CONTINUING EDUCATION
Noncredit Class Schedule

SPRING 2011
Your Center for Personal and Professional Development

Classes this term
Service Excellence Institute...pg. 3
iPad Mobile Office.................pg. 4
Foreign Language..................pg. 7
Girlz Garage Club...............pg. 12
Mature Driver......................pg. 13
Internet Marketing...............pg. 14

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.

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 2011 HOLIDAYS

Jan. 1 . . . . . . . . . . . . . . . New Year’s Day
Jan. 17 . . . . . . . . . . . . . . . Martin Luther King Jr. Day
March 7-13 . . . . . . . Spring Break (College closed)
May 30 . . . . . . . . . . . . . . . Memorial Day

REFUND AND CANCELLATION POLICY

Go online: scf.edu/CCD. Link on left side of page.

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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, 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 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

State College of Florida, Manatee-Sarasota is an equal opportunity and access institution that does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, genetic information, marital or veteran status in any of its educational programs, services or activities, including admission and employment. For more information, contact SCF Equity Officer at 941-752-5523. SCF is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and awarded membership at level II to offer the baccalaureate degree in nursing. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA, 30033-4097, or call 404-679-4500 for questions about the accreditation of SCF. Adult education classes do not apply toward a college degree.
Business

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

Foundations of Service Excellence
- 25127 1/26 W 9a-12:30p LWR $49
- 25167 3/2 W 1-4:30p LWR $49
- 25168 4/6 W 9a-12:30p LWR $49
- 35043 5/24 T 9a-12:30p LWR $49
- 35049 6/18 S 9a-12:30p LWR $49
- 35054 7/14 R 9a-12:30p LWR $49

Closing Sales in One Call
- 25169 2/23 W 9a-12:30p LWR $49
- 25171 4/2 S 9a-12:30p LWR $49
- 35044 5/31 T 9a-12:30p LWR $49
- 35051 7/21 R 9a-12:30p LWR $49

Dealing With Difficult People
- 25172 2/2 W 9a-12:30p LWR $49
- 25252 4/2 S 9a-12:30p LWR $49
- 35056 5/14 S 9a-12:30p LWR $49
- 35278 6/23 R 9a-12:30p LWR $49
- 35281 8/10 W 9a-12:30p LWR $49

 Keeping Projects on Plan
- 25175 3/16 W 1-4:30p LWR $49
- 25176 4/27 W 9a-12:30p LWR $49
- 35045 6/21 T 9a-12:30p LWR $49
- 35052 7/16 S 9a-12:30p LWR $49

Negotiating for Results
- 25179 3/23 W 1-4:30p LWR $49
- 35001 5/3 W 9a-12:30p LWR $49
- 35046 6/28 T 9a-12:30p LWR $49
- 35053 8/4 R 9a-12:30p LWR $49

Presentation, Public Speaking & Professionalism
- 25173 2/16 W 9a-12:30p LWR $49
- 25174 4/20 W 9a-12:30p LWR $49
- 35331 6/30 R 9a-12:30p LWR $49
- 35332 8/6 S 9a-12:30p LWR $49

Serving Senior Customers with Excellence
- 35314 6/14 T 9a-12:30p LWR $49
- 35315 8/11 R 9a-12:30p LWR $49

Service Excellence Through Leadership Skills
- 25177 2/9 W 9a-12:30p LWR $49
- 25178 3/30 W 1-4:30p LWR $49
- 35036 5/18 W 9a-12:30p LWR $49
- 35048 7/7 R 9a-12:30p LWR $49

Service Excellence - Series Package
25180 (choose seven classes) LWR $249

Opening in Spring 2011

Computer

Access 2010 Comprehensive
- 25245 2/22-3/1 T,R 8a-5p LWR $309
- 35037 5/18-6/1 W 8a-5p LWR $309

Beginner Computer 1 (Windows 7)
- 25113 1/25 T 9:30a-4:30p LWR $129
- 25118 1/29 S 9:30a-4:30p VC $129
- 25247 2/28 & 3/2 M,W 1-4p BC $129
- 25223 3/19 S 9:30a-4:30p VC $129
- 25220 4/2 S 9:30a-4:30p LWR $129
- 35056 5/7 S 9:30a-4:30p BC $129
- 35278 6/23 R 9:30a-4:30p LWR $129
- 35281 8/3 W 9:30a-4:30p LWR $129

Beginner Computer 2 (Windows 7)
- 25114 2/1 T 9:30a-4:30p LWR $129
- 25119 2/5 S 9:30a-4:30p VC $129
- 25247 2/28 & 3/1 M,W 1-4p BC $129
- 25224 3/26 S 9:30a-4:30p VC $129
- 25221 4/9 S 9:30a-4:30p LWR $129
- 35057 5/14 S 9:30a-4:30p BC $129
- 35279 6/30 R 9:30a-4:30p LWR $129
- 35282 8/10 W 9:30a-4:30p LWR $129

Beginner Computer 3 (Windows 7)
- 25115 2/8 T 9:30a-4:30p LWR $129
- 25120 2/12 S 9:30a-4:30p VC $129
- 25225 4/2 S 9:30a-4:30p VC $129
- 25222 4/16 S 9:30a-4:30p LWR $129
- 35058 5/21 S 9:30a-4:30p BC $129
- 35280 7/7 R 9:30a-4:30p LWR $129
- 35283 8/17 W 9:30a-4:30p LWR $129

Certified Wellness Coordinator
- 25258 3/22-3/31 T,R 5:30-7:30p LWR $279
- 35062 5/17-5/26 T,R 5:30-7:30p LWR $279

Advanced Wellness Coordinator
- 35063 7/12-7/21 T,R 5:30-7:30p LWR $279

Wellness Through Aromatherapy - NEW!
Students will learn about aromatherapy and explore the many healing properties of essential oils. Ease mental fatigue, sleep better, boost immunity and feel more energized. Course includes basic essential oils kit.
- 25438 2/9-2/23 W 11a-1:30p LWR $88
- 25439 4/6-4/20 W 5:30-8p LWR $88

Computer Economy Pack
Beginner 1, 2 & 3 Computer Economy Pack
Choose any Level 1, 2 and 3 Beginner Computer Windows 7 classes for your Economy Pack.
- 25253 $289

Save over 25% off individual course prices.
For more information, go to 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. For more information contact Career and Technical Education at 941-363-7231.
### Computer continued

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**Digital Cameras Beyond Point & Shoot**

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**Excel 2007 - Level 1**

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**Excel 2007 - Level 1 in a Weekend**

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**Excel 2008 - Level 2**

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**Excel 2010 - Level 1 -NEW!**

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**Excel 2010 - Level 2 -NEW!**

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**Outlook 2010 - NEW!**

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**PowerPoint 2007 - Level 1**

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**PowerPoint 2010 - Level 2 -NEW!**

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**QuickBooks**

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**QuickStart Your Digital Device -NEW!**

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For more information and to register, call SCF Lakewood Ranch 941-363-7000.
State College of Florida and Microsoft are excited to offer a fun series of hands-on workshops that will bring your PC to life. Take control of your learning curve with jargon-free classes delivered at a pace you can enjoy. It’s easier than you ever imagined. If you can click a mouse, you can edit a digital photo, turn your photos into a movie that tells a story, and use a webcam to stay in touch with loved ones.

Be Empowered. Be Inspired. Be Entertained. ...by your PC

Grab a friend and sign up today!

My PC Series

Brought to you by Windows®

---

**MyPC - 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. If you’ve ever thought computer classes were too boring or technical, this is the class for you. This is a prerequisite class. You must complete this course or the 12-hour Introduction to Windows 7 before taking Digital Photo Editing, Connecting with Friends & Family, or Creative Photo Slideshows. Requirements for this class: basic computer skills using Windows, mouse, keyboard and saving files. See page 3 for beginner classes.

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**MyPC - 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, or share with family.

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**MyPC - Connecting with Friends & Family Workshop** - Learn three new ways to stay in touch—see loved ones on your PC via webcam, try out social networking to keep connected with your family and friends, and learn how to share photos in different ways.

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<td>25192</td>
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<td>LWR</td>
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<tr>
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<tr>
<td>35123</td>
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<td>T</td>
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<tr>
<td>35293</td>
<td>7/30</td>
<td>S</td>
<td>9a - noon</td>
<td>LWR</td>
<td>$45</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>DATES</th>
<th>DAY</th>
<th>TIME</th>
<th>SITE</th>
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<td>LWR</td>
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</tbody>
</table>

**MyPC - Introduction to Windows 7** - This hands-on course takes a unique approach to teaching the skills necessary to navigate and use the Windows 7 operating system efficiently and confidently. Learn to maximize new features to get around, customize the desktop, and efficiently store, locate and search for files. Make the most of new tools and programs. Learn PC management essentials and perform basic preventative maintenance to keep your PC safe and running smoothly. This course is designed for both home and business users. Basic PC navigation skills highly recommended.

<table>
<thead>
<tr>
<th>CRN</th>
<th>DATES</th>
<th>DAY</th>
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<td>35295</td>
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<td>LWR</td>
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</tbody>
</table>

For more information and to register call SCF Lakewood Ranch 941-363-7000.
FUEL YOUR MIND - Not your car
Take ed2go noncredit online courses from the comfort of your home or office.

We offer hundreds of engaging online courses for adults, covering every topic from accounting to Web design. Each 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.

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

<table>
<thead>
<tr>
<th>BUSINESS and CAREERS</th>
<th>COMPUTERS and TECHNOLOGY</th>
<th>PC Troubleshooting and Networking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Development</td>
<td>Basic Computer Literacy</td>
<td>Introduction to Networking</td>
</tr>
<tr>
<td>Accounting Fundamentals</td>
<td>Introduction to Windows Vista</td>
<td>Introduction to PC Troubleshooting</td>
</tr>
<tr>
<td>Become a Veterinary Assistant</td>
<td>Introduction to Linux</td>
<td>Wireless Networking</td>
</tr>
<tr>
<td>Grammar Refresher</td>
<td>Keyboarding</td>
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<tr>
<td>Legal Nurse Consulting</td>
<td>Computer Applications</td>
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</tr>
<tr>
<td>12 Steps to a Successful Job Search</td>
<td>Microsoft Access, Excel, Publisher, Outlook, Project, Word</td>
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<tr>
<td>Health Care</td>
<td>Photoshop</td>
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<tr>
<td>HIPAA Compliance</td>
<td>PowerPoint</td>
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<tr>
<td>Become an Optical Assistant</td>
<td>Introduction to Crystal Reports 10</td>
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<tr>
<td>Introduction to Natural Health and Healing</td>
<td>QuickBooks 2009 for Contractors</td>
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</tr>
<tr>
<td>Sales &amp; Marketing</td>
<td>Web and Computer Programming</td>
<td>Web and Computer Programming</td>
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<tr>
<td>Business and Marketing Writing</td>
<td>Introduction to ASP.NET</td>
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<tr>
<td>Effective Selling</td>
<td>Introduction to C++ Programming</td>
<td>Introduction to PHP and MySQL</td>
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<tr>
<td>Marketing Your Business on the Internet</td>
<td>Introduction to Java Programming</td>
<td>Web Page Design</td>
</tr>
<tr>
<td>Start Your Own Business</td>
<td>Introduction to MySQL</td>
<td>Website Design</td>
</tr>
<tr>
<td>Start Your Own Consulting Practice</td>
<td>Creating Web Pages</td>
<td>Creating Effective Web Sites</td>
</tr>
<tr>
<td>Start Your Own Small Business</td>
<td>Designing Effective Web Sites</td>
<td>Introduction to Dreamweaver</td>
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<tr>
<td>Secrets of the Caterer</td>
<td>Introduction to Flash</td>
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<tr>
<td>Wow, What a Great Event!</td>
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<td>Introduction to Flash</td>
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<thead>
<tr>
<th>ADMINISTRATIVE MEDICAL SPECIALIST WITH MEDICAL BILLING AND CODING (300 HOURS)</th>
<th>$1,995</th>
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<tbody>
<tr>
<td>This program includes in-depth training on medical insurance billing and coding and also covers all of the other administrative tasks performed in a typical medical office such as appointment scheduling, patient check in and check out, registration, accounts receivable and payment management, bookkeeping and office management.</td>
<td></td>
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<table>
<thead>
<tr>
<th>ADVANCED HOSPITAL CODING AND CCS PREPARATION (80 HOURS)</th>
<th>$1,695</th>
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</thead>
<tbody>
<tr>
<td>The Advanced Hospital Medical Coding Online Program and CCS Test Preparation Training Program prepares students to take the American Health Information Management Association’s (AHIMA) exam to become a Certified Coding Specialist (CCS). This program covers advanced ICD-9 medical coding procedures and helps students meet the challenge of today’s changing standards.</td>
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<tr>
<th>COMPITA™ A+ CERTIFICATION (150 HOURS)</th>
<th>$1,695</th>
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<tbody>
<tr>
<td>This program prepares students for two CompTIA™ A+ certification exams: A+ Essentials and A+ Practical Application. Topics covered include motherboards, memory, processors, video, storage media and devices, printers, operating systems, networking, security and more. CompTIA™ A+ certification assures employers and computer owners that the PC repair technician has the requisite knowledge to build, upgrade, optimize, troubleshoot and repair personal computer (PC) systems.</td>
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<tr>
<th>MEDICAL TERMINOLOGY (60 HOURS)</th>
<th>$956</th>
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<tr>
<td>This program introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions.</td>
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<tr>
<th>MEDICAL TRANSCRIPTION (240 HOURS)</th>
<th>$1,595</th>
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<tbody>
<tr>
<td>This instructor-led program prepares the student for a career as a Medical Transcriptionist. Transcriber and all materials included.</td>
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<tr>
<th>GRANT WRITING (300 HOURS)</th>
<th>$2,095</th>
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<tbody>
<tr>
<td>If you want to learn the essentials of writing proposals or acquiring grants for private, public, or government use, this nationally recognized program is perfect for you. You’ll discover how to develop successful grants by focusing on the skills needed to prepare professional, competitive, compelling grant proposals.</td>
<td></td>
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<thead>
<tr>
<th>NONPROFIT MANAGEMENT TRAINING (300 HOURS)</th>
<th>$2,095</th>
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</thead>
<tbody>
<tr>
<td>This program is well-suited for anyone who has recently assumed management responsibilities, is working in a nonprofit organization, or wants a perspective on the unique issues facing management of a nonprofit organization.</td>
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<tr>
<th>VETERINARY ASSISTANT (240 HOURS)</th>
<th>$1,795</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will learn about animal care and how to recognize signs of illness and disease. This online program covers interpersonal communication, interaction with clients and their animals, and how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable also are emphasized.</td>
<td></td>
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</tbody>
</table>

For a full list of programs and to register, go to gatlineducation.com/scf
For more information call 941-363-7000 or 1-877-221-5151. Payment plans available.
Arts & Crafts

Advanced Ceramics/Pottery
25361 1/4-3/4  F  9a-noon  BC  $380
25362 3/18-5/6  F  9a-noon  BC  $380
35253 5/27-7/15  F  9a-noon  BC  $380

Art for Creative Growth
25342 3/17-4/21  R  6-8p  BC  $65

Foundations of Floral Design
25338 4/6-5/11  W  2-4p  BC  $90*

Advanced Floral Design
35231 5/18-6/22  W  2-4p  BC  $115*  
*Fee includes materials

Paint Your Favorite Landscape
25359 4/1-4/22  F  3-5p  BC  $65

Computers & You

Beginner Website—Conquer Your Fears
25355 2/15-3/29  T  3-5p  BC  $224

Market Your Business for Success
25357 2/17-3/31  R  3-5p  BC  $224

Cooking

Beginners Cake Decorating
25405 3/15-4/19  T  6-8p  BC  $65
35298 5/17-6/21  T  6-8p  BC  $65

Japanese Cooking
25240 4/13 & 4/20  W  6-8p  BC  $65

Dance & Wellness

Belly Dancing for Beginners
25340 2/10-3/3  R  noon-1p  VC  $35

Improve Ballroom Dance Techniques
25333 3/18-4/15  F  6-8p  LWR  $65

Social Ballroom Dancing
25332 2/4-3/4  F  6-8p  LWR  $65

Exercise & Health

Aromatherapy for Fibromyalgia Sufferers - NEW!
25296 3/17  R  1-3p  VC  $30
35166 5/17  T  1-3p  VC  $30
35167 6/21  T  1-3p  VC  $30

Aromatherapy for Pets - NEW!
25291 2/17  R  1-3p  VC  $30
25294 4/14  R  1-3p  VC  $30
35164 7/21  R  1-3p  VC  $30

Beginning Tai Chi
25270 2/7-4/4  M  6:30-7:30p  BC  $55
25271 2/9-4/6  W  6:30-7:30p  LWR  $55
35118 5/2-6/27  M  6:30-7:30p  BC  $55

Difficult Conversations about Care for the Elderly Family Member - NEW!
25409 2/16 & 2/23  W  6-8p  BC  $55

Neck, Shoulder & Back Massage
25398 2/8 & 2/15  T  6-9p  BC  $45
25399 3/15 & 3/22  T  6-9p  BC  $45
35272 5/10 & 5/17  T  6-9p  BC  $45
35273 6/14 & 6/21  T  6-9p  BC  $45

Interested in Boating Classes?
See page 9 for Beginner Sailing and Captain's license

Go to scf.edu/CommunityEd for course descriptions & requirements.
Genealogy

How to Begin - NEW!
25284 1/22-2/26 S 10a-Noon BC $75
On-line Searching - NEW!
25285 3/19-4/30 S 10a-Noon BC $75

Golf

Adult Golf Clinics
25137 3/14-5/4 M,W 6-8p *SCG $189
25138 3/5-5/5 T,R 1:30-3:30p *SCG $189
*Suncoast Golf Center, 7741 15th St. E., Sarasota

Healer Coach Certification

The Healer Orientation - Level 1 - NEW!
25386 1/25-2/15 T 6-8p BC $299
25387 1/26-2/16 W 6-8p LWR $299
Building a Centered Presence - NEW!
25389 3/1-4/5 T 6-8p BC $499
25390 3/2-4/6 W 6-8p LWR $499
Cultivating Intuition: Practice - NEW!
35265 5/3-5/24 T 9a-4:30p BC $849
35266 5/4-5/25 W 9a-4:30p LWR $849
Building Healer Coach Professional - NEW!
35267 6/14-7/5 T 6-9p BC $449
35268 6/15-7/6 W 6-9p LWR $449

History Studies

Latin American History Course - NEW!
25401 1/10-4/27 M,W 3-4:30p LWR $199
25400 1/11-4/28 T,R 2-3:30p BC $199
Introduction to Archeology - NEW!
25331 1/13-4/28 R 2-4p BC $285

Home Improvements

Home Improvement for Women
25393 3/19-4/23 S 10-11:30a BC $55
House Sold!
35270 5/7-5/21 S 10-11:30a BC $45
Refinishing Techniques for Antiques - NEW!
35271 6/11-6/25 S 10-11:30a BC $45

Music

An Introduction to Voiceovers - NEW!
25266 2/11 F 6-8p BC $49
College Orchestra
25370 1/10-4/27 M,W 3-4:30p BC $99
Private Instructions: Piano, Voice and Musical Instruments - Private lessons are available for interested community members or non-degree seeking SCF students. Lessons should be prearranged with the instructors before registration. You can contact instructors directly through the music department at 941-752-5351 or call the Corporate & Community Development office at 941-752-5669. $290 for seven one-hour lessons. $145 for seven half-hour lessons.

Parenting & Children

Balancing Love & Discipline
25309 2/10 R 7-8:30p LWR $29
25299 6/27 M 7-8:30p LWR $29
35300 7/12 T 7-8:30p BC $29
Balancing Work & Family
35302 7/11 M 7-8:30p LWR $29
35301 6/28 T 7-8:30p BC $29
Co-Parenting After Divorce: Making it Work
25411 4/20-5/11 W 6-8p BC $65
Enhancing Children’s Self Esteem
25311 2/24 R 7-8:30p LWR $29
35304 7/26 T 7-8:30p LWR $29
35303 7/18 M 7-8:30p BC $29
Helping Your Kids Solve Their Conflicts
25410 3/16-3/30 W 6-8p BC $55
Parenting for the Single Parent
25310 2/17 R 7-8:30p LWR $29
35306 7/25 M 7-8:30p BC $29
35305 7/19 T 7-8:30p LWR $29
Parenting as a Team
35308 7/5 T 7-8:30p LWR $29
35309 7/13 W 7-8:30p BC $29
Redirecting Children’s Behavior
25306 3/15-4/12 T 6-9p LWR $195
25308 4/19-5/17 T 9a-Noon LWR $195
35307 6/30-7/28 R 6-9p LWR $195
That’s it, You’re Grounded
35310 7/6 W 7-8:30p LWR $29
35311 7/20 W 7-8:30p BC $29
Turn a Terrible Two into a Terrific Three
35312 7/27 W 7-8:30p LWR $29
35313 7/29 F 7-8:30p BC $29

Tennis

Tennis for Adults - Beginner
25348 1/15-2/5 S 9-11a BC $65
25350 3/19-4/9 S 9-11a BC $65
25351 5/14-6/4 S 9-11a BC $65
Tennis for Adults - Intermediate
25349 2/12-3/5 S 9-11a BC $65
25351 4/16-5/7 S 9-11a BC $65
25352 6/11-7/9 S 9-11a BC $65

Writing for Pleasure

Creative Writing 1
25394 2-8/31 T 6-7:30p BC $45
25395 2/10-3/3 R 6-7:30p LWR $45
The Short Story
25267 2/10 & 2/17 R 5:30-7:30p BC $35
Travel Writing Workshop
25396 2/8-3/1 T 7:30-9p BC $45
25397 2/10-3/3 R 7:30-9p LWR $45
Write for Inspirational Market
35108 5/5 & 5/12 R 5:30-7:30p BC $35
Writing Picture Books for Children
35129 6/9 & 6/16 R 1-3p BC $35
Writing Your Memoirs
35109 5/19 & 5/26 R 5:30-7:30p BC $35
Write Your Novel
25268 2/24-3/3 R 5:30-7:30p BC $35
Writing Your Story
25235 2/9-3/16 W 6-8p LWR $65
Children & Divorce - This four-hour course fulfills the court-ordered requirement of the 12th Judicial Circuit (Sarasota, Manatee and DeSoto counties). You must arrive 15 minutes before the class. Please be sure to bring your case number to class. A certificate of completion will be sent to the court after you have paid the fee, attended the class and provided your case number. Spouses may not take the course together.

For scheduling, call 941-363-7203.

Children & Divorce

- CRN 25024 1/20-2/24 R 6-8p LWR $324
- CRN 25025 3/17-4/21 R 6-8p LWR $324
- CRN 35002 5/12-6/16 R 6-8p LWR $324

Co-Parenting after Divorce - Making it Work

- CRN 25411 4/20-5/11 W 6-8p LWR $65

Family Guardianship DVD

- CRN 25077 1/1-7/31 $115
- CRN 35007 8/1-12/31 $115

Family Guardianship Training

- CRN 25076 2/3 R 8a-5p PRHCR* $95
- CRN 35006 5/12 R 8a-5p PRHCR* $95

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

Guardian ad Litem Program

- CRN 25132 1/12-1/20 W,R 9a-4p BC n/c
- CRN 25134 3/14-3/18 M,T 9a-4p LWR n/c
- CRN 35003 5/4-5/12 W,R 9a-4p LWR n/c
- CRN 35068 6/20-6/28 M,T 9a-4p BC n/c
- CRN 35069 8/10-8/18 W,R 9a-4p LWR n/c

Difficult Conversation about Care for the Elderly Family Member - NEW!

- CRN 25409 2/16 & 2/23 W 6-8p BC $55

Guardianship

Boating

Beginner Sailing for Adults

- CRN 25204 1/20-2/26 R 6-8p LWR $324
- CRN 25205 3/17-4/21 R 6-8p LWR $324
- CRN 35002 5/12-6/16 R 6-8p LWR $324

Captain License OUPV - 6 pack

- CRN 25334 3/18-4/2 F,S Su 9a-6p LWR $665
- CRN 35230 6/3-6/12 F,S Su 9a-6p BC $665

Health & Wellness

CPR for Health Care Providers

- CRN 25058 1/15 S 9a-3p BC $55
- CRN 25059 1/25 T 5-10p BC $55
- CRN 25060 2/1 T 5-10p VC $55
- CRN 25061 2/26 S 9a-3p BC $55
- CRN 25062 3/15 T 5-10p BC $55
- CRN 25063 3/26 S 9a-3p BC $55
- CRN 25064 4/9 S 9a-3p BC $55

Co-Parenting after Divorce - Making it Work

- CRN 25411 4/20-5/11 W 6-8p BC $65

Difficult Conversation about Care for the Elderly Family Member - NEW!

- CRN 25409 2/16 & 2/23 W 6-8p BC $55

Construction

AHIT Home Inspection Training

- CRN 25128 2/18-2/20 F,S,Su 8a-6p BC $1,895
- CRN 35004 5/6-5/8 F,S,Su 8a-6p BC $1,895
- CRN 35005 7/15-7/17 F,S,Su 8a-6p BC $1,895

Home Energy Audit Training

- CRN 25392 2/26-3/3 S-P 9a-6p BC $1,595

Introduction to Net Zero Building

- CRN 25337 4/9 S 8a-5p BC $249

Introduction to Solar Thermal

- CRN 25336 4/6-4/8 W,R,F 9a-5p BC $750

Introduction to PV Systems

- CRN 35035 4/11-4/15 M-F 9a-5p BC $1,250

Locksmith Training Course

- CRN 25388 1/27 & 1/29 R,F,S 8a-6p LWR $1,495
- CRN 25391 4/28-4/30 R,F,S 8a-6p BC $1,495
**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.

**Insurance**

**Advanced Xactimate Training (JEL)**
- CRN: 25255
- Dates: 2/7 & 2/8
- Days: M,T
- Time: 8:30a-5p
- Site: LWR
- Fee: $295
- CRN: 25256
- Dates: 3/14 & 3/15
- Days: M,T
- Time: 8:30a-5p
- Site: LWR
- Fee: $295
- CRN: 35066
- Dates: 5/31-6/1
- Days: T,W
- Time: 8:30a-5p
- Site: LWR
- Fee: $295

**CAT Adjuster Boot Camp (JEL)**
- CRN: 25257
- Dates: 1/31-2/4
- Days: M-F
- Time: 8:30a-5p
- Site: LWR
- Fee: $1495
- CRN: 25259
- Dates: 2/28-3/4
- Days: M-F
- Time: 8:30a-5p
- Site: LWR
- Fee: $1495
- CRN: 25260
- Dates: 3/21-3/25
- Days: M-F
- Time: 8:30a-5p
- Site: LWR
- Fee: $1495
- CRN: 25261
- Dates: 4/18-4/22
- Days: M-F
- Time: 8:30a-5p
- Site: LWR
- Fee: $1495
- CRN: 35064
- Dates: 5/9-5/13
- Days: M-F
- Time: 8:30a-5p
- Site: LWR
- Fee: $1495
- CRN: 35065
- Dates: 5/23-5/27
- Days: M-F
- Time: 8:30a-5p
- Site: LWR
- Fee: $1495

**Flood Boot Camp (JEL)**
- CRN: 25262
- Dates: 2/14-2/18
- Days: M-F
- Time: 8:30a-5p
- Site: LWR
- Fee: $1495
- CRN: 25263
- Dates: 3/28-4/1
- Days: M-F
- Time: 8:30a-5p
- Site: LWR
- Fee: $1495
- CRN: 35067
- Dates: 5/2-5/6
- Days: M-F
- Time: 8:30a-5p
- Site: LWR
- Fee: $1495

**Health & Wellness (continued)**

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.
The Leader Coach

Coaching Skills for Managers

This class provides managers with practical coaching tools that strengthen their competence to guide employees’ performance and outcomes, while preserving morale and trust in the workplace. Managers learn to use basic coaching tools to help employees overcome obstacles to achieve their goals.

CRN DATES DAY TIME SITE FEE

Certificate

Navigating Change
25371 1/27-2/3 R 9a-4:30p BC $375
25372 2/10-2/17 R 9a-4:30p LWR $375

Getting Your Act Together
25373 2/24 R 9a-4:30p BC $199
25374 3/3 R 9a-4:30p LWR $199

It’s Our Business
25379 3/17 R 9a-4:30p BC $199
25380 3/24 R 9a-4:30p LWR $199

Relationship Building: Do’s & Don’ts
25381 4/7 & 4/14 R 9a-4:30p BC $375
25382 4/21 & 4/28 R 9a-4:30p LWR $375

Leader Coach: Putting it All Together
35261 5/5-5/7 R,F,S 9a-4:30p BC $545
35262 5/12-5/14 R,F,S 9a-4:30p LWR $545

Leadership Skills

Conflict Resolution Skills for Managers & Supervisors
25412 2/12-3/5 S 9a-noon LWR $85

Giving Feedback Successfully - Managing Employee Reviews
25413 3/19 & 3/26 S 9a-noon LWR $65

Responses to Workplace Bullying
25414 4/9 & 4/16 S 9a-noon LWR $65

Conflict Resolution Skills for HR and EAP
25415 4/30 S 8a-noon LWR $65

Conflict Resolution Skills for School Counselors, Administrators, & Teachers
35296 5/7 S 8a-noon LWR $65

Managing Meetings Effectively
35297 5/21 S 9a-4p LWR $65

Private Investigator

Private Investigator Intern - Part 1
25042 1/14-1/16 F,Su 8a-5p BC $135
25043 2/18-2/20 F,Su 8a-5p LWR $135
25044 3/18-3/30 F,Su 8a-5p LWR $135
25045 4/15-4/17 F,Su 8a-5p BC $135
35198 5/13-5/15 F,Su 8a-5p LWR $135
35199 6/3-6/5 F,Su 8a-5p BC $135
35200 7/8-7/10 F,Su 8a-5p BC $135
35201 8/12-8/14 F,Su 8a-5p LWR $135

Private Investigator Intern - Part 2
25046 1/29 & 1/30 S,Su 8a-5p BC $110
25047 3/5 & 3/6 S,Su 8a-5p LWR $110
25048 4/2 & 4/3 S,Su 8a-5p LWR $110
25049 4/30 & 5/1 S,Su 8a-5p BC $110
35194 5/28 & 5/29 S,Su 8a-5p LWR $110
35195 6/18 & 6/19 S,Su 8a-5p BC $110
35196 7/30 & 7/31 S,Su 8a-5p BC $110
35197 8/27 & 8/29 S,Su 8a-5p LWR $110

Concealed Weapons

NRA Home Safety & Concealed Weapons
25050 1/29 S 9a-1p BC $99
25051 2/19 S 9a-1p LWR $99
25052 3/19 S 9a-1p VC $99
25053 4/2 S 9a-1p LWR $99
35202 5/14 S 9a-1p LWR $99
35203 5/28 S 9a-1p LWR $99
35204 6/4 S 9a-1p BC $99
35205 6/18 S 9a-1p BC $99
35206 7/9 S 9a-1p VC $99
35207 7/30 S 9a-1p VC $99
35208 8/13 S 9a-1p LWR $99
35209 8/27 S 9a-1p LWR $99

Security Guard

Security Officer Training - Part 1
25034 1/14-1/16 F,Su 8a-5p BC $135
25035 2/18-2/20 F,Su 8a-5p LWR $135
25036 3/18-3/20 F,Su 8a-5p VC $135
25037 4/15-4/17 F,Su 8a-5p BC $135
35186 5/3-5/15 F,Su 8a-5p LWR $135
35187 6/3-6/5 F,Su 8a-5p BC $135
35188 7/8-7/10 F,Su 8a-5p VC $135
35189 8/12-8/14 F,Su 8a-5p LWR $135

Security Officer Training - Part 2
25038 1/29 & 1/30 S,Su 8a-5p BC $110
25039 3/5 & 3/6 S,Su 8a-5p LWR $110
25040 4/2 & 4/3 S,Su 8a-5p VC $110
25041 4/30 & 5/1 S,Su 8a-5p BC $110
35190 5/28 & 5/29 S,Su 8a-5p LWR $110
35191 6/18 & 6/19 S,Su 8a-5p BC $110
35192 7/30 & 7/31 S,Su 8a-5p VC $110
35193 8/27 & 8/28 S,Su 8a-5p LWR $110

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

Go to scf.edu/CommunityEd for course descriptions & requirements.

Call to register
941-752-5203
941-363-7000
941-408-1412

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Online

Online classes can be accessed through scf.edu/CommunityEd. Select 'Wedding Planning' for the online classes.

Registration information:
SCF Lakewood Ranch
941-363-7203
scf.edu/CommunityEd

360 Training link:
scf.edu/CommunityEd
Select online classes, select 360 Training link.

Call 941-752-5203 for information.

Motorcycle Classes

Basic Rider Course (BRC) $175
Call 941-752-5203 for information and class dates.

Experienced Rider Course (ERC)

First Run

Group Riding Seminar

Continuing Education classes for:
- Real Estate
- Florida Mortgage Broker
- Home Inspectors

OLT Training Institution Insurance Programs
- Prelicencing & Designation
- Pass/Prep

Continuing Education classes for:
- Real Estate
- Florida Mortgage Broker

American Home Inspectors Training Institute
ahit.com/affiliates/scf

Continuing Education classes for:
- Architect
- Building Inspector
- Certified Contractor/Electrical Contractor

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

Care2Learn link:
scf.edu/CommunityEd
Select online classes, select Care2Learn link.

OLT Training

- Prelicencing & Designation
- Pass/Prep

OLT Training

- Prelicencing & Designation
- Pass/Prep

OLT Training

- Prelicencing & Designation
- Pass/Prep
**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, 800 S. Tamiami Trl., 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 top of page 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.

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**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).*

---

**Real Estate**

- Basic Appraisal Principles 25186 2/12-2/21 S,Su 8a-4:30p LWR $345
- Basic Appraisal Procedures 25187 4/2-4/10 S,Su 8a-4:30p LWR $345
- Florida Real Estate Pass/Prep - Online 25078 1/1-7/31 $85
- Florida Real Estate Pass/Prep - Online 35009 8/1-12/31 $85
- RE Property Appraiser Pass/Prep - Online 25079 1/1-7/31 $60
- RE Property Appraiser Pass/Prep - Online 35008 8/1-12/31 $60
- USPAP (15-hour) 25182 3/5 & 3/6 S,Su 8a-4:30p LWR $225
- USPAP (15-hour) 25181 4/30-5/7 S,Su 8a-4:30p LWR $310

**Wedding Planner**

Wedding & Event Planning Certification 25133 1/20-3/31 R 6-10p BC $995

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**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: $252* Level II: $387*  
  - 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.

**Wedding & Event Planning Certification**

**Real Estate**

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- Basic Appraisal Procedures 25187 4/2-4/10 S,Su 8a-4:30p LWR $345
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**Wedding Planner**

Wedding & Event Planning Certification 25133 1/20-3/31 R 6-10p BC $995
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QuickBooks - 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.

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QuickBooks Payroll - Learn how to set up your employees, choose payroll defaults, select and pay employees, payroll taxes, including Federal 941 and 940 filings, state withholding, state unemployment and more. Prerequisite: QuickBooks.

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So, What’s Next? - For those interested in pursuing a second or third career, learn how to reinvent yourself, what type of skills to refresh and how to work with young supervisors. In addition, digital mysteries, such as the description of a webinar, will be revealed.

<table>
<thead>
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Using Social Networking to Boost Your Business - Social networking is not just for personal communications! Learn the importance of using social networking sites to help your business grow. Learn about how MySpace, Facebook, Twitter and other sites can be used to promote your business.

<table>
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<tr>
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Women/Minority Certification for Government Contracts - 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.

<table>
<thead>
<tr>
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<th>Dates</th>
<th>Day</th>
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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 determining financial projections to determine the economic viability of a business. This seminar includes a copy of "Ultimate Financial Forecaster" software (a $99 value).

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dates</th>
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Lunch Time Entrepreneur Package - Consists of the following five, one-hour lunchtime classes.

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Dollar Signs (3/2) Learn about balance sheets, income statements, startup expenses, loans, grants and everything with a dollar sign in front of it.

Is Your Digital Footprint Big Enough? (3/16) In this digital age, an online presence is necessary for any profitable business. This class will teach students the functionality of a website (front and back end), social networking, e-commerce, e-mail campaigns and more.

Keeping Your Business Running Smoothly (3/23) Get a grasp on the important business challenges that can be hard to handle, including QuickBooks, taxes, legal issues, human resources, payables and receivables.

The Critical Importance of Marketing (3/30) Learn why marketing has become so important, the proper way to brand a product/service, how to increase your digital footprint and sales tips everybody can use.

The Person that Fails to Plan, Plans to Fail (4/6) A business plan is critical to business success. Students learn the process to validate a concept, research and due diligence, financial strategy and how to write a good business plan.

FREE Startup Workshops for Small Business
Manatee Chamber of Commerce 941-748-3411 Sarasota Chamber of Commerce 941-955-8187
North Port Chamber of Commerce 941-423-5040 Venice Chamber of Commerce 941-488-2236

This 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 non-discriminatory basis. SA cannot endorse any products, services 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.
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