tips for marketing your app with confidence.



25252 4/23-5/16 M,W 6-9p LWR \$299



## iPhone App Development

Interested in learning to write iPhone applications? This course features basic Objective-C and the Cocoa Touch framework giving you the knowledge and confidence you need to branch out on your own.

CRN	DATES	DAY	TIME	SITE	FEE
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### iPhone App Development - Introduction

25250 2/22-4/18\* W 6-9p LWR \$299

\*No class on 3/14

For more information and to register, call  
SCF Lakewood Ranch 941-363-7000.  
[scf.edu/CCDiphone](http://scf.edu/CCDiphone)

## Leadership & Management

### The Critical Competencies **New!**

#### Behavioral Interviewing & Selection: Screening, Interviewing and Hiring Great Employees

25265 2/9 R 8:30a-12:30p LWR \$129

25309 2/22 W 4:30-8:30p LWR \$129

#### Crucial Conversations: Tools for Conveying Critical Messages When Stakes are High

25386 3/8 R 8:30a-12:30p LWR \$129

25388 3/28 W 4:30-8:30p LWR \$129

#### Establishing Performance Expectations and

#### Conducting Performance Evaluations

25313 2/16 R 8:30a-12:30p LWR \$129

25318 2/29 W 4:30-8:30p LWR \$129

#### Giving Constructive Feedback: Coaching for Optimal Results

25315 2/23 R 8:30a-12:30p LWR \$129

25379 3/7 W 4:30-8:30p LWR \$129

#### Managing Change: Overcoming Resistance as a Change Agent

25396 4/12 R 8:30a-12:30p LWR \$129

25397 4/25 W 4:30-8:30p LWR \$129

#### Motivating Others: Recognition, Passion and Positive Results

25398 4/19 R 8:30a-12:30p LWR \$129

35136 5/2 W 4:30-8:30p LWR \$129

#### Situational Leadership: What Ken Blanchard Adds to Your Leadership Toolkit

25380 3/22 R 8:30a-12:30p LWR \$129

25383 4/4 W 4:30-8:30p LWR \$129

#### The 5 Dysfunctions of a Team and How to Overcome Them

25394 4/5 R 8:30a-12:30p LWR \$129

25395 4/18 W 4:30-8:30p LWR \$129

#### The DISC®: Self and Other Awareness - Capitalizing on Elements of Personal and Professional Styles

25321 3/1 R 8:30a-12:30p LWR \$169

25325 3/21 W 4:30-8:30p LWR \$169

#### Welcome to Management: The Role of Leadership in Today's Organizations

25264 2/2 R 8:30a-12:30p LWR \$129

25304 2/15 W 4:30-8:30p LWR \$129

#### Work with Me! Moving Yourself (and others) From Conflict to Collaboration

25392 3/29 R 8:30a-12:30p LWR \$129

25393 4/11 W 4:30-8:30p LWR \$129

#### Leadership Series - All 11 classes

25400 LWR \$1,199



## Workforce Solutions Contract Training

High quality training where it's needed, when it's needed, relying on extensive College resources.

- Training that helps professionals take practical skills immediately back to their workplace
- Training sessions for businesses of all sizes on topics ranging from management and supervision to quality control
- Corporate training to enhance technical, management, office and interpersonal skills of employees and provide the technology skills vital for industries
- Courses offered online, at the work site, at SCF locations and throughout the community.

For information contact:  
David Auxier 941-363-7218  
[scf.edu/Workforce](http://scf.edu/Workforce)

# Enrich Your Life with Online Learning

Take ed2go noncredit online courses from the comfort of your home, office or anywhere you have an Internet connection.



We offer hundreds of engaging online courses for adults, covering topics from accounting to Web design. Each flexible ed2go course is taught by a patient and caring instructor and includes lively discussions with fellow students and practical information that you can use immediately.

All courses run for six weeks (with a two-week grace period at the end). Courses are project oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

ED2GO

**A sample of the hundreds of courses available starting at \$89.**

## BUSINESS and CAREERS

### Career Development

Accounting Fundamentals

Business Writing

Grammar Refresher

### Health Care

HIPAA Compliance

Become an Optical Assistant

Introduction to Natural Health and Healing

### Sales & Marketing

Business and Marketing Writing

Effective Selling

Effective Communication

## COMPUTERS and TECHNOLOGY

### Computer Applications

Microsoft Access, Excel, Publisher, Outlook, Project, Word

Photoshop

PowerPoint

Introduction to Crystal Reports 10

QuickBooks 2010 for Contractors

### Web and Computer Programming

Introduction to ASP.NET

Introduction to C++ Programming

Introduction to Java Programming

Introduction to PHP and MySQL

## Web Page Design

Creating Web Pages

Designing Effective Web Sites

Introduction to Flash

## GRANT WRITING/NONPROFITS

A to Z Grant Writing

Becoming a Grant Writing Consultant

Starting a Nonprofit

Introduction to Nonprofit Management

## TEST PREPARATION

GMAT Preparation

GRE Preparation - Part 1 & 2

LSAT Preparation - Part 1 & 2

SAT/ACT Preparation - Part 1 & 2

For a complete list of courses and descriptions and to enroll: [ed2go.com/scf](http://ed2go.com/scf)



## ed2go and Gatlin live tutorial

Come join in on a **FREE** live tutorial session to learn how to access ed2go online classes and career programs. Take the mystery out of online learning. Call to reserve a seat *(required)* 941-363-7252

CRN	DATES	DAY	TIME	SITE
25253	1/27	F	4-6p	LWR
25254	2/28	T	10:30a-12:30p	LWR
25255	3/28	W	10:30a-12:30p	BC
35076	5/4	F	11a-1p	VC



## Online Career Programs

GATLIN

### Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology (360 hours) **\$2,295**

Become an administrative medical specialist, medical billing specialist, or a medical coder. You'll learn the essential skills, as well as mastering medical terminology.

### CompTIA™ A+ Certification (150 hours) **\$1,695**

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2go's online program makes training convenient and interactive.

### Grant Writing (300 hours) **\$2,095**

Learn to write grant proposals that get funded in this nationally recognized grant writing online training program.

### Medical Billing and Coding + Medical Terminology (300 Hours) **\$1,895**

The Medical Billing and Coding + Medical Terminology Program will prepare you for an entry-level position doing medical billing or coding, while also teaching you proper medical terminology and spelling.

### Nonprofit Management Training (300 hours) **\$2,095**

Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process.

### Project Management (40 Hours) **\$1,495**

The Project Management Online Training Program will help improve your project management skills and prepare you for certification as a Project Management Professional.

### Veterinary Assistant (240 hours) **\$1,795**

Prepare for a new career as a veterinary assistant as you learn how to care for animals and assist the veterinarian during examinations.

**For a full list of programs and to register, go to [gatlineducation.com/scf](http://gatlineducation.com/scf)**

**For more information, call 941-363-7252 or 1-877-221-5151. Loan Programs and Payment plans available.**



# Upgrade Yourself Online

## Professional Management/Leadership Business Certificates

- Project Management
- Six Sigma
- Contract Management
- IS Security
- Software Testing
- Supply Chain Management and more

[uaceonline.com/scf](http://uaceonline.com/scf)

## Community Association Managers (CEUs)

All of the courses necessary to meet CAM CEU requirements can be found at:

[LifelongLearning.eCollege.com](http://LifelongLearning.eCollege.com)

Choose State College of Florida (SCF) and then CAMP.



## Continuing Education classes for Construction & Electrical

941-363-7203 [ADCOXGROUP.com](http://ADCOXGROUP.com)



[scf.edu/CommunityEd](http://scf.edu/CommunityEd), select online classes, select Wedding Planning link.



- Hospitality, Food & Beverage
- Driving & Transportation
- Real Estate
- Insurance & Financial Services
- Environmental Health & Safety

[scf.edu/CommunityEd](http://scf.edu/CommunityEd), select online classes, select 360 Training link.



## Personal Fitness Trainer

- Personal Fitness Trainer/Advanced Personal Fitness Trainer
- Business Fitness Management
- Woman's Exercise Training and Wellness
- Personal Training & Group Exercise for Older Adults

[scf.edu/CommunityEd](http://scf.edu/CommunityEd), select online classes, select ACE link.

## Certificates in Nutrition

- Family Nutrition
- Functional Family Nutrition
- Nutrition for Optimal Health, Wellness Sports
- School Nutrition & Wellness
- Certified Posture Specialist**
- Instructor & noninstructor led



## Continuing education classes for:

- Massage Therapist
- Physical Therapy & Physical Therapy Assistant
- Nursing
- Occupational Therapist & Occupational Therapist Assistant

[scf.edu/CommunityEd](http://scf.edu/CommunityEd), select online classes, select Online CE link.



## OLT Training Institution Insurance Programs

- Prelicensing & Designation
- Pass/Prep
- Continuing Education

[olttraining.com/fl\\_scf](http://olttraining.com/fl_scf)



## Continuing Education classes for:

- Real Estate
- Florida Mortgage Broker
- Home Inspectors

[scf.edu/CommunityEd](http://scf.edu/CommunityEd), select online classes, select McKissock link.



## American Home Inspectors Training Institute

[ahit.com/affiliates/scf](http://ahit.com/affiliates/scf)



## Continuing Education classes for:

- Architect
- Building Inspector
- Certified Contractor/Electrical Contractor
- Engineer
- Interior Design
- Land Surveyor/Landscape Architect

[scf.edu/CommunityEd](http://scf.edu/CommunityEd), select online classes, select RedVector link.



## Continuing Education classes for:

- Clinical or Licensed Social Worker
- Certified Nurse Assistant (CNA)
- Nursing Home Administrator
- Rehabilitation Registered Nurse
- Licensed Practical Nurse (LPN)
- Dietitian/Nutritionist

[scf.edu/CommunityEd](http://scf.edu/CommunityEd), select online classes, select Care2Learn link.

# Professional Certification/Licensure

CRN	DATES	DAY	TIME	SITE	FEE
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## Construction



### AHIT Home Inspection Training

25193 2/3-2/5 F-Su 8a-6p BC \$1795

### Homes 201: The Keys to Green Affordable

25474 3/1 R 8:30a-5:30p LWR \$245

### LEED 251: Strategies for Success in LEED

35179 5/10 R 8:30a-5:30p LWR \$245

### Regreen 201: Regreen Revolution

25475 4/5-4/12 R 8:30a-5:30p LWR \$245

## Fundamentals for Career Change - Online

### Catch Trout, Don't Fish in a Catfish Pond

25424 1/1-4/30 \$25

### Create Effective, Powerful Verbal & Printed Business Cards and How to Use Them Effectively (Before an Event)

25425 1/1-4/30 \$25

### Follow Up is Golden (After an Event)

25427 1/1-4/30 \$25

### What You Say Before You Speak

25422 1/1-4/30 \$90

### Work an Event With Ease (After an Event)

25426 1/1-4/30 \$25

### Laying the Foundation for Relationship Building

25423 1/1-4/30 \$37

[oltraining.com/fl\\_scf](http://oltraining.com/fl_scf)

## Guardianship

### Family Guardianship DVD

25204 1/1-4/30 Call for info 363-7203 \$135

### Family Guardianship Training

25203 2/9 R 8a-5p PRHCR\* \$110

\*Palmer Ranch Health Care & Rehabilitation, 5111 Palmer Ranch Parkway, Sarasota

### Guardian ad Litem Program

Contact Gardian Ad Litem 941-863-4875

25191 1/18-1/26 W,R 9a-4p LWR n/c

25192 3/21-3/29 W,R 9a-4p BC n/c

## Grant Writing

### Effective Grant Writing for Postive Results

25110 1/10-3/27 T 6-8p BC \$145

25111 1/11-3/28 W 9-11a LWR \$145

25112 1/12-3/29 R 6-8p VC \$145

### SITE LOCATIONS

BC = SCF Bradenton, 5840 26th St. W., Bradenton

VC = SCF Venice, 8000 S. Tamiami Tr., Venice

LWR = SCF Lakewood Ranch, 7131 Professional Pkwy. E. Sarasota

CRN	DATES	DAY	TIME	SITE	FEE
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## Health & Wellness

### Basic Life Support (BLS)

25062 1/10 T 5:30-10p BC \$65

25063 1/21 S 9a-1:30p BC \$65

25064 2/7 T 5:30-10p VC \$65

25065 2/18 S 9a-1:30p BC \$65

25066 3/6 T 5:30-10p VC \$65

25067 3/20 T 5:30-10p BC \$65

25068 3/27 T 5:30-10p VC \$65

25069 3/31 S 9a-1:30p BC \$65

25070 4/17 T 5:30-10p BC \$65

25071 4/28 S 9a-1:30p BC \$65

### Recertification (BLS)

25097 1/17 T 5:30-9:30p BC \$60

25098 1/28 S 9a-1p BC \$60

25099 2/11 S 9a-1p BC \$60

25100 2/21 T 5:30-9:30p BC \$60

25101 3/24 S 9a-1p BC \$60

25102 4/3 T 5:30-9:30p BC \$60

25103 4/14 S 9a-1p BC \$60

## Pharmacy Technician Certification

This 105-contact-hour class teaches the fundamentals and particulars of being a pharmacy technician including drug interactions, basic physiology, daily pharmacy operations and includes preparation for the national certification exam. The class is geared toward students interested in becoming pharmacy technicians, pre-pharmacy students and those with a health care background who want to strengthen their skills.



25263 1/17-5/3 T,R 6 - 9:30p TBA \$2195

### Do You Need Special Accommodations?

- Special seating
- Equipment such as assistive listening devices or tape recorder
- Materials in alternate format such as large print, Braille, audiotape, electronic
- Services such as an interpreter for the deaf

These accommodations and more are available to qualified disabled individuals.\* Interested disabled persons need to complete a classroom accommodation packet at least 10 working days prior to the class they wish to attend. For more information or to request a classroom accommodation packet, contact

### SCF Disability Resource Center, BRADENTON:

941-752-5295 (voice), 941-751-8179 (TTY), 941-727-6381 (fax)

### SCF Disability Resource Center, VENICE:

941-408-1448 (voice) 941-480-3420 (TTY) 941-480-3419 (fax)

\*Must meet program eligibility standards and provide documentation of disability from relevant professional (audiologist, medical doctor, counselor).

CRN	DATES	DAY	TIME	SITE	FEE
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## Homeland Security Online



### Series I

#### Homeland Security & Defense Studies

(includes CPD 011, 012, 013, & 014)	\$520
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### Series II

#### Strategies for Effective Homeland Security

(includes CPD 011, 022, 023, & 024)	\$520
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### Series III

#### Transnational Terror Studies

(includes CPD 012, 023, 032, & 033)\$	\$520
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#### Introduction to Homeland Security & Stability

CPD 011	\$140
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#### Asymmetric Threats to Global Security & Homeland Defense

CPD 012	\$140
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#### Law & Intelligence in Homeland Security & Defense

CPD 013	\$140
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#### The Interagency & Homeland Security and Defense

CPD 014	\$140
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#### Immediate Information, Strategic Communications & US Foreign Policy: Their Effects on Homeland Security & Defense

CPD 022	\$140
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#### Comparative Approaches to Homeland Security & Defense

CPD 023	\$140
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#### The Genesis & Sustainment of Terror Organizations

CPD 024	\$140
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#### Terror Attacks: Psychological Effects and the Management of Fear

CPD 032	\$140
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#### Terror Organizational and their Participation in the Political Process

CPD 033	\$140
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[oltraining.com/fl\\_scf](http://oltraining.com/fl_scf)

## Insurance in Class

### CAT Adjuster Boot Camp (JEL)

25225	1/23-1/27	M-F	8:30a-5p	LWR	\$995
25226	2/20-2/24	M-F	8:30a-5p	LWR	\$995
25227	3/26-3/30	M-F	8:30a-5p	LWR	\$995
25228	4/23-4/27	M-F	8:30a-5p	LWR	\$995

## IRS Enrolled Agent Exam Prep

### Individual Taxation - Part 1

25481	2/1-4/25	W	6-8:30p	LWR	\$395*
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\*Includes book

### SITE LOCATIONS

BC = SCF Bradenton, 5840 26th St. W., Bradenton

VC = SCF Venice, 8000 S. Tamiami Tr., Venice

LWR = SCF Lakewood Ranch, 7131 Professional Pkwy. E. Sarasota

# INSURANCE ONLINE



DATES

FEE

## CONTINUING EDUCATION FLDFS Provider #1055

### Ethics Insurance Industry (3-hour)

1/1-4/30	\$25
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### Ethics and the Client (3-hour)

1/1-4/30	\$25
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### Flood - NFIP (3-hour)

1/1-4/30	\$25
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### Flood Insurance Concepts (3-hour)

1/1-4/30	\$25
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### Health Insurance Element (14-hour)

1/1-4/30	\$110
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### Life Insurance Element (14-hour)

1/1-4/30	\$110
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### Health Savings Accounts (3-hour)

1/1-4/30	\$25
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### Hurricanes (2-hour)

1/1-4/30	\$22
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### Medicare Today (2-hour)

1/1-4/30	\$22
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### Senior Suitability (3-hour)

1/1-4/30	\$25
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### Wind Mitigation (2-hour)

1/1-4/30	\$22
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## PASS/PREP

### 2.15 LHA Practice Exam Generator Plus

1/1-4/30	\$50
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### 2.15 LHA Practice Exam Generator

1/1-4/30	\$40
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### Life, Health & Variable Annuities Tutorial

1/1-4/30	\$109
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### 2.15 Review LHA Pass/Prep

1/1-4/30	\$115
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### 2.20 & 20.44 Practice Generator

1/1-4/30	\$80
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### 2.20 P&C Pass/Prep Review

1/1-4/30	\$115
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### RCSR 4.40 Pass/Prep Review (40-hour)

1/1-4/30	\$99
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## PRELICENSURE FLDFS Provider #446

### ACA Correspondent Course (JEL)

1/1-4/30	\$275
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### Accredited Claims Adjuster

1/1-4/30	\$299
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### Florida Personal Lines (52-hour)

1/1-4/30	\$355
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### RCSR 4.40 Course

1/1-4/30	\$299
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### 2.15 Correspondent Course (JEL)

1/1-4/30	\$275
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### 2.15 LHA with Final Exam

1/1-4/30	\$159
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### 2.20 P&C General Lines Prelicensure

1/1-4/30	\$425
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### 4.40 to 2.20 Conversion

1/1-4/30	\$299
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CRN	DATES	DAY	TIME	SITE	FEE
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## Mediation Certification

### Circuit Court Mediator\*

35198 5/14-5/18 M-F 8:30a-6p LWR \$525

### Family Mediator (24 hour)\*

25440 3/26-3/30 M-F 8:30a-6p LWR \$525

\*Pending Supreme Court approval

### Continuing Education

#### Ethics & General (4 CME)

25476 2/10 F 9a-1p BC \$349

35180 6/8 F 9a-1p LWR \$349

#### Domestic Violence & General (4 CME)

25477 3/9 F 9a-1p LWR \$349

35181 7/13 F 9a-1p VC \$349

#### Diversity & General (4 CME)

25478 4/6 F 9a-1p VC \$349

35182 5/4 F 9a-1p BC \$349

## Private Investigator

### Private Investigator Intern - Part 1

25049 1/13-1/15 F-Su 8a-5p VC \$235

25050 2/10-2/12 F-Su 8a-5p LWR \$235

25051 3/2-3/4 F-Su 8a-5p BC \$235

25052 4/13-4/15 F-Su 8a-5p LWR \$235

### Private Investigator Intern - Part 2

25053 1/28 & 1/29 S,Su 8a-5p VC \$165

25054 2/25 & 2/26 S,Su 8a-5p LWR \$165

25055 3/24 & 3/25 S,Su 8a-5p BC \$165

25057 4/28 & 4/29 S,Su 8a-5p LWR \$165

## Real Estate

### Florida Real Estate Pass/Prep - Online

25189 1/1-4/30 \$85

### RE Property Appraiser Pass/Prep - Online

25188 1/1-4/30 \$85

## Security Guard

### Security Officer Training - Part 1

25041 1/13-1/15 F-Su 8a-5p LWR \$210

25042 2/10-2/12 F-Su 8a-5p LWR \$210

25043 3/2-3/4 F-Su 8a-5p VC \$210

25044 4/13-4/15 F-Su 8a-5p VC \$210

### Security Officer Training - Part 2

25045 1/28-1/29 S,Su 8a-5p LWR \$140

25046 2/25-2/26 S,Su 8a-5p LWR \$140

25047 3/24-3/25 S,Su 8a-5p VC \$140

25048 4/28-4/29 S,Su 8a-5p VC \$140



**Call to register**

941-752-5203

941-363-7000

941-408-1412

CRN	DATES	DAY	TIME	SITE	FEE
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## Security Training

### NRA Home Safety & Concealed Weapons

25056 2/11 S 9a-1p LWR \$115

25058 2/25 S 9a-1p LWR \$115

25059 3/3 S 9a-1p BC \$115

25060 4/14 S 9a-1p LWR \$115

25061 4/28 S 9a-1p BC \$115

## Wedding Planner

### Foundations of Floral Design

25270 1/11-2/15 W 11a-1p BC \$125

25271 1/12-2/16 R 11a-1p LWR \$125

25272 2/21-4/3 T 11a-1p VC \$125

25273 2/22-4/4 W 11a-1p BC \$125

25274 2/23-4/5 R 11a-1p LWR \$125

25275 4/10-5/15 T 11a-1p VC \$125

25276 4/11-5/16 W 11a-1p BC \$125

25277 4/12-5/17 R 11a-1p LWR \$125

### Beginners Cake Decorating

25438 2/21-4/3 T 6-8p BC \$75

### Wedding & Event Planning Certification

25237 2/6-4/16 M 6-10p LWR \$995

## Water Sports



### Scuba Diving NAUI Certification

25457 4/7 & 4/8 S,Su 7-10a BC \$395

4/14 & 4/15 S,Su 8a-1p BC \$395

4/16-4/25 M,W 6-8:30p BC \$395

25459 4/3-4/12 T,R 6-8:30p LWR \$395

4/7 & 4/8 S,Su 7-10a LWR \$395

4/28 & 4/29 S,Su 8a-1p LWR \$395

## Tobacco-Free Campus Policy

In keeping with SCF's longstanding commitment to the health and well-being of students, employees and visitors, SCF has a tobacco-free campus policy. Tobacco use is not allowed on campus grounds, parking lots, SCF-sponsored off-campus events and within SCF-owned vehicles. The use of all types of tobacco and tobacco-like products are prohibited, including smoked and smokeless tobacco, other smoke-able products and electronic cigarettes. This policy applies to all students, employees and visitors of State College of Florida.



Together We Are

**TOBACCO-FREE**

Sponsored by the "Dreammakers" at the Small Business Development Center at SCF

CRN	DATES	DAY	TIME	SITE	FEE
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### So You Want to Start a Business: Start Here!

**Steps to Starting a New Business** - Need money? Need marketing? Need advice and guidance? Chances are, if you're thinking of starting a new business, you need some help.

25327	1/24	T	5 - 7p	VC	\$20
25328	2/15	W	5 - 7p	LWR	\$20
25329	3/22	R	5 - 7p	VC	\$20
25330	4/17	T	5 - 7p	LWR	\$20

**Writing the Ultimate Business Plan** - A well-researched business plan can help pave the way for a successful venture. Students learn the research techniques behind identifying target markets, assembling a marketing plan, and financial projections to determine the economic viability of a business. This seminar includes a copy of "Ultimate Financial Forecaster" software (a \$99 value).

25260	2/13	M	1 - 3p	LWR	\$80
25261	3/20	T	1 - 3p	VC	\$80
25262	4/27	F	1 - 3p	LWR	\$80

**Creating a Brand Customers Will Love - NEW!** - Ever wonder how Nike gets you to notice it? Or Coke? Or Levis? Well, if you're starting a business, you need to figure out how to get potential customers to pay attention to you so that they'll give you their business.

25348	2/2	R	10a - noon	VC	\$50
25347	4/3	T	10a - noon	LWR	\$50

### Tech Stuff Happens

**A Cool Website That Works - NEW!** - You know you need one. But how are you going to get it done? And what are you going to say that will interest people? And how is it going to interact with Google? We can help you with answers to those questions.

25305	2/9	R	1 - 3p	LWR	\$50
25320	4/19	R	1 - 3p	LWR	\$50

**Face It: You Need Facebook - NEW!** - You may love it. Or hate it. But if you're in business, you need to figure out the best way to use it. That's right. Facebook is a necessity in today's business environment.

25324	2/21	T	1 - 3p	LWR	\$50
25326	4/10	T	1 - 3p	LWR	\$50

**Social Networking for Your Business** - Facebook, Twitter, YouTube, LinkedIn, and many others. It's tough figuring out how to juggle all these social media sites. Which one should I use? Which one should I ignore? Where should I spend my valuable time?

25322	1/25	W	1 - 3p	LWR	\$50
25323	3/22	R	1 - 3p	LWR	\$50

### Dollars and Sense

**Basic Bookkeeping for Business: A How To** - Learn how to classify and record basic business transactions and essential information related to bookkeeping such as entering data in an account or register. The course will cover basic accounting terms, how records and reports are created and materials needed for tax compliance. Various types of accounting software available today also will be examined.

25242	1/25	W	9 - 11a	VC	\$50
25243	2/15	W	9 - 11a	LWR	\$50
25244	3/21	W	9 - 11a	VC	\$50
25245	4/18	W	1 - 3p	LWR	\$50

**Chart of Accounts Organize Business Financially - NEW!** - If your business isn't properly organized financially, you don't have a business. Because your financial records are the lifeblood of your business, you must find out how to be financially organized.

25229	1/26	R	9 - 11a	LWR	\$25
25231	2/22	W	9 - 11a	VC	\$25
25233	3/23	F	9 - 11a	LWR	\$25
25235	4/20	F	9 - 11a	VC	\$25

CRN	DATES	DAY	TIME	SITE	FEE
<b>QuickBooks</b>	This intermediate accounting software will help you see the big picture of accounting processes. Learn to create customer, vendor, product and employee lists. Use these lists to create purchase orders, receive bills, pay bills and create invoices, along with a look at customizing reports and creating graphs. Note: Participants are required to take the "Chart of Accounts" class prior to taking QuickBooks.				
25230	1/30 & 2/1	M,W	8:30a - 5p	LWR	\$285
25232	2/27 & 2/29	M,W	8:30a - 5p	VC	\$285
25234	3/26 & 3/28	M,W	8:30a - 5p	LWR	\$285
25236	4/23 & 4/25	M,W	8:30a - 5p	VC	\$285

### **Making Your Nonprofit Successful**

**Nonprofit Business Planning** - Nonprofit doesn't mean non-planning. The nonprofit world is a competitive place so if you fail to plan, you'll plan to fail. Start to spruce up your nonprofit business plan. It's not easy, but it's very important.

25331	2/17	F	1 - 3p	LWR	\$80
25333	3/29	R	1 - 3p	VC	\$80

**Marketing Your Nonprofit** - We are a high volume nonprofit community. There are more nonprofits per capita in our area than anywhere in the country. So, vying for attention is critical. Find out how to do it best.

25332	3/1	R	1 - 3p	LWR	\$50
25335	4/13	F	1 - 3p	VC	\$50

**Nonprofit Fundraising** - Many nonprofits are doing good deeds. How do you find the funding sources that support your good deeds as much as you do? It's a big challenge. Find out how to find 'em. And close 'em.

25336	2/23	R	1 - 3p	LWR	\$50
25338	4/5	R	1 - 3p	VC	\$50

### **Government Stuff**

**How to Get Government Contracts** - Local. County. State. Federal. No matter what level of government business you're targeting, there's a right way and a wrong way to do it. We know the right way.

25342	2/16	R	10a - 1p	LWR	\$50
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**Women/Minority & Service Disabled Veterans Certification** - Learn what is needed to complete the State of Florida Certification Application for Women/Minority Business Enterprise. Discover the contract opportunities available for women and minority businesses in both government and private sectors.

25257	2/7	T	1 - 3p	LWR	\$35
25258	3/6	T	1 - 3p	VC	\$35
25259	4/17	T	1 - 3p	LWR	\$35

**Florida Export Series - NEW!** - Exporting and importing products and services to/from Florida requires some specific knowledge. It is not as simple as doing business in the U.S.A. Find out the ins and outs of exporting and importing from your small business.

25345	2/21 - 3/6	T	10a - noon	LWR	\$95
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**Vet Central: Things Veterans Need to Know About Starting a Business - NEW!** - We thank all veterans for their service. We can help you if you're interested in starting a business. The Small Business Development Center (SBDC) has some vet-friendly information and business courses.

25469	2/22	W	1 - 3p	LWR	\$50
25470	4/12	R	1 - 3p	VC	\$50

**New!** Coming in January 2012

**FREE**

**Technical Assistance Program at Sarasota Newtown**  
Offering workshops and business counseling

For more information and to register 941-408-1412

**2012 North Port**  
**Lunch and Learn Series**

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

SCF Bradenton 941-752-5203  
SCF Lakewood Ranch 941-363-7000  
SCF Venice 941-408-1412

Scan for  
more SBDC  
information.



[scf.edu/SBDC](http://scf.edu/SBDC)

The SBDC at State College of Florida, Manatee-Sarasota is a member of the Florida SBDC Network. SBDCs are a program supported by the US Small Business Administration and extended to the public on a nondiscriminatory basis. SBA cannot endorse any products, opinions or services of any external parties or activities. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Call 941-363-7000 for more information.

# PERSONAL ENRICHMENT

## Spring 2012

### Noncredit Class Schedule

Your Center for  
Personal  
and Professional  
Development



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# PERSONAL ENRICHMENT

CRN	DATES	DAY	TIME	SITE	FEE
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## Arts & Crafts

### Advanced Floral Design

25280	2/21-4/3	T	2-4p	VC	\$125
25278	2/22-4/4	W	2-4p	BC	\$125
25279	2/23-4/5	R	2-4p	LWR	\$125

### Art for Creative Growth

25269	2/28	T	10a-2:30p	LWR	\$35
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### Foundations of Floral Design

25270	1/11-2/15	W	11a-1p	BC	\$125
25271	1/12-2/16	R	11a-1p	LWR	\$125
25272	2/21-4/3	T	11a-1p	VC	\$125
25273	2/22-4/4	W	11a-1p	BC	\$125
25274	2/23-4/5	R	11a-1p	LWR	\$125
25275	4/10-5/15	T	11a-1p	VC	\$125
25276	4/11-5/16	W	11a-1p	BC	\$125
25277	4/12-5/17	R	11a-1p	LWR	\$125

### Introduction to Ikebana Part 1 - **NEW!**

25282	1/12-2/16	R	2-4p	LWR	\$125
25283	4/10-5/15	T	2-4p	VC	\$125

### Introduction to Ikebana Part 2

25281	1/11-2/15	W	2-4p	BC	\$125
25285	4/12-5/17	R	2-4p	LWR	\$125

### Introduction to Ikebana Part 3

25284	4/11-5/16	W	2-4p	BC	\$125
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## Cooking for Fun

### Beginners Cake Decorating

25438	2/21-4/3	T	6-8p	BC	\$85
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### Japanese Cooking

25302	2/23-3/8	R	6-8p	BC	\$75
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### Jewish Cooking

25419	1/30-2/20	M	9:30-11a	BC	\$70
25420	2/27-3/26	M	9:30-11a	BC	\$70
25421	4/2-4/23	M	9:30-11a	BC	\$70

### Sunfood Focus - Getting The Most From the Foods We Eat

25432	1/30-4/2	M	6-8p	VC	\$145
25434	2/1-4/4	W	6-8p	BC	\$145

### Kids Super Saturdays

**NEW!**

25463	1/7-4/28	S	9a-noon	BC	\$30*
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\*Per session/week

## Coming this Summer...



A Summer Program for Kids Ages 7-13

JUNE 11 - AUG. 10 [scf.edu/KIDS](http://scf.edu/KIDS)

CRN	DATES	DAY	TIME	SITE	FEE
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## Children & Divorce

### Children & Divorce

25190	1/7	S	9a-1p	LWR	\$55
25001	1/11	W	6-10p	LWR	\$55
25002	1/13	F	9a-1p	LWR	\$55
25003	1/18	W	6-10p	BC	\$55
25005	1/21	S	9a-1p	BC	\$55
25006	1/25	W	6-10p	LWR	\$55
25009	2/1	W	6-10p	BC	\$55
25013	2/4	S	9a-1p	BC	\$55
25010	2/8	W	6-10p	LWR	\$55
25011	2/10	F	9a-1p	VC	\$55
25012	2/11	S	9a-1p	LWR	\$55
25014	2/15	W	6-10p	BC	\$55
25015	2/17	F	9a-1p	BC	\$55
25016	2/22	W	6-10p	LWR	\$55
25018	2/29	W	6-10p	LWR	\$55
25020	3/3	S	9a-1p	VC	\$55
25021	3/7	W	6-10p	LWR	\$55
25022	3/21	W	6-10p	BC	\$55
25023	3/23	F	9a-1p	BC	\$55
25024	3/24	S	9a-1p	LWR	\$55
25026	3/28	W	6-10p	LWR	\$55
25027	3/31	S	9a-1p	BC	\$55
25028	4/4	W	6-10p	LWR	\$55
25029	4/11	W	6-10p	BC	\$55
25030	4/13	F	9a-1p	VC	\$55
25031	4/14	S	9a-1p	BC	\$55
25162	4/18	W	6-10p	LWR	\$55
25163	4/20	F	9a-1p	LWR	\$55
25032	4/25	W	6-10p	BC	\$55
25033	4/28	S	9a-1p	LWR	\$55

## Finance & Investment

### Financial Academy

25471	1/12-2/2	R	6:30-8p	LWR	\$65
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### Stop the Financial Insanity - How Income Investing Can Beat Growth Strategies

25293	2/7-2/21	T	9:30a-noon	VC	\$65
25294	2/8-2/22	W	6:30-9p	LWR	\$65
25295	3/6-3/27	T	9:30a-noon	VC	\$65
25296	3/7-3/21	W	6:30-9p	LWR	\$65
25297	4/11-4/25	W	6:30-9p	LWR	\$65

## Foreign Language

### Conversational Italian 1

25451	2/7-4/17	T	6:30-8:30p	BC	\$115
25464	2/9-4/19	R	6:30-8:30p	LWR	\$115

### Conversational French 1

25372	2/7-4/17	T	5-7p	LWR	\$115
25373	2/8-4/18	W	5-7p	VC	\$115
25371	2/9-4/19	R	5-7p	BC	\$115

### Conversational French 2

25381	2/7-4/17	T	7-9p	LWR	\$125
25382	2/8-4/18	W	7-9p	VC	\$125
25374	2/9-4/19	R	7-9p	BC	\$125

### Conversational German 1

25429	1/31-4/10	T	6-8p	BC	\$115
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### Conversational Hebrew - Advanced

25418	1/24-4/24	T	5-7p	LWR	\$115
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### Conversational Hebrew 1

25417	1/23-4/23	M	5-7p	LWR	\$125
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CRN	DATES	DAY	TIME	SITE	FEE
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## Foreign Language *continued*

### Conversational Russian 1

25447 2/3-4/13 F 9-11a BC \$115

### Conversational Sign Language

25367 2/7-4/17 T 6:30-8:30p LWR \$115

25368 2/9-4/19 R 6:30-8:30p BC \$115

### Conversational Spanish 1

25306 1/23-4/2 M 5-7p BC \$115

25307 1/25-4/4 W 5-7p BC \$115

25308 1/25-4/4 W 7-9p BC \$115

### Conversational Spanish 2

25310 1/24-4/3 T 5-7p BC \$125

### Conversational Spanish 3

25311 1/24-4/3 T 7-9p BC \$135

### Conversational Spanish 4

25312 1/23-4/2 M 7-9p BC \$145

### French Tourism

25385 2/10-4/20 F 5-7p LWR \$115

### Japanese Language & Culture

25303 2/7-4/17 T 6-8p LWR \$115

### Spanish for Travelers

25334 1/25-4/4 W 5-7p LWR \$115

### Survival French for Travelers

25337 1/25-4/4 W 7-9p LWR \$115

## Green Home Design

### Green Home Design

25479 2/17-3/9 F 1-3p LWR \$115

25480 4/6-4/27 F 1-3p LWR \$115

## Health & Wellness

### Introduction to Aromatherapy

25287 1/28 S noon-3p RSV\* \$35

### Introduction to Body's Energy System

25391 1/27 F 9a-1p LWR \$45

### Introduction to Reflexology - Feet

25288 2/18 S noon-2p RSV\* \$35

### Introduction to Reflexology - Hands

25289 2/25 S noon-2p RSV\* \$35

### Introduction into Intuition

25410 1/27 F 2-6p LWR \$45

### Neck, Shoulder & Back Massage

25290 2/16 & 2/23 R 6-9p BC \$45

25291 4/12 & 4/19 R 6-9p BC \$45

### Reiki Level 1

25387 1/28 S 8a-5p BC \$100

25286 2/4-2/11 S noon-4p RSV\* \$55

25389 2/24 F 8a-5p LWR \$100

### Reiki Level 2

25390 2/25 S 8a-5p LWR \$150

## Management Workplace Skills

### Keeping the Workplace Bully in Check

25358 4/7 S 8:30a-noon LWR \$45

### Manager in the Middle, Dealing with Employee Conflicts

25356 3/3 S 8:30a-noon LWR \$45

### Those Dreaded Employee Reviews - Making Feedback Simple and Easy

25357 3/24 S 8:30a-noon LWR \$45

CRN	DATES	DAY	TIME	SITE	FEE
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## Music, Dance, Drama

### An Introduction to Voiceovers

25339 4/6 F 6-8p BC \$49

### Learn to Dance for the Joy of it!

25369 2/3-3/2 F 6-8p LWR \$65

25370 3/23-4/20 F 6-8p LWR \$65

### Israeli International Folk Dancing

25455 1/30-4/16 M 7-8:30p LWR \$95

### Private Instructions: Piano, Voice and Musical Instruments

- For more information, call SCF music department at 941-752-5351 or the Corporate & Community Development office at 941-752-5669.

\$290 for seven one-hour lessons.

\$145 for seven half-hour lessons.

## Positive Parenting Skills

### Co-Parenting After Divorce-Making It Work

25355 4/3-4/17 T 6:30-8:30p BC \$55

### Helping Your Kids Solve Their own Conflicts

25354 3/20 & 3/27 T 6:30-8:30p BC \$45

### Having Difficult Conversations About Care For Elderly Family Members

25353 2/8 & 2/15 W 4-6p BC \$45

### High Conflict Diversion Program

25413 1/30-4/23 M 6-8p LWR \$35\*

25414 2/2-4/26 R 6-8p VC \$35\*

### Redirecting Children's Behavior - Ongoing Course

25415 1/30-5/14 M 8-9:30p LWR \$25\*

25416 2/2-5/17 R 8-9:30p VC \$25\*

\*Per session/week

### Redirecting Children's Behavior

25411 2/7-3/6 T 6-9p LWR \$195

25412 4/19-5/17 R 9a-noon LWR \$195

Per couple \$350

### Stop That You Two! Helping School Counselors, Administrators and Teachers deal Effectively with Student Conflicts

25359 4/21 S 8:30a-noon LWR \$195

## Sports & Exercise

### Bowling

25461 1/10-4/24 T 2-4p AMFB \$189

### Beginning Tennis for Adults

25456 2/4-3/3 S 10a-noon BC \$75

### Beginning Adult Golf Classes

25458 3/5-5/2 M,W 6-8p \*SCG \$189

25460 3/6-5/3 T,R 1:30-3:30p \*SCG \$189

\*Suncoast Golf Center, 7741 15th St. E., Sarasota

### Beginning Tai Chi

25452 1/9-3/5 M 6-7p LWR \$75

25453 1/10-2/28 T 6-7p LWR \$75

25454 1/12-3/1 R 6-7p LWR \$75

### Metabolic Fit Camp

25449 1/22-3/3 Su 10-11a LWR \$149

W 5:30-6:30p

25450 3/21-4/28 W 5:30-6:30p LWR \$149

S 10-11a

CRN	DATES	DAY	TIME	SITE	FEE
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**New!**

New this winter, classes from the **Lifelearning Academy** will be held in collaboration with Corporate & Community Development. LLA prides itself on offering a wide variety of courses appealing to the broadest range of adult learners.

**History of Western Art**

1/12-3/1 R 1:30-3p LWR \$65

**Overview of the Middle East**

1/11-2/29 W 1:30-2:50p LWR \$65

**Watercolor Painting: A Lifelong Companion**

1/12-3/1 R 9:30-Noon LWR \$65

For more information and to register, call

**941-359-4296** or visit [lla-sm.org](http://lla-sm.org) for the complete course listing.

**Test Prep - Tutoring**

**ACT & SAT Preparation**

25430 2/4-3/3 S 9:30a-noon BC \$79

25431 2/4-3/3 S 1-3:30p LWR \$79

**Math Refresher**

25472 1/9-2/6 M,W 5-7p BC \$159

**Reading Refresher**

25473 1/10-2/2 TR 2-4p BC \$159

**Writing for Pleasure**

**Creative Writing I**

25340 2/2-3/1 R 6-8p LWR \$75

25341 2/7-2/28 T 6-8p BC \$75

**Effective Grant Writing for Postive Results**

25110 1/10-3/27 T 6-8p BC \$145

25111 1/11-3/21 W 9-11a LWR \$145

25112 1/12-3/22 R 6-8p VC \$145

**Writing Your Memoirs**

25346 1/12-2/2 R 1-2:30p BC \$55

**Playwriting - Writing for the Stage**

25462 2/7-3/6 T 7-9p BC \$75

**Turn Your Life into Great Fiction**

25343 2/2-3/1 R 8-9p LWR \$45

25344 2/7-2/28 T 8-9p BC \$45

**How to Write Your Memior and Publish it!**

25350 1/11-2/15 W 6-8p LWR \$95

**Writing the Novel**

25349 2/9-3/1 R 1-2:30p BC \$55



**Call to register**

941-752-5203  
941-363-7000  
941-408-1412

**Motorcycle Classes**



Call **941-752-5203** for information.  
[scf.edu/Motorcycle](http://scf.edu/Motorcycle)

CRN	DATES	DAY	TIME	SITE	FEE
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**Basic Rider Course I**

\$189

Offered each weekend, night classes and week day classes at both Bradenton & Venice.

Call **941-752-5203** for information and class dates.

**Basic Rider Course 2**

25093 1/29 Su 7-10a BC \$110

25094 2/26 Su 7-10a BC \$110

25095 3/25 Su 7-10a BC \$110

25096 4/29 Su 7-10a BC \$110

**First Run**

25089 1/28 S 7-10a BC \$45

25090 2/25 S 7-10a BC \$45

25091 3/24 S 7-10a BC \$45

25092 4/28 S 7-10a BC \$45

**Group Riding Seminar**

Learn the universal language of hand signals, proper distance and safety. Designed for accomplished riders.

25198 1/14 S 9-11a BC \$25

25199 2/11 S 9-11a BC \$25

25200 3/10 S 9-11a BC \$25

25201 4/14 S 9-11a BC \$25

**Girlz GARAGE CLUB**

CRN	DATES	DAY	TIME	SITE	FEE
Get familiar with T-CLOCS, know what to do if you drop your bike and learn how to change oil and tighten a chain. This is a girls only class. You do not need to own a motorcycle.					
25223	2/9	R	7-9p	BC	\$25
25224	4/12	R	7-9p	BC	\$25

# TRAFFIC SAFETY INSTITUTE

Serving Manatee, Sarasota and DeSoto counties, the Traffic Safety Institute provides a variety of driver improvement programs in an attempt to improve public safety and save lives.

- **Advanced Driver Improvement (ADI)** - \$75. Class available online \$79.
- **Basic Driver Improvement (BDI)**  
Traffic Ticket Courses - \$20 if preregistered and prepaid. Class available online and in classroom \$25.
- **Driving Under the Influence (DUI) Program**  
- Level I: \$259\* Level II: \$399\*
- **Driving While License Suspended/Revoked** (may be a court-ordered class) - \$75
- **DUI Victims Impact Panel** - \$25
- **First-time Driver License Courses**  
- \$21 if preregistered and prepaid.  
Class available online and in classroom \$26
- **Florida Mature Driver Program for 55+ Online** \$19.95. Classroom course available - \$15-\$20  
Are you 55-years-old or older? Would you like a reduction in your auto insurance? You will receive a certificate that guarantees you a reduction on your car insurance. Call 941-752-5286 to enroll.
- **Sat., 1/21, 9a-3p, SCF Bradenton**
- **Sat., 2/11, 9a-3p, TSI Main Street, Sarasota**
- **Sat., 3/24, 9a-3p, SCF Venice, Bldg. 800**
- **Sat., 4/21, 9a-3p, SCF Bradenton**
- **Sat., 5/12, 9a-3p, TSI Main Street, Sarasota**
- **Sat., 6/9, 9a-3p, SCF Venice, Bldg. 800**
- **Juvenile Offender - Shoplifting** (Court-ordered class) - \$40
- **Special Supervision Services - \$314\*** (includes all approved DHSMV fees)

\*Registration must be made in person. Registration fee includes test and driver license record search.

## Traffic Safety Institute (TSI) Locations

- **SCF Bradenton: 941-752-5286**  
5840 26th St. W., Bldg. 18, Room 119, Bradenton
- **SCF Lakewood Ranch: 941-752-5286**  
7131 Professional Pkwy. E., Sarasota
- **SCF Venice: 941-408-1520**  
8000 S. Tamiami Tr., Bldg. 800, Room 820, Venice
- **Sarasota TSI office: 941-362-4224,**  
Main Street Plaza, 1991 Main St., Ste. 123  
Sarasota (next to Hollywood 20)

*Disabled individuals requiring accommodations: See page 7 for information.*

**ATTENTION, TSI Sarasota Students:** The outdoor parking lot at the Hollywood 20 is no longer free. Parking is free inside the Hollywood 20 garage with a validated ticket. Enter the garage from Main Street where you will receive a ticket. Take your parking ticket to the Traffic Safety Institute to be validated. Exit the garage via the Main Street exit and show your validated parking ticket to the attendant.

# My PC Series

State College of Florida and Microsoft are excited to bring you a fun series of hands-on workshops. These easy jargon-free computer classes are delivered at a pace you can enjoy. Grab a friend and sign up today!



Brought to you by  
Windows®

CRN	DATES	DAY	TIME	SITE	FEE
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**Pick the Right PC - NEW!** - Buying a new PC can be confusing and frustrating, but it doesn't have to be! Learn what all that jargon means, what type of PC best fits your needs, and how to pick the right PC without breaking your budget.

25266	2/17	F	9-10a	LWR	\$15
25496	4/24	T	1-2p	LWR	\$15

**Start Here with Windows 7 - NEW!** - Get hands-on with Windows 7! Learn about instant search, jump lists and pinning, snap, shake and peek, using the snipping tool, and desktop gadgets.

25267	2/17	F	10-11a	LWR	\$15
25497	4/24	T	2-3p	LWR	\$15

**Stay Safe with Windows 7 - NEW!** - Learn how to protect your computer from malicious software, use safe email practices, keep your computer current with the latest security and software updates, and set-up automatic backups for your important personal data.

25268	2/17	F	11a-noon	LWR	\$15
25498	4/24	T	3-4p	LWR	\$15

**Getting Started with Windows 7 Workshop** - Learn quick tips for navigating Windows 7, organizing and finding files, discovering smarter ways to surf and shop online, sharing photos, personalizing your PC and more. You must complete this course or the Introduction to Windows 7 before taking the other My PC workshops. Requirements for this class: basic PC skills using Windows, keyboard, a mouse and saving files.

25495	1/31	T	1-4p	LWR	\$39
25292	3/5	M	9a-noon	LWR	\$39
35090	5/10	R	5-8p	LWR	\$39

**Digital Photo Editing Workshop** - Have fun while learning all the essentials including how to adjust color and light, fix red-eye, crop, straighten, create a panoramic photo and even "airbrush"!

25298	3/22	R	9a-noon	LWR	\$39
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**Creative Photo Slideshows Workshop** - Turn your digital photos and videos into a fun movie slideshow. Learn easy ways to create movies with your photos by adding transitions, motion effects, titles, credits and music. Burn a DVD to play on your TV or computer.

25299	4/20	F	9a-noon	LWR	\$39
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Powered by  Windows®

[scf.edu/MyPC](http://scf.edu/MyPC) 

For more information, call your local TSI office or go to [scf.edu/TSI](http://scf.edu/TSI)

For more information and to register call SCF Lakewood Ranch 941-363-7000.