

South Florida
Community College

**CORPORATE AND
COMMUNITY
EDUCATION**

CCE

**CURRENT SCHEDULE
OF CLASSES**

Discover a New World Through SFCC



**Allied Health
Business and Computer Technology
Child Development
Cosmetology
Online Training
Public Service
Technical and Industrial Education**



BUSINESS AND TECHNOLOGY - CORPORATE AND COMMUNITY EDUCATION

HIGHLANDS CAMPUS

30761	CGZ 0356	2	Introduction to Photoshop	I 207	T	5:30pm - 7:30pm	\$30.00	Stevens, C.	05/15/12
	Learn the basics of Photoshop: Correct/enhance/crop/resize images, merge images together, create artistic backgrounds for PowerPoint presentations, and more!								
30762	CGZ 0229	2	Introduction to EVERNOTE	I 207	T	5:30pm - 7:30pm	\$30.00	Stevens, C.	05/22/12
	Get organized with the most popular production app available today: Evernote! Install it free on your computer, smartphone, and/or tablet. Evernote organizes text, graphics, sound, and data files so you have access to them everywhere. Be sure to create your Evernote account before the class: http://www.evernote.com								
30763	CGZ 0352		Web Design Using Google Sites	I 207	T	5:30pm - 7:30pm	\$30.00	Stevens, C.	05/29/12
	Did you know you can create your own web site quickly using Google Sites? Google will host the site free; no knowledge of HTML is required. If you do not have Gmail, be sure to create your account before the class: http://www.gmail.com								
30764	CGZ 0218	2	Intro to MS Excel 2010	I 207	T	5:30pm - 7:30pm	\$30.00	Stevens, C.	06/05/12
	Time to learn the basics of Excel: how to create, format, print, and save spreadsheets, including basic formulas and charts.								
30765	CGZ 0224	2	Intermediate MS Excel 2010	I 207	T	5:30pm - 7:30pm	\$30.00	Stevens, C.	06/12/12
	Take your Excel spreadsheets to the next level; learn to sort and filter data, create cross-sheet formulas, and more!								
30766	CGZ 0729	2	Buying and Selling on EBAY	I 207	T	5:30pm - 7:30pm	\$30.00	Stevens, C.	06/19/12
	Are you ready to get some great bargains on EBay but are nervous about bidding/buying? Maybe you are ready to sell all that stuff you have around the house ,but have no idea how to become an EBAY seller. After this workshop, you will soon be buying and selling on ebay like a pro!								
TBA	CGZ 0219	2	Intro to MS Word 2010					Coming Soon!	
	There is a lot more to MS Word than just entering and printing text. Learn the MS Word techniques and shortcuts that will make your work easier and faster!								
TBA	CGZ 0226	2	Introduction to MS Access 2010					Coming Soon!	
	Time to learn the basics of Access; create new databases with tables, reports, and forms. Learn how to link tables together and create basic queries.								
TBA	CGZ 0104	2	Intro to MS Publisher 2010					Coming Soon!	
	Create newsletters, calendars, business cards, brochures, flyers, award certificates and more with MS Publisher.								
TBA	CGZ 0220	2	Intro to MS PowerPoint 2010					Coming Soon!	
	Learn to create dazzling PowerPoint presentations lightning fast! Includes layouts, graphics, background design, and animation.								
TBA	BUZ 0321	4	Introduction to ANDROID Smartphones and Tablets					Coming Soon!	
	This workshop will consist of a series of discussions on basic Smartphone/Tablet features and benefits followed by demonstrations showing actual smart device usage on a large video screen. Participants shall be given handouts showing typical Smartphone/Tablet screens and buttons and will follow along with Instructor demonstrations thus enhancing the learning experience.								
TBA		4	Introduction to APPLE Smartphones and Tablets					Coming Soon!	
	This workshop will consist of a series of discussions on basic Smartphone/Tablet features and benefits followed by demonstrations showing actual smart device usage on a large video screen. Participants shall be given handouts showing typical Smartphone/Tablet screens and buttons and will follow along with Instructor demonstrations thus enhancing the learning experience.								

BUSINESS AND TECHNOLOGY - CORPORATE AND COMMUNITY EDUCATION

HIGHLANDS CAMPUS

30465 BUZ 0269 24 Workplace Spanish T 20 M 6:00pm - 8:00pm \$195.00 Rios, E. 05/07/12 07/30/12

Workplace Spanish for customer service is designed for managers, supervisors and customer service representatives who need to communicate with Hispanic customers; course material covers basic expressions (meeting and greeting, days, months, dates, numbers and times) and talking with customers (helpful service phrases, common terms and questions, telephone calls, appointments, accounts and payments). **Book and CD included in price.*

BUSINESS AND TECHNOLOGY - CORPORATE AND COMMUNITY EDUCATION

LAKE PLACID CENTER

30780 CGZ 0320 4 Introduction to QuickBooks 162 T / R 7:00pm - 9:00pm \$129.99 Small, L. 06/05/12 06/07/12

Learn how to create a new company file, work with lists, set up your items, track customers and sales, track vendors and expenses, and track sales tax.

30781 CGZ 0321 4 Intermediate QuickBooks 162 T / R 7:00pm - 9:00pm \$129.99 Small, L. 06/12/12 06/14/12

Learn how to customize QuickBooks, track time, set up and use payroll, pay liabilities and taxes, purchase and manage inventory, build inventory assemblies, track sales orders and back orders, work with reports, and integrate with Excel.

CHILD DEVELOPMENT - CORPORATE AND COMMUNITY EDUCATION

HIGHLANDS CAMPUS

30734 CCZ 0421 60 FCCPC I (ENGLISH) T24 M/ W 6:00pm - 9:00pm \$300.00 TBA 05/09/12 07/30/12

Completion of both the FCCPC I and II courses are key elements to earning a Florida Child Care Professional Credential (FCCPC), which assists early childhood caregivers in expanding their career opportunities. FCCPC I and II address eight core areas of knowledge and skill associated with delivery of quality education to preschool children, and build upon the content of the state-mandated training courses previously completed by the caregiver. Please contact Debbie Gutierrez at 784-7032 for more information. **Must have a minimum of ten students to run class. *No class on Monday, May 28th and Wednesday, July 4th.*

30733 CCZ 0411 40 Introduction to Child Care T05 M/ W 5:30pm - 9:30pm \$199.99 Gutierrez, D. 05/14/12 06/20/12

This course is intended to provide new child care personnel in child care facilities with the basic skills to provide a safe learning environment for children in a child care facility. The course includes State and Local Rules and Regulations; Child Abuse and Neglect; Health, Safety and Nutrition, Child Growth and Development, Behavioral Observation and Screening; and Developmentally Appropriate Practices for children with Special Needs. This course meets the minimum mandatory DCF/State training required to work in a child care facility. Please contact Debbie Gutierrez at 784-7032 for more information. **Must have a minimum of ten students to run class; price includes all six manuals. *No class on Monday, May 28th and Monday, June 18th.*

CHILD DEVELOPMENT - CORPORATE AND COMMUNITY EDUCATION

LAKE PLACID CENTER

30331 CCZ 0422 60 FCCPC II (ENGLISH) 100/157 T / R 6:15pm - 9:15pm \$300.00 Michelle Merlo 05/08/12 07/12/12

Completion of both the FCCPC I and II courses are key elements to earning a Florida Child Care Professional Credential (FCCPC), which assists early childhood caregivers in expanding their career opportunities. FCCPC I and II address eight core areas of knowledge and skill associated with delivery of quality education to preschool children, and build upon the content of the state-mandated training courses previously completed by the caregiver. Please contact Debbie Gutierrez at 784-7032 for more information. **Must have a minimum of ten students to run class. *No class on Monday, May 28th and Wednesday, July 4th.*

ALLIED HEALTH - CORPORATE AND COMMUNITY EDUCATION

HIGHLANDS CAMPUS

30772	VHZ 0506	75	NEW! Home Health Aide	HSC 104	M T R	4:00pm - 8:00pm	*\$225 + books	Byrd, C.	05/07/12	06/28/12
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This program prepares Certified Nursing Assistants for employment with a home health agency as a Home Health Aide providing care to clients in a home setting. Upon successful completion of the program you will receive a Home Health Aide certificate. This course meets the guidelines established by the Florida Department of Education. ***** THIS CLASS HAS SPECIAL REQUIREMENTS *** Must have a State of Florida CNA certificate and current CPR certification. *Additional cost of books available through the SFCC Campus Bookstore for information on book call Lorrie Key @ (863) 784-7033**

30735	VHZ 0604	30	IV Therapy	T20	T / W	8:00am - 1:00pm	*\$195.99 + books	Byrd, C.	05/15/12	05/30/12
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This 30 hour class satisfies the requirement for licensed practical nurses. ***** THIS CLASS HAS SPECIAL REQUIREMENTS *** Must be a Licensed Practical Nurse *Additional cost of book available through the SFCC Campus Bookstore for information on book call Lorrie Key @ (863) 784-7033**

30737	CWZ 0421	6	NEW! C P R Instructor Training	CC120	S	8:00am - 2:00pm	\$135.00	Smith, G.		05/19/12
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The CPR Instructor training program is designed to teach participants the fundamentals of teaching Basic Life Support. Regardless of your current level of expertise, our comprehensive Instructor training class will help to make you a knowledgeable and competent Instructor. Upon successful completion of the course the Instructor candidate will be issued an American Heart Association instructor card that will allow them to teach CPR and offer AHA course completion cards. ***** THIS CLASS HAS SPECIAL REQUIREMENTS *** Call Lorrie Key @ (863) 784-7033 for details.**

<i>See Note</i>	CCZ 0507	4	C P R	CC120			\$30.00	Smith, G.		<i>Call for Schedule</i>
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Learn Basic Life Support (BLS) through the American Heart Association with a Certified BLS Instructor. Course provides training for designated first responders, or individuals needing credentialed training for job or regulatory requirements. Learn how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. Students will participate in simulated clinical scenarios and learning stations, skills practice and skills testing, and complete a written exam.

Note: For schedule/dates call Lorrie Key at (863) 784-7033 or email CorporateTraining@southflorida.edu

<i>See Note</i>	CCZ 0505	4	First Aid	CC120			\$30.00	Smith, G.		<i>Call for Schedule</i>
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Course provides training for designated first responders, or individuals needing credentialed training for job or regulatory requirements. This course covers first aid basics, medical, injury and environmental emergencies and AED use. Students will complete a written exam.

Note: For schedule/dates call Lorrie Key at (863) 784-7033 or email CorporateTraining@southflorida.edu

TRADE AND INDUSTRY - CORPORATE AND COMMUNITY EDUCATION

HIGHLANDS CAMPUS

<i>See Note</i>	ACZ 0010	8	EPA Test				\$52.75	Tom Bush		
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**Note: For more information contact Instructor, Tom Bush 784-7117 or 784-7162.*

TRADE AND INDUSTRY - CORPORATE AND COMMUNITY EDUCATION

HIGHLANDS CAMPUS - CREWS CENTER

CDL Refreshers and Exams are available by appointment only. Please contact Lorrie Key at 863-784-7033.

CDL Refresher—The class “A” and “B” refresher course is offered to experienced drivers who have allowed their CDL to lapse, or for some reason have let their CDL revert back to a regular class “E” license. The course is offered in either 8-hour or 72-hour increments, depending on necessity and availability. This course offers one-on-one training that is needed to pass the CDL skills test, providing the applicant is already competent in driving a commercial vehicle, either class “A” or “B”. This course is NOT designed to train a commercial driver. See 10 week course description for this type of training.

CDL Exam—The State of Florida CDL exam consists of 3 parts:

- 1) Pre-trip Inspection: consists of demonstrating to the State Examiner that the applicant knows how to inspect a commercial vehicle defined by the permit applicant currently holds (“A” or “B”). The inspection is conducted according to DOT standards set forth by the State of Florida. (Criteria heavily emphasized.)
- 2) Basic Controls Skills Test: Demonstrates to the State Tester that the applicant can back and park a vehicle in a confined area involving six possible exercises, mandated by the State of Florida.
- 3) Driving Skills Test: Applicant demonstrates ability to drive a commercial vehicle in most road situations using all skills acquired in training. Test lasts 30-45 minutes and is mandated by the State of Florida.

TRADE AND INDUSTRY - CORPORATE AND COMMUNITY EDUCATION

HARDEE CAMPUS

<i>See Note</i>	TIZ 0050	24	New Miner Training	HA	TWR or WRF	7:30am - 4:30pm	\$130.00	Spivey, R.	<i>Call for Schedule</i>
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This course develops and instills in new miners an attitude of safety, trains miners to do each task safely and correctly, and teaches miners to identify hazards and prevent accidents.

Note: For Miner Training schedule/dates call Lorrie Key at (863) 784-7033 or email CorporateTraining@southflorida.edu

<i>See Note</i>	TIZ 0051	8	Miner Refresher Training	HA	S	7:30am - 4:30pm	\$95.00	Spivey, R.	<i>Call for Schedule</i>
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This course reaffirms and reinforces a miner’s safety attitude formed during New Miner Training, provides most current information available on various topics, and recognizes and rewards miners for their safe work attitude.

Note: For Miner Training schedule/dates call Lorrie Key at (863) 784-7033 or email CorporateTraining@southflorida.edu

SFCC offers many programs to help you meet your individual educational goals and needs. We are committed to providing high-quality, innovative and flexible learning opportunities. The College also provides specialized services for business and industry. Please contact SFCC to schedule a customized class to meet your needs. Contact information: Lorrie Key, Director at 863-784-7033 or via email CorporateTraining@southflorida.edu

All classes subject to change or cancellation

** Payment must be made within 24 hours after registering or you will be dropped from the class **

*** No refunds will be given after class begins ***

You may register for classes in Building B, at the Highlands Campus (Avon Park) or any SFCC campus/center. You may also register by phone, call 863-784-7405 or 863-784-7134 or 863-784-7416



element k

ONLINE LEARNING

For employers who need to upgrade their employees' skills in a flexible environment, SFCC offers online courses through Element K.

Element K courses are:

- Self-paced, non-credit courses
- Accessible 24/7 through the SFCC Web site
- Require no credentials, test scores, or diplomas

Online training engages the unsupervised

learner, which translates into more participation, more enthusiasm, and greater learning success. Element K courses are delivered at the office, home, or on the road, 24 hours a day, seven days a week, allowing employers to divert money spent on travel time and expenses into employee training. Employers will find it easy to set up new users, monitor progress, and produce reports on individual students. Employers will know what their employees learned, when they completed the course, how they performed, and their level of improvement.

Hundreds of Element K courses can be accessed instantly at the SFCC Web site (www.southflorida.edu) by clicking on "Element K" under "Featured Links" at the bottom of the home page. These courses cover everything from business skills to workplace safety. Students can register and pay online.

FREQUENTLY ASKED QUESTIONS

What are self-study courses?

Self-study courses are completed at your convenience and at your own pace. Self-study courses are interactive and engaging learning modules that incorporate lessons, examples, activities, and quizzes. Each lesson includes assessment questions that determine your training needs or allow you to demonstrate the new knowledge and skills you have acquired.

How do I enroll in Element K courses?

Choose your course and click on the "Enroll" tab. Fill out the required information, then click "Submit." You will receive a verification message indicating that your enrollment has been received. Follow the payment instructions to submit payment. Once payment is verified, you will receive an access key by e-mail. (Make sure you enter a correct e-mail address so that you receive your access key.)

How do I pay for a course?

After you are finished enrolling in your Element K course, follow the instructions for submitting payment.

How long will I have access to my course?

You may access single online courses for a 12-week period following enrollment. Course bundles are available for a period of one year from the date that you first access the course material.

How do I know if I'm ready to take a course, or if I'm fully prepared?

To learn more about the requirements for a specific course, select the "Syllabus" link to view the course



syllabus page. Here, you'll find information on course prerequisites, required textbooks and other materials, a brief description of the course, and more.

What are the minimum hardware and software requirements for taking Element K courses?

Processor	Pentium 90-MHz or better; or Macintosh PowerPC or better
Platform	Windows 95 or NT4; or MacOS 8
Browsers	For Windows: Netscape 4.5 or latest release (excluding version 6.0) or AOL 5.0 For MAC: Netscape 4.5 or latest release (excluding version 6.0) Internet Explorer 5.0 AOL 5.0
Screen	800 x 600 at 256 colors



HIGHLANDS CAMPUS

600 West College Drive
Avon Park, FL 33825
(863) 453-6661

HARDEE CAMPUS

2968 U.S. 17 North
Bowling Green, FL 33834
(863) 773-3081

DESOTO CAMPUS

2251 N.E. Turner Avenue
Arcadia, FL 34266
(863) 993-1757

LAKE PLACID CENTER

500 East Interlake Boulevard
Lake Placid, FL 33852
(863) 465-3003

South Florida Community College is an equal access/equal opportunity institution. South Florida Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the accreditation of South Florida Community College.

