Spring 2013 Continuing Education
Noncredit Class Schedule

SCF Bradenton 941-752-5203
SCF Lakewood Ranch 941-363-7000
SCF Venice 941-408-1412
scf.edu/CCD

Call any location to register!

Driving directions: scf.edu/Maps

scf.edu/CCDwebregister
### COMPUTER

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### PREPARING FOR TODAY'S CAREER - ONLINE

**For more information go to: online.com**

- Building Relationships: Business and Career
- Catch Trout, Don't Fish in a Catfish Pond
- Create Effective, Powerful Verbal and Printed Business Cards and Use Them Effectively
- Follow-Up Is Golden (After an Event)
- Introduction to Relationship-Building Foundation
- What You Say Before You Speak
- Work an Event With Ease

### PROFESSIONAL CERTIFICATION/LICENSE

**Construction**

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### CHILDREN, DIVORCE AND PARENTING

- Children and Divorce - 12th Judicial Court appointed course for divorcing parents. Visit scf.edu/CommunityEd or call: 941-363-7203 for class schedule.

**High Conflict Diversion Program**

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**Redirecting Children's Behavior - Ongoing Workshops**

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### Mediation Training (CME)

- 10 Minute Mediator
- Private Investigator - Part 1 (24-hour)
- Private Investigator Intern - Part 2 (16-hour)
- Security Officer Training - Part 1 (24-hour)
- Security Officer Training - Part 2 (16-hour)

### COLLEGE PREPARATION

**ACT and SAT Preparation**

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**Math Refresher for MAT 1033**

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**General Knowledge Test (GKT) Preparation**

**Enhance Writing Skills**

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**Math Refresher**

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**Upgrade Reading Skills**

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### ENGLISH FOR COLLEGE

**Need to learn English in order to attend college?**

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### CONTACT THE SCF DISABILITY RESOURCE CENTER:

**Do You Need Special Accommodations?**

**Contact the SCF Disability Resource Center:**

**BRADENTON:**

- 941-752-5295 (voice)
- 941-408-1448 (voice)
- 941-751-8179 (TTY)
- 941-480-3420 (TTY)
- 941-727-6381 (fax)
- 941-480-3419 (fax)

**VENICE:**

- 941-751-8179 (TTY)
- 941-480-3420 (TTY)
- 941-727-6381 (fax)
- 941-480-3419 (fax)

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

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

**VC = SCF Venice, 8000 S. Tamiami Tr.**
SCF is an equal opportunity and access institution that does not discriminate on the basis of sex, race, religion, age, handicap, national origin, marital status, disability, genetic information, sexual orientation and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations in any of its educational programs, services or activities, including admission and employment. For more information, contact SCF at 941-716-2471 within Lakewood Ranch or 941-716-4343 within Sarasota.

Additional information on Educational Equity and Access is available at scf.edu/EqualOpportunity.

Lifelong Learning at Lakewood Ranch
Lifelong Learning at Lakewood Ranch

CRN DATES DAY TIME SITE FEE
25148 1/9-2/13 W noon-2p
25147 1/8-2/12 T 2:30-4:30p
25146 1/9-2/13 W noon-2p
25145 1/8-2/12 T 2:30-4:30p
25144 1/9-2/13 W noon-2p
25143 1/8-2/12 T 2:30-4:30p

For more information and to register, call Pierian Spring Academy at 941-716-2471 or online: PSAsrq.org

Pierian Spring Academy
An Artist's Job is to Surprise and Delight
25148 1/9-2/13 W noon-2p
25147 1/8-2/12 T 2:30-4:30p

For more information and to register, contact Pierian Spring Academy at 941-716-2471 or online: PSAsrq.org

Lifelong Learning Academy
Dance, Drama and Music continued
Classical Guitar
25165 1/10-4/25 R 9:30-11a BC $103
Classical Voice
25163 1/8-4/30 T 9:30-11a BC $103
Fundamentals of Music
25103 1/8-4/30 TR 11a-12:30p BC $300
For more information, call 941-752-5203.

Exercise, Health & Wellness
Introduction to Tai Chi
25102 1/28-3/4 M noon-1p LWR $65
25191 3/8-4/22 M noon-1p LWR $65
Yoga for Everyone
25182 2/7-4/18 R 6-7:30p BC $99
25183 2/9-4/20 S 9:30-11a LWR $99
Beginners Pendulum
25211 2/21 R 9a-1p LWR $55
25212 3/9 R 9a-1p LWR $55
The Body's Energetic System
25209 2/6 T 9a-3p LWR $65
25210 2/21 R 9a-3p LWR $65
25294 4/4 R 9a-3p BC $65
Chakra Balance
25207 3/5 T 9a-3p LWR $65
25208 3/7 R 9a-3p BC $65
25293 3/28 R 9a-3p BC $65
Reiki Level 1
25213 2/23 S 9a-5p LWR $100
25214 3/26 T 9a-5p LWR $100
25215 4/11 R 9a-5p LWR $100
Reiki Level 2
25216 4/13 S 9a-5p LWR $150
Vitality Now! Great Massage Techniques
25373 1/30-2/6 W 6-9p BC $45
25374 2/27-3/6 W 6-9p BC $45
25375 3/27-4/3 W 6-9p BC $45
Posture Workshop CEC Certificate
25004 1/18 & 1/19 F,S 10a-5p LWR $299
Posture Workshop CEC Certificate - EB
25003 1/18 & 1/19 F,S 10a-5p LWR $199
Posture Workshop CEC Certificate & Program
25006 1/18 & 1/19 F,S 10a-5p LWR $449
Posture Workshop CEC Certificate & Program - EB
25005 1/18 & 1/19 F,S 10a-5p LWR $349

Finance and Investing for Retirement
Chart Your Course to Retirement
25106 1/26-2/2 S 9a-noon LWR $49
25107 1/29-2/5 T 6:30-9:30p LWR $49
25108 2/2-2/8 S 9a-noon LWR $49
25109 2/9-2/16 S 6:30-9:30p BC $49
25110 3/9-3/16 T 6:30-9:30p VC $49
25111 3/23-3/30 S 9a-noon VC $49

I'm Retired, Now What?
25034 2/7-2/28 R 10:30a-noon BC $65
Retirement Planning Seminar
25238 1/26-2/2 S 9a-noon BC $62
25239 1/29-2/5 T 6:15-9:15p BC $62
25240 2/2-2/8 S 9a-noon LWR $62
25241 2/9-2/16 T 6:15-9:15p LWR $62

Stop the Financial Insanity
25132 1/23-1/30 M,W 6:30-9p BC $65
25133 2/1-2/27 M,W 6:30-9p BC $65
25134 3/20-3/27 M,W 6:30-9p BC $65
25135 4/24-4/29 M,W 6:30-9p BC $65

For more information, contact SCF at 941-716-2471 for questions about the accreditation of SCF. More information available at scf.edu/AboutUs. 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 III to the Bachelor of Science 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. More information available at scf.edu/AboutUs.
Spring 2013 Entrepreneur Courses

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**Free Startup Workshops**

- **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 Lakewood Ranch** 941-363-7000

The SBDC at State College of Florida, Manatee-Sarasota is a member of the Florida SBDC Network. SBDCs are program supported by the US Small Business Administration and extended to the public on a nondiscriminatory basis. SBDC 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.

**For more information, call 941-363-7080**

**Certified Bookkeeper** - This course prepares students for the bookkeeper certification exam. Certification assures that a bookkeeper is skilled in all key accounting functions. Students should have bookkeeping work experience or education in double-entry bookkeeping. Certification requirements include passing the exam, signing the code of ethics and two years' full-time experience or part-time equivalent, which may be completed after passing the exam.

- **25205** 1/29/5-2 T,R 6-9p LWR $1,175

**Individual Taxation - Part 1** - This easy-to-use study program helps students prepare to pass Individual Taxation Part 1 of the IRS Special Enrollment Exam, often referred to as the EA (enrolled agent) exam.

- **25206** 2/6-4/10 W 6-8:30p LWR $395

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

- **25190** 1/16-2/27 W 6-9:30p LWR $2,195

**Tools for Effective Grant Writing** - Karen Dove will share her experiences in grant writing for nonprofit organizations and teach how to develop grants for submittal.

- **25189** 1/17-2/28 R 6-9p LWR $145

**Intensive Grant Writing Skills**

- **25190** 1/16-2/27 W 6-9p LWR $160

**For more information, call 941-363-7080**

**Your Business Success is Our Business!**

SCF Workforce Solutions provides services across a broad range of organizational and professional development, including:

- 360° leadership performance assessments
- Training needs assessments
- Strategic planning and goal setting
- Policy and procedure development
- Development of job descriptions and career ladder systems
- Language/translation services, including capacities to deliver training in other than English
- Customized leadership development programs
- Sales and customer service training
- Computer training
- Process improvement/lean business approaches
- Corporate retreats and conferences
- Grant writing

**Retrain Yourself for a Job**

Certified Bookkeeper - This course prepares students for the bookkeeper certification exam. Certification assures that a bookkeeper is skilled in all key accounting functions. Students should have bookkeeping work experience or education in double-entry bookkeeping. Certification requirements include passing the exam, signing the code of ethics and two years' full-time experience or part-time equivalent, which may be completed after passing the exam.

- **25205** 1/29/5-2 T,R 6-9p LWR $1,175

Individual Taxation - Part 1 - This easy-to-use study program helps students prepare to pass Individual Taxation Part 1 of the IRS Special Enrollment Exam, often referred to as the EA (enrolled agent) exam.

- **25206** 2/6-4/10 W 6-8:30p LWR $395

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

- **25190** 1/16-2/27 W 6-9:30p LWR $2,195

Attend an Info Session!

- **25220** 2/6 W 6-7p LWR n/c

Tools for Effective Grant Writing - Karen Dove will share her experiences in grant writing for nonprofit organizations and teach how to develop grants for submittal.

- **25189** 1/17-2/28 R 6-9p LWR $145

Intensive Grant Writing Skills

- **25190** 1/16-2/27 W 6-9p LWR $160

Wedding and Event Planner Cert. - This hands-on program covers everything a wedding and event planner needs to know, including contracts, etiquette, flowers, music, day of services, marketing, industry business practices and application. Class also discusses corporate, philanthropic (fundraisers), public (festivals, fairs, races) and other social events.

- **25232** 2/11-4/15 M 6-10p LWR $995

**For more information, call 941-363-7080**

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SCF Workforce Solutions provides services across a broad range of organizational and professional development, including:

- 360° leadership performance assessments
- Training needs assessments
- Strategic planning and goal setting
- Policy and procedure development
- Development of job descriptions and career ladder systems
- Language/translation services, including capacities to deliver training in other than English
- Customized leadership development programs
- Sales and customer service training
- Computer training
- Process improvement/lean business approaches
- Corporate retreats and conferences
- Grant writing

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- Development of job descriptions and career ladder systems
- Language/translation services, including capacities to deliver training in other than English
- Customized leadership development programs
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