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.

FALL 2011 HOLIDAYS

Sept. 5 . . . . . . . . . . . . . . . . . . . . Labor Day
Nov. 11 . . . . . . . . . . . . . . . . . . . Veterans Day
Nov. 24-27 . . . . . . . . . . . . . . . . . Thanksgiving holidays
Dec. 17-Jan 1 . . . . . . Winter holiday break, College closed

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
## 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.

### Foundations of Service Excellence
- **CRN**: 35049, 35054, 35482, 15306
- **Dates**: 6/18 S, 7/14 R, 8/17 W, 10/19 W
- **Time**: 9a-12:30p
- **Site**: LWR
- **Fee**: $49

### Closing Sales in One Call
- **CRN**: 35051, 35483, 15306
- **Dates**: 7/21 R, 8/17 W, 10/19 W
- **Time**: 9a-12:30p
- **Site**: LWR
- **Fee**: $49

### Dealing With Difficult People
- **CRN**: 35050, 35055, 15300, 15308
- **Dates**: 6/7 T, 7/28 R, 9/7 W, 11/2 W
- **Time**: 9a-12:30p
- **Site**: LWR
- **Fee**: $49

### Keeping Projects on Plan
- **CRN**: 35045, 35052, 15301, 15309
- **Dates**: 6/21 T, 7/16 S, 9/14 W, 11/9 W
- **Time**: 9a-12:30p
- **Site**: LWR
- **Fee**: $49

### Negotiating for Results
- **CRN**: 35046, 35053, 15302, 15311
- **Dates**: 6/28 T, 8/4 R, 9/21 W, 11/16 W
- **Time**: 9a-12:30p
- **Site**: LWR
- **Fee**: $49

### Presentation, Public Speaking & Professionalism
- **CRN**: 35331, 35332, 15303, 15312
- **Dates**: 6/30 R, 8/6 S, 9/28 W, 11/30 W
- **Time**: 9a-12:30p
- **Site**: LWR
- **Fee**: $49

### Serving Senior Customers with Excellence
- **CRN**: 35314, 35315, 15304, 15313
- **Dates**: 6/14 T, 8/11 R, 10/5 W, 12/7 W
- **Time**: 9a-12:30p
- **Site**: LWR
- **Fee**: $49

### Service Excellence Through Leadership Skills
- **CRN**: 35048, 15305, 15314
- **Dates**: 7/7 R, 10/11 T, 12/14 W
- **Time**: 9a-12:30p
- **Site**: LWR
- **Fee**: $49

### Service Excellence - Series Package
- **Save over 30%**
- **CRN**: 15310 (choose seven classes)
- **Fee**: $240

Go to scf.edu/workforce for course descriptions and more information.

## Computer

### Access 2010 Comprehensive
- **CRN**: 15019, 15025
- **Dates**: 9/6-10/25 T, 11/18-12/9* F
- **Time**: 6-9p, 8:30a-5:30p
- **Site**: LWR
- **Fee**: $309

*No class 11/25

### Beginner Computer 1 (Windows 7)
- **CRN**: 35278, 35571, 35574, 15301, 15302, 15303, 15304, 15305, 15306
- **Dates**: 6/30 R, 7/7 R, 8/13 S, 8/30 S, 9/6-10/25 T, 11/18-12/9* F
- **Time**: 9:30a-4:30p, 6-9p
- **Site**: LWR
- **Fee**: $129

*No class 11/25

### Beginner Computer 2 (Windows 7)
- **CRN**: 35279, 35572, 35575, 15014, 15015, 15017, 15018
- **Dates**: 6/30 R, 7/7 R, 8/13 S, 9/6-10/25 T, 11/18-12/9* F
- **Time**: 9:30a-4:30p
- **Site**: LWR
- **Fee**: $129

*No class 11/25

### Beginner Computer 3 (Windows 7)
- **CRN**: 35280, 35573, 35574, 15016, 15017, 15018, 15019
- **Dates**: 7/7 R, 8/13 S, 9/6-10/25 T, 11/18-12/9* F
- **Time**: 9:30a-4:30p
- **Site**: LWR
- **Fee**: $129

*No class 11/25

### Digital Cameras Beyond Point & Shoot
- **CRN**: 35042
- **Dates**: 8/13 S
- **Time**: 9:30a-4:30p
- **Site**: LWR
- **Fee**: $119

### Digital Photography & Cameras - NEW!
- **CRN**: 15383
- **Dates**: 10/21-11/4 F
- **Time**: 12:30-4:30p
- **Site**: BC
- **Fee**: $159

### Get Started Today with Access 2010 Comprehensive

--

**Computer Certified Wellness Coordinator**

Learn how to coordinate or lead your organization’s wellness initiative. Learn how to create or tap into existing community programs that promote physical activity, encourage health nutrition and reduce hidden health risks. Why reinvent the wheel? We can help shorten your path to success.

### Certified Wellness Coordinator
- **CRN**: 35485, 15316
- **Dates**: 8/2 - 8/11, 10/11 - 10/20
- **Time**: 9a-12:30p
- **Site**: LWR
- **Fee**: $279

### Advanced Wellness Coordinator
- **CRN**: 35063, 15317
- **Dates**: 7/12 - 7/21, 11/8 - 11/17
- **Time**: 9a-12:30p
- **Site**: LWR
- **Fee**: $279

### Metabolic Fit Camp - Attend 1, 2 or 3 sessions per week for 6 weeks.
- **CRN**: 35561, 15416, 15419
- **Dates**: 8/3-9/11, 9/21-10/30, 11/2-12/11
- **Time**: 9a-12:30p
- **Site**: LWR
- **Fee**: $199

### Computer Certified Wellness Coordinator

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.

Authorized Certiport testing at SCF Lakewood Ranch MOS exams available starting June 2011. For more information call 941-363-7252.

Go to scf.edu/CCDcomputer for computer course descriptions & requirements.
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Please bring a USB memory stick/flash drive
512MB or greater if you wish to save your work.
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. See page 3 for beginner computer classes.

35291 7/23 S 9a-noon LWR $45
15232 9/12 M 9a-noon LWR $45
15241 10/26 W 9a-noon LWR $45
15254 11/22 T 9a-noon LWR $45

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.

35125 6/21 T 2-5p LWR $45
35292 7/23 S 1-4p LWR $45
15234 9/12 M 1-4p LWR $45
15246 11/16 W 9a-noon LWR $45

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.

35123 6/14 T 2-5p LWR $45
35292 7/23 S 1-4p LWR $45
15234 9/12 M 1-4p LWR $45
15246 11/16 W 9a-noon LWR $45

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.

35124 6/7 T 2-5p LWR $45
35294 7/30 S 1-4p LWR $45
15236 9/23 F 1-4p LWR $45
15253 11/30 W 9a-noon LWR $45

Introduction to Windows 7 - Learn to maximize new features to get around, customize the desktop, and efficiently store, locate and search for files. Learn PC management essentials and perform basic preventive maintenance to keep your PC safe and running smoothly. This course is designed for both home and business users. Basic PC navigation skills are required. See page 3 for beginner computer classes.

35121 6/18 & 6/25 S 9:30a-4:30p LWR $179
35295 8/5 & 8/12 F 9:30a-4:30p LWR $179
15252 10/8 & 10/15 S 9:30a-4:30p LWR $179
15255 12/7 & 12/14 W 9:30a-4:30p LWR $179

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

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.

35259 6/20-6/30 M,R 6-9p LWR $199
35489 8/6 & 8/13 S 9a-4p LWR $199
15319 9/12-9/22 M,R 6-9p LWR $199
15322 11/7-11/17 M,R 6-9p LWR $199

iPad Mobile Office 1 & 2 - Introducing advanced solutions for turning your iPad into a mobile productivity platform. Apps like Office suite, presentation programs, printing, VNC and remote access will be explored.

35260 7/18-7/28 M,R 6-9p LWR $199
15321 10/8 & 10/15 S 9a-4p LWR $199
15323 12/5-12/15 M,R 6-9p LWR $199

For more information and to register, call SCF Lakewood Ranch 941-363-7300.

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

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

My PC Series
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.**

### BUSINESS and CAREERS
- **Career Development**
  - Accounting Fundamentals
  - Become a Veterinary Assistant
  - Grammar Refresher
- **Health Care**
  - HIPAA Compliance
  - Become an Optical Assistant
  - Introduction to Natural Health and Healing
- **Sales & Marketing**
  - Business and Marketing Writing
  - Effective Selling
  - Marketing Your Business on the Internet

### 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

### GRANT WRITING/NONPROFITS
- A to Z Grant Writing
- Becoming a Grant Writing Consultant
- Introduction to Nonprofit Management

### TEST PREPARATION
- GMAT Preparation
- LSAT Preparation - Part 1 & 2
- SAT/ACT Preparation - Part 1 & 2

### FUEL YOUR MIND - Not your car

#### Administrative Medical Specialist with Medical Billing and Coding (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.

#### Advanced Hospital Coding and CCS Preparation (80 hours) $1,695
This program will utilize your existing knowledge of medical terminology and healthcare sciences. Increase your coding skills and prepare to take the official certification exam to become a Certified Coding Specialist.

#### 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.

#### Medical Terminology (60 hours) $595
Get the education you need to get started in the medical field. This program teaches proper medical terminology and spelling.

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

For more information call 941-363-7252 or 1-877-221-5151. Payment plans available.
Archeology
Introduction to Archeology - NEW!
35585 8/25-12/15 R 2-4p BC $285

Arts & Crafts
Advanced Floral Design
15178 9/7-10/12 W 2-4p BC $115
Art for Creative Growth
15180 11/4 F 10a-2:30p LWR $35
Foundations of Floral Design
35455 7/20-8/24 W 11a-1p BC $90
Introduction to Ikebana Part 1 - NEW!
15179 10/19-11/23 W 2-4p BC $115

Cooking
Beginners Cake Decorating
15334 9/13-10/18 T 6-8p BC $65
15335 10/25-11/29 T 6-8p BC $65

Computers & You
10 Strategies to Get Ranked First on Google
35491 7/19 T 9a-noon VC $35
15324 9/13 T 6:30-9:30p LWR $35
15325 10/11 T 6:30-9:30p VC $35
How to Automate Your Social Media
15326 10/18 T 6:30-8:30p VC $35
15327 11/1 T 6:30-9:30p LWR $35
How to Get Your Business Listed in Free Directories
15328 10/15 S 9a-2p VC $45
15329 11/5 S 9a-2p VC $45
15330 12/3 S 9a-2p LWR $45
Internet Marketing Overview for Business
35492 7/19 T 6:30-9:30p VC $45
15331 9/9 F 9a-2p VC $45
15332 9/16 F 9a-2p LWR $45
15333 9/20 T 6:30-9:30p LWR $45

Dance
Improve Ballroom Dance Techniques
15184 10/7-11/4 F 6-8p LWR $65
Israeli International Folk Dancing - NEW!
15181 9/12-11/21 M 7-8:30p LWR $85
Social Ballroom Dancing
35457 7/15-8/12 F 6-8p LWR $65
15182 9/2-9/30 F 6-8p LWR $65

Exercise & Health
Aromatherapy for Fibromyalgia
35167 6/21 T 1-3p VC $30
Aromatherapy for Pets
35164 7/21 R 1-3p VC $30
Beginning Tai Chi
35458 7/20-9/14 W 6:30-8:30p LWR $55
15186 10/12-12/7 W 6:30-8:30p LWR $55

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

Creative Writing I
15208 9/8-9/29 R 5-6p BC $45

Creative Writing II
15212 10/13-11/6 T 5-6p LWR $45

Creative Writing III
15213 11/10-12/4 T 7-8p LWR $45

Creative Writing IV
15214 12/11-1/5 T 7-8p LWR $45

Advanced Residential Gardening - NEW!
15365 9/9-9/30 F 9:30a-12:30p LWR $79
15364 9/9-10/1 S 9a-noon BC $79
15356 10/2-10/23 S 9a-noon BC $79
15376 10/7-11/18 F 9:30a-12:30p LWR $99
15375 10/15-11/9 S 9a-noon BC $99

Backyard Edible Gardening - NEW!
35515 7/8-8/12 F 9:30a-12:30p LWR $79
35514 7/8-7/20 S 9a-noon BC $79
35513 7/7-8/11 S 9a-noon BC $79
35512 12/2 & 12/9 F 9:30a-12:30p LWR $79

Plants for Home and Patio - NEW!
35512 7/12 & 7/19 T 9-9p BC $49
35513 7/12 & 7/19 S 6-9p BC $49
15357 10/18 & 10/25 T 7-9p BC $49
15356 10/18 & 10/25 F 6-8p LWR $49

Residential Landscaping Made Easy! - NEW!
35517 7/8-8/12 F 1-4p LWR $99
35516 7/8-7/29 F 6-8p LWR $99
15357 10/17-11/18 F 1-4p LWR $99
15356 10/17-11/18 S 1-4p BC $99

Home Improvements
Refinishing Techniques for Antiques
35271 6/11-6/25 S 10-11:30a BC $45

Creative Writing I
15208 11/1-11/22 T 7-8:30p BC $45
15209 11/3-12/1 R 6-7:30p LWR $45

Creative Writing II
15212 11/1-11/22 T 7-8:30p BC $45
15211 11/3-12/1 R 7-8:30p LWR $45

Writing To Sell Magazine Article
15212 12/9-12/16 R 5:30-7p BC $45

Writing Your Story
15264 11/1-12/6 T 6-8p LWR $65

Writing the Novel
15213 10/16-10/27 R 5:30-7p BC $45

Writing Picture Books for Children
35129 6/9-6/16 R 1-3p BC $35

Writing for Pleasure
Creative Writing I
15208 11/1-11/22 T 6-7:30p BC $45
15209 11/3-12/1 R 6-7:30p LWR $45

Travel Writing Workshop
15210 11/1-11/22 T 7-8:30p BC $99
15211 11/3-12/1 R 7-8:30p LWR $99

Go to scf.edu/CommunityEd for course descriptions & requirements.
### Professional Certification/Licensure

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### Children & Divorce

**Children & Divorce**

For scheduling call 941-363-7203.

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**High Conflict Diversion Program - NEW!**

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### Construction

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**LEED 201: Core Concepts**

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**BD+C 301: Implementing the Building Design & Construction LEED Rating Systems**

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### Guardianship

**Guardian ad Litem Program**

Contact Guardian Ad Litem 941-863-4875

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### Health & Wellness

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**Recertification**

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### 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.

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

**Continued**
## Horticulture

**FNGLA Certification Exam Prep - NEW!**

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**Florida Core Pesticide License Exam Prep - NEW!**

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See home gardening and landscaping classes on page 8

## Insurance Specialized Training

**Advanced Xactimate Training (JEL)**

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**2.20 & 20.44 Practice Generator**

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**RCSR 4.40 Pass/Prep Review (40-hour)**

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**4.40 to 2.20 Conversion**

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**LHA Practice Exam Generator Plus**

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**4.40 to 2.20 Conversion**

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## Call to register

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

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

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#### Private Investigator Intern - Part 2

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### Real Estate

#### Appraisal Regulation Update

15140 12/2 F 1-4p LWR $79

#### Florida Real Estate Pass/Prep - Online

35009 8/1-12/31 $85
1358 9/1-12/31 $85

#### RE Property Appraiser Pass/Prep - Online

35008 8/1-12/31 $60
1357 9/1-12/31 $60

#### USPAP Update

15139 12/3 S 8a-4p LWR $99

### Security Guard

#### Security Officer Training - Part 1

35187 6/3-6/5 F,S,Su 8a-5p BC $135
35188 7/8-7/10 F,S,Su 8a-5p VC $135
35189 8/12-8/14 F,S,Su 8a-5p LWR $135
15069 9/9-9/11 F,S,Su 8a-5p LWR $135
15070 9/30-10/2 F,S,Su 8a-5p BC $135
15071 10/28-10/30 F,S,Su 8a-5p VC $135
15072 12/2-12/4 F,S,Su 8a-5p LWR $135

#### Security Officer Training - Part 2

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
15073 9/24 & 9/25 S,Su 8a-5p LWR $110
15074 10/15 & 10/16 S,Su 8a-5p BC $110
15075 11/19 & 11/20 S,Su 8a-5p VC $110
15076 12/10 & 12/11 S,Su 8a-5p LWR $110

### Security Training

#### NRA Home Safety & Concealed Weapons

35204 6/4 S 9a-1p BC $99
35205 6/18 S 9a-1p BC $99
35208 8/13 S 9a-1p LWR $99
35209 8/27 S 9a-1p LWR $99
15085 9/10 S 9a-1p LWR $99
15086 10/29 S 9a-1p BC $99
15087 11/19 S 9a-1p BC $99
15088 12/3 S 9a-1p LWR $99

### Water Sports

#### Scuba Diving NAUI Certification

35498 6/6 & 6/8 M,W 6-8p BC $395
35499 6/11 & 6/12 S,Su 7-10a $99
35500 7/11 & 7/13 M,W 6-8p VC $395
35501 8/8 & 8/10 M,W 6-8p BC $395
35502 8/9 & 8/11 S 6-8p LWR $395
35503 9/15 & 9/17 S 6-8p LWR $395
35504 10/11 & 10/13 S 6-8p LWR $395
35505 10/15 & 10/16 S,Su 7-10a $99
35506 10/22 & 10/23 S,Su noon-4p $99
15356 11/7 & 11/9 M,W 6-8p VC $395
15357 11/12 & 11/13 S,Su 7-10a $99
15358 11/19 & 11/20 S,Su 7-10a $99
15359 11/26 & 11/27 S,Su 6-8p BC $395
15360 12/1 & 12/2 S,Su noon-4p $99

### Wedding Planner

#### Wedding & Event Planning Certification

15175 9/15-11/17 R 6-10p LWR $995

#### 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.
Online

scf.edu/CommunityEd select online classes, select Wedding Planning link.

Motorcycle Classes

Call 941-752-5203 for information.
scf.edu/Motorcycle

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

Experienced Rider Course (ERC)

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Group Riding Seminar

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

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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.
- 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.
- 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.

- Wed., 6/22, TSI Main Street, Sarasota
- Wed., 6/29, 9a-3p, SCF Lakewood Ranch
- Thur., 7/7, 9a-3p, SCF Venice, Bldg. 800
- Tue., 8/23, 9a-3p, TSI Main Street, Sarasota
- Tue., 9/13, 9a-3p, SCF Lakewood Ranch
- Thu., 9/22, 9a-3p, SCF Bradenton
- Sat., 10/22, 9a-3p, SCF Venice, Bldg. 800
- Tue., 11/15, 9a-3p, TSI Main Street, Sarasota
- Tue., 12/6, 9a-3p, SCF Lakewood Ranch
- Thu., 12/15, 9a-3p, SCF Bradenton
- Thur., 12/22, 9a-3p, SCF Venice, Bldg. 800
- Sat., 10/22, 9a-3p, TSI Main Street, Sarasota
- Thu., 11/15, 9a-3p, TSI Main Street, Sarasota
- Thu., 12/15, 9a-3p, SCF Bradenton
- Tue., 12/22, 9a-3p, SCF Venice, Bldg. 800

- Juvenile Offender - Shoplifting (Court-ordered class) - $40
- Special Supervision Services - $307* (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 below 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.

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).

For more information, call your local TSI office or go to scf.edu/TSI

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 smokeable products and electronic cigarettes. This policy applies to all students, employees and visitors of State College of Florida.

Together We Are TOBACCO-FREE
**Entrepreneur Courses**

Sponsored by the “Dreammakers” at the Small Business Development Center at SCF

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**Basic Bookkeeping for Business** - 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.

- Basic Bookkeeping for Business:
  - CRN: 35467
  - Dates: 8/29
  - Time: M 9a - 1p
  - Site: LWR
  - Fee: $40
  - CRN: 15200
  - Dates: 10/2
  - Time: M 9a - 1p
  - Site: North Port City Hall*
  - Fee: $40

**Brand Development for Nonprofits** - Branding isn’t just for Coca-Cola, Pizza Hut and Nike. In fact, a case can be made that the nonprofit organization that does a better job of identifying its essence and communicates that clearly will win the battle for funds, volunteers, publicity and employees. This seminar will show you how to build a brand the right way from the ground up.

- Basic Bookkeeping for Business:
  - CRN: 35467
  - Dates: 8/29
  - Time: M 9a - 1p
  - Site: LWR
  - Fee: $40
  - CRN: 15200
  - Dates: 10/2
  - Time: M 9a - 1p
  - Site: North Port City Hall*
  - Fee: $40

**Business Basics** - If you are considering starting your own business, you need to attend this workshop. Topics include the importance of a business plan, legal structures, taxes, insurance, loans and more.

- CRN: 35275
  - Dates: 6/27
  - Time: M 9 - 11a
  - Site: LWR
  - Fee: $25
- CRN: 35276
  - Dates: 7/20
  - Time: W 9 - 11a
  - Site: LWR
  - Fee: $25
- CRN: 35277
  - Dates: 8/15
  - Time: M 9 - 11a
  - Site: LWR
  - Fee: $25

**Business Planning for Nonprofits** - Nonprofit organizations are as challenging to manage as for-profit organizations. That’s why it is valuable to use modern business planning tools and processes for organization, staffing, fund raising, marketing, volunteers and sustainability. This introductory workshop will highlight the critical business elements needed for your organization’s success.

- Basic Bookkeeping for Business:
  - CRN: 35467
  - Dates: 8/29
  - Time: M 9a - 1p
  - Site: LWR
  - Fee: $40
  - CRN: 15200
  - Dates: 10/2
  - Time: M 9a - 1p
  - Site: North Port City Hall*
  - Fee: $40

**Business Taxes** - Learn what taxes are pertinent to sole proprietorships, corporations and partnerships, and the requirements for filing those taxes.

- CRN: 35275
  - Dates: 6/27
  - Time: M 9 - 11a
  - Site: LWR
  - Fee: $25
- CRN: 35276
  - Dates: 7/20
  - Time: W 9 - 11a
  - Site: LWR
  - Fee: $25
- CRN: 35277
  - Dates: 8/15
  - Time: M 9 - 11a
  - Site: LWR
  - Fee: $25

**Chart of Accounts** - Learn how to use and organize a chart of accounts, how to set up sub-accounts and how to use registers. Learn how the chart of accounts is used in QuickBooks and its effect on reports. Financial reporting such as profit & loss reports and balance sheets will be covered.

- CRN: 35275
  - Dates: 6/27
  - Time: M 9 - 11a
  - Site: LWR
  - Fee: $25
- CRN: 35276
  - Dates: 7/20
  - Time: W 9 - 11a
  - Site: LWR
  - Fee: $25
- CRN: 35277
  - Dates: 8/15
  - Time: M 9 - 11a
  - Site: LWR
  - Fee: $25

**Internet Marketing for the Rest of Us** - Learn the simple three-step process used to execute the same powerful tactics employed by top online brands and your competitors. No coding, no geek-speak, no confusion. Past attendees say that you will access a profound knowledge of Web marketing from an extremely knowledgeable SEO consultant.

- CRN: 35174
  - Dates: 6/7
  - Time: T 1 - 3p
  - Site: LWR
  - Fee: $40
- CRN: 35175
  - Dates: 7/19
  - Time: T 1 - 3p
  - Site: LWR
  - Fee: $40

**Keeping Your Web Site Competitive** - Regardless of your budget or technical knowledge, this class will help determine if your website is taking advantage of the latest advances in content, search, accessibility, function and style. Learn what’s right, what can be improved, how to make it better and when to get help.

- CRN: 35176
  - Dates: 6/21
  - Time: T 1 - 3p
  - Site: LWR
  - Fee: $50
- CRN: 35177
  - Dates: 8/16
  - Time: T 1 - 3p
  - Site: LWR
  - Fee: $50
- CRN: 35250
  - Dates: 10/21
  - Time: F 1 - 3p
  - Site: LWR
  - Fee: $50
- CRN: 35251
  - Dates: 12/8
  - Time: R 1 - 3p
  - Site: LWR
  - Fee: $50

**Managing a Health Care Practice** - Learn proper steps to manage a health care practice, how to conquer the challenges of marketing, what is the right kind of digital profile and much more.

- CRN: 35180
  - Dates: 6/28
  - Time: T 1 - 3p
  - Site: LWR
  - Fee: $50
- CRN: 35182
  - Dates: 8/17
  - Time: W 1 - 3p
  - Site: LWR
  - Fee: $50
- CRN: 35280
  - Dates: 10/6
  - Time: R 1 - 3p
  - Site: LWR
  - Fee: $50
- CRN: 35282
  - Dates: 12/7
  - Time: W 1 - 3p
  - Site: LWR
  - Fee: $50

**Nonprofit 101** - As interest in nonprofits grows, discover the benefits and obstacles to creating a nonprofit organization and how it compares to for-profit organizations.

- CRN: 35234
  - Dates: 7/6
  - Time: W 5:30 - 8p
  - Site: LWR
  - Fee: $30
Protect Your Company’s Assets and Find Grants - In this tough economy, it is important to protect company assets and track down grants. This class will give the tips necessary to do that.

15235 8/9 T 1 - 3p LWR $40
15256 11/2 W 1 - 3p LWR $40

QuickBooks – See page 4 for schedule of classes.

QuickBooks for Nonprofits - In this hands-on workshop, you will learn how to maximize Quickbooks for your nonprofit organization. Learn how to handle grants and contracts, manage multiple proposals, track funding sources, record in-kind transactions, reconcile bank statements, create budgets and more. Participants should have a basic understanding of bookkeeping terms and practices.

13233 9/15 R 8:30a - 5:30p LWR $100
15237 11/21 M 8:30a - 5:30p North Port City Hall* $100

Social Networking for Nonprofits - Social networking (Facebook, Twitter, YouTube, MySpace) is occupying a big part of every organization’s marketing outreach. Nonprofit organizations need to understand how to use these modern communication tools to better reach your audiences, increase your connection with them, and communicate your mission, values and goals.

15218 9/8 R 1 - 3p LWR $50
15243 11/10 R 1 - 3p North Port City Hall* $50

Steps to Starting a Nonprofit - The process of transforming a great idea into an operating organization can be complicated. This workshop will provide the information you need to start a nonprofit organization, beginning with an understanding of why you may or may not want to start a nonprofit and what opportunities may be available to you.

15463 8/8 M 9a - 1p LWR $30
15197 10/13 R 9a - 1p North Port City Hall* $30

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).

15462 6/16 R 1 - 3p LWR $80
15471 8/11 R 1 - 3p LWR $80
15471 9/27 R 1 - 3p BC $80
15471 10/11 R 1 - 3p BC $80

Lunch Time Entrepreneur Package - Consists of the following five, one-hour lunchtime classes.

15278 9/13 - 10/11 T noon - 1p LWR $60

Dollar Signs (9/13) 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? (9/20) 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 (9/27) 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 (10/4) 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 (10/11) 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.

North Port Lunch & Learn Series FREE

Payroll and Other Boring Stuff You Have to Take Care Of! (10/28)

15478 7/13 W 11:30a - 1p
15479 8/10 W 11:30a - 1p
15479 9/14 W 11:30a - 1p

Taking Your Business to the Next Level

15272 10/12 W 11:30a - 1p
15277 11/9 W 11:30a - 1p

*North Port City Hall, 4970 City Hall Blvd., North Port.
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Workforce Solutions pages 3-5
Small Business Development Center pages 14-15
Professional Licensure pages 9-12