

Business & Professional Development



DIVERSITY & COLLABORATION



INTERPERSONAL COMMUNICATION



ADAPTIVE THINKING



PRINCIPLES OF PROFESSIONALISM



LEADERSHIP & MANAGEMENT



5G Power Skills Certification - \$899.00

Campus	Building	Room	CRN	Dates	Days	Time
Highlands	H	110	11292	September 6, 13, and 20, 2019	F	8 a.m.—5 p.m.
Highlands	H	110	11293	November 1, 8, and 15, 2019	F	8 a.m.—5 p.m.

South Florida State College offers a range of the world's leading training products to create a unique portfolio of innovative business solutions that are designed to increase business competitiveness, enhance productivity, sales and profits, reduce turnover, and improve customer experience. The 5G Power Skills certification program offers world-class workshops on leadership, soft skills, interpersonal skills, and generational intelligence training.



5G is a competency-based learning model. A key characteristic of competency-based learning is its focus on mastery. Learn about each competency by scanning 5G code.



**Scholarship opportunities
available for students and
businesses.
Contact 863-784-7034**




5G-certified individuals, completing the five pillars of 5G Power Skills workshops, are eligible to receive the 5G Mastery digital badge and the opportunity to earn two credit hours. Once earned, the badge will be issued via email to you. The badge may be used on social media (i.e., LinkedIn) or on other forms of electronic correspondence (i.e., electronic resumes, footers of emails, etc.). The badge contains a hyperlink to the provider's website for badge content and validation information. To register, call **863-784-7405**. For more information, contact **863-784-7034** or email corporatetraining@southflorida.edu. For the most current schedule, visit southflorida.edu/corpedschedule.



CareerSource Heartland is an equal opportunity employer/program. Auxiliary aids and services available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at "711".



Many courses listed in this catalog are offered online . These courses award a certificate of completion that are designed to increase your employability skills and success in the business world. A new session of each course opens each month, allowing you to enroll whenever your busy schedule permits! How does it work? Once a session starts, two lessons will be released each week, for the six-week duration of your course. You will have access to all previously released lessons until the course ends. Keep in mind that the interactive discussion area for each lesson automatically closes 2 weeks after each lesson is released, so you're encouraged to complete each lesson within two weeks of its release. To register, visit www.ed2go.com/sfsc. **The 2019 classes begin each month on the following dates: Jan. 16, Feb. 13, March 13, April 17, May 15, June 12, July 17, Aug. 14, Sept. 11, Oct. 16, Nov. 13, and Dec. 11.**



Business Finance for Non-Finance Personnel - \$115

Are you interested in making better business decisions to increase your company's profits, move you up the corporate ladder, and help you reach a better, personal financial position? Then you need to take this course. Using practical explanations and real-life examples, this course will show you how money flows through a typical business. You will learn the basics of how a business operates, including how to develop successful business strategies and how to use financial statements to make better business decisions. Whether you're an employee, sales executive, supervisor, or manager, this course will help you understand basic financial information and use that information to make decisions that will positively affect your company's financial situation. This is a business finance course for non-financial employees and managers. In six weeks, you will obtain significantly improved business acumen skills and financial understanding. Position yourself to be more confident in your business and financial decisions! To register for this online course, visit www.ed2go.com/sfsc.



Using Social Media in Business - \$115

Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—to grow and promote your business. One of the biggest challenges for most business owners is to find a continuous supply of new customers. Over the past decade, some have differentiated themselves by leveraging the Internet and social media to do just that. This course will give you a solid foundation and thorough understanding of what social media is and how you can use it to grow your business. You'll learn about the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—and study secrets for using them and other social media platforms to promote your business. You'll also see how you can build a social media team and automate your social media activities so that you can leverage the power of social media without adding another full-time job to your plate. And finally, you'll gain techniques for measuring and tracking your social media success. In today's fast-paced and globally connected environment, social media is a game changer for businesses and business owners who use this powerful medium in the right way. To register for this online course, visit www.ed2go.com/sfsc.



Digital Marketing Suite - \$299

Learn how to develop an Internet marketing plan, use popular social media platforms, and achieve higher positions with major search engines. **Marketing Your Business on the Internet:** Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity. You'll learn how search engine optimization (SEO) works and how to track your site's performance using Web analytics. You'll understand how to use online advertising, email marketing, and social media (including blogs) to drive business to your Web site. Finally, you'll learn how to keep your visitors coming back again and again! Throughout the course, you'll learn to think strategically about marketing your website, products, and services using Internet technologies. **Using Social Media in Business:** One of the biggest challenges for most business owners is to find a continuous supply of new customers. Over the past decade, some have differentiated themselves by leveraging the Internet and social media to do just that. Whether you consider yourself a social media novice or a seasoned veteran, this course will give you a solid foundation and thorough understanding of what social media is and how you can use it to grow your business. As you progress through the course, you'll master a simple process for making social media work for you. You'll learn about the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—and study secrets for using them and other social media platforms to promote your business. **Achieving Top Search Engine Positions:** The vast majority of Web traffic comes from search engines. That means the most important thing you can do to increase your website's traffic is to improve its search engine ranking. To do that, you have to understand both the art and science of search engine optimization (SEO). By the end of the course, you'll have mastered proven, step-by-step SEO strategies that you can implement right away. To register for this online course, visit www.ed2go.com/sfsc.



Creating a Successful Business Plan - \$115

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you'll work through all of the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first--and most difficult--step on the path to small business success. To register for this online course, visit www.ed2go.com/sfsc.



A to Z Grant Writing - \$115

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals. *A to Z Grant Writing* is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It's also an excellent primer for individuals wishing to become grant writing consultants or community grant writing volunteers. Many of this course's elements also easily translate to the for-profit field and to individual artists, and material specifically designed for businesses and individuals is included. No matter who you are or what level of experience you have, you'll find the A to Z of writing and submitting successful proposals here! To register for this online course, visit www.ed2go.com/sfsc.



Human Resource Management Suite - \$299

These courses are designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. You will also learn tactics to build successful employment brand, the importance of a strong onboarding program and the effect it can have on employee retention. We will also discuss how continuous learning and targeted feedback can help engage employees. Finally, we'll discuss how to make your company a high-performance organization, the benefits such as profits, and survival as well as being an employer of choice. To register for this online course, visit www.ed2go.com/sfsc.



Mastery of Business Fundamentals - \$115

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You'll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You'll learn about various organizational structures and determine how to use leadership, motivation, and control for maximum impact. You'll understand how successful organizations use performance measurements to stay on track. You'll also master the fundamentals of accounting and increase your knowledge about key financial terms, cash flow management, financial statements, and cost control. You'll learn the difference between financial and cost accounting. You'll discover various financial investment models and you'll learn the basics of financial planning and budgeting methods. You'll even gain an understanding of the basic principles of business law, contracts, and the principal-agency relationship. And you'll explore the forms of business organization and learn about ethics and organizational politics. To register for this online course, visit www.ed2go.com/sfsc.



Supply Chain Suite - \$299

Discover and master the fundamentals of purchasing and supply chain management with this group of online classes. **Purchasing Fundamentals:** Improve your company's bottom-line profitability by learning and implementing key concepts such as negotiation, supplier sourcing and qualification, outsourcing and make-or-buy analysis. Learn the basics of supplier partnerships, capital budgeting and green buying. You will learn about business law, contracts, leasing, Six Sigma and total quality management (TQM). **Distribution and Logistics Management:** All elements of distribution and logistics management will be covered, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores, and returned goods. The course will also address key technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP). **Supply Chain Management Fundamentals:** Supply chain management professionals play a key role in capturing customer demands, creating forecasts, developing schedules, ordering and managing inventory, controlling production orders, and maximizing customer satisfaction. This course will help you succeed in the supply chain management field. You'll master the fundamentals of supply chain management, including customer demand forecasting, master production scheduling (MPS), material requirements planning (MRP), capacity planning, and production activity control (PAC). The course also includes essential information to help you prepare for internationally recognized supply chain and materials management certification examinations. To register for this online course, visit www.ed2go.com/sfsc.



Project Management Professional (PMP)® Prep Series - \$183

Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam. Master *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, 6th edition--the essential resource for the PMP® certification exam. **PMP Certification Prep 1:** This course, the first part of a two-course series, will demystify the PMBOK® Guide, including relationships between inputs, tools and techniques, and outputs. The course will also bring clarity to such topics as precedence diagramming, estimating, and scope management. **PMP Certification Prep 2:** In this, the second part of our two-part certification preparation series, your instructor will continue to demystify the PMBOK® Guide, including relationships between inputs, tools and techniques, and outputs. You'll also gain a strong understanding of such topics as earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis. In addition to learning about the PMBOK® Guide, you'll gain insight into PMI's code of professional responsibility and discover powerful techniques you can use to continue preparing for the PMP® exam after this course is over. To register for this online course, visit www.ed2go.com/sfsc.

Customized Training for Workforce

Need customized training for your business or organization? Please contact us and let us know how we can help. SFSC's staff and faculty will collaborate to offer solutions to meet your needs. We can offer training at your business or a traditional classroom environment at any of our campuses located in Highlands, Hardee and DeSoto counties. **Call 863-784-7034, for a professional consultation.**



A sample of courses on ed2go.com/sfsc.

Accounting Fundamentals - Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Medical Terminology: A Word Association Approach - Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable way.

Grammar Refresher - Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills.

Speed Spanish - Learn six easy recipes to string Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

Introduction to SQL - Gain a solid working knowledge of the most powerful and widely used database programming language.

Accounting Fundamentals Series - If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

Effective Business Writing - Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Supply Chain Management Fundamentals - Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

Nonprofit Fundraising Essentials - Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving.

Starting a Nonprofit - Industry veteran shows you how to take a nonprofit business from vision to reality.

Just search your interests at ed2go.com/sfsc, we have over 350 engaging courses.

Insurance Agent or Adjuster



SFSC offers Insurance Pre-Licensing and Insurance Designation courses along with a large selection of insurance continuing education courses. These courses are state-approved and comply with state education requirements for licensure. After successfully completing the course and final exam, the student's name is sent to the State of Florida Department of Insurance, fulfilling course prerequisites. Study when you want. Start and stop as often as you need to complete the course that is offered 24 hours a day, seven days a week, 365 days a year. Prices vary per course and there is no software to buy, install or run. Receive immediate access to your course by purchasing it online with a credit/debit card or Paypal. Check out the online courses offered through SFSC OLT at sfsc.oltraining.com.

Leadercast

Come to Leadercast: Leading Healthy Teams on Friday, May 10, 2019

8 a.m.—Breakfast and Networking. **9 a.m. - 3:30 p.m.** Leadercast Program

Locations: Highlands Campus, University Center, 600 West College Dr., Avon Park;
Hardee Campus, 2968 US 17 N, Bowling Green and DeSoto Campus, 2251 NE Turner Ave., Arcadia

Price: \$50 per person

Meet the Speakers:

Juliet Funt CEO of WhiteSpace at Work, a training and consulting firm that helps organizations, their leaders and employees flip the norms of business in order to reclaim their creativity, productivity and engagement.

Patrick Lencioni founder and president of The Table Group, a firm dedicated to providing organizations with ideas, products and services that improve teamwork, clarity and employee engagement.

More speakers to be announced soon.

Sponsorship Opportunities

\$2,500 Title Sponsor (Only 1 available for each campus: Highlands, Hardee and DeSoto)

- 8 tickets and VIP parking for Leadercast SFSC
- Premium booth space (six-foot table provided at event to market your business)
- Opportunity to supply promotional material for event bags distributed to all attendees (Need all items by April 12)
- 2 Facebook posts and 2 email blasts to more than 5,000 contacts (Material supplied by sponsor no later than March 15)
- Logo listed on ticket, directional signage and all advertising for Leadercast SFSC
- Display your banner at the event

\$1,000 Gold Sponsor

- 6 tickets for Leadercast SFSC
- Premium booth space (six-foot table provided at event to market your business)
- Opportunity to supply promotional material for event bags distributed to all attendees (Need all items by April 12)
- 2 Facebook posts and 1 email blast to more than 5,000 contacts (Material supplied by sponsor no later than March 15)
- Logo listed in all advertising for Leadercast SFSC

\$500 Silver Sponsor

- 4 tickets for Leadercast SFSC
- Business listed on program and advertising for Leadercast SFSC
- Opportunity to supply promotional material for event bags distributed to all attendees (Need by April 12)
- 1 Facebook post and 1 email blast to more than 5,000 contacts (Material supplied by sponsor no later than March 15)

For more information, call Tina Gottus at 863-784-7033 (Highlands), Asena Mott at 863-784-7040 (DeSoto) or Teresa Crawford at 863-784-7061 (Hardee).

OSHA - Occupational Safety and Health Administration



OSHA 10HR General Industry - \$164

Campus	Building	Room	CRN	Dates	Days	Time
Highlands	P	110	11327	Sept. 27 and Oct. 4, 2018	R	1 - 6 p.m.
Hardee	B	101	11328	Nov. 1 and 8, 2018	R	1 - 6 p.m.
DeSoto	A	202	21181	Feb. 14 and 21, 2019	R	1 - 6 p.m.

The OSHA outreach training program for general industry provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in the workplaces in general industry. This program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contributes to our nation's productivity. To register, call **863-784-7405**. We can offer this course at your business, call for more details, **863-784-7033**.

NOTE: This is a voluntary program and does not meet training requirements for any OSHA standards.

Small Business Development Council (SBDC)

About the FSBDC Network: The Florida SBDC at University of South Florida is a member of the Florida SBDC Network, a statewide service network funded in part through a cooperative agreement with the U.S. Small Business Administration. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA. To find out more about Florida SBDC at USF no-cost business consulting and low-cost seminars, visit us online at SBDCTampaBay.com.



Start Your Business - \$10

Campus	Building	Room	CRN	Dates	Days	Time
Highlands	H	110	30266	May 28, 2019	T	2 - 4:30 p.m.
Highlands	H	110	11452	Sept. 24, 2019	T	6 - 8:30 p.m.
Highlands	H	110	11454	Nov. 19, 2019	T	6- 8:30 p.m.

Ever wanted to start your own business but not sure how to get your entrepreneurial idea off the ground? This seminar covers all the essentials that will help you get started, including information about forming a business entity, such as a corporation or LLC, to the types of licenses you'll need and business tax registrations. Customized for entrepreneurs and start-ups in Highlands County and surrounding areas, this seminar will uncover successful launch strategies and help attendees avoid common start-up mistakes. The cost of course includes seminar materials. To register, call **863-784-7405**.



Financing Your Business - \$10

Campus	Building	Room	CRN	Dates	Days	Time
Highlands	H	110	30729	August 6, 2019	T	2 - 4:30 p.m.

Are you looking for money for your business? Are you considering a SBA loan? This seminar will help you zero in on the right funding choices for your business and avoid money scams. Our financing veteran will educate you on how to ask for a loan, get prepared for the bank and find money in a tight-fisted economy. To register, call **863-784-7405**.



Marketing Your Business - \$25

Campus	Building	Room	CRN	Dates	Days	Time
Highlands	H	110	30645	June 25, 2019	T	6 - 9 p.m.
Highlands	H	110	11456	Oct. 22, 2019	T	6 - 9 p.m.

You know why your business rocks. Does anyone else? Take this class to uncover the characteristics that make up your business' DNA and boost consumer loyalty and company profits. After answering the two most important questions in all of marketing, you'll be ready to skillfully implement customer-winning strategies and face the competition. To register, call **863-784-7405**.

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For more information visit www.southflorida.edu/corpedschedule • Computer Business Workshops 120035 TR 24, Leadercast 120041 TR 36

Enrollment numbers must be achieved in order for course to be offered. All classes are subject to change. No refunds after class begins.

Computer/Information Technology

All Microsoft Office, QuickBooks, Adobe Photoshop and InDesign courses are offered online. A new session of each course opens each month, allowing you to enroll whenever your busy schedule permits! How does it work? Once a session starts, two lessons will be released each week, for the six-week duration of your course. You will have access to all previously released lessons until the course ends. Keep in mind that the interactive discussion area for each lesson automatically closes 2 weeks after each lesson is released, so you're encouraged to complete each lesson within two weeks of its release. To register, visit www.ed2go.com/sfsc. **The 2019 classes begin each month on the following dates: Jan. 16, Feb. 13, March 13, April 17, May 15, June 12, July 17, Aug. 14, Sept. 11, Oct. 16, Nov. 13, and Dec. 11.**



Introduction to Microsoft Word, Versions: 2016, 2013 or 2010 – Classes starting at \$115

In this course, you will learn the basics of how to create, format, view, print, and save documents in MS Word. Learn to insert and manipulate text and graphics; use keyboard shortcuts to select and edit text; copy, cut, paste and replace text; change case and style fonts; use the spellcheck and thesaurus features; and much more! To register for this online course, visit www.ed2go.com/sfsc.



Intermediate Microsoft Word, Versions: 2016, 2013 or 2010 – Classes starting at \$115

Learn the latest tips, tricks and shortcuts to make your work easier. You will learn how to use tables to create efficient forms, alphabetize and sort text, work with advanced formatting features such as margin adjustments, spacing and columns, and how to insert objects into your Word documents, such as shapes, Smart Art, links, headers and footers, comments, page numbers, watermarks, and text boxes. To register for this online course, visit www.ed2go.com/sfsc.



Introduction to Microsoft Publisher, Versions 2013 or 2010 - Classes starting at \$115

Increase consumer awareness of your company's products and services through a marketing campaign with Microsoft Publisher. Learn how to create newsletters, calendars, business cards, brochures, flyers, awards, certificates, and more. To register for this online course, visit www.ed2go.com/sfsc.



Introduction to Microsoft PowerPoint, Versions 2016, 2013 or 2010 – Classes starting at \$115

Upon completion of this course, you will be able to customize the PowerPoint application and effectively create multimedia presentations for a variety of situations. You will learn how to customize design templates, add SmartArt to a presentation, work with media and animations, and customize slideshows. To register for this online course, visit www.ed2go.com/sfsc.



Introduction to Access 2016, Versions 2016, 2013 or 2010 – Classes starting at \$115

Learn how to build, edit, and maintain a database in Access 2010, using tables, reports, forms, and queries to give you fast access to all your important information. To register for this online course, visit www.ed2go.com/sfsc.



Intermediate Access 2016, Versions 2016, 2013 or 2010 – Classes starting at \$115

Master more advanced techniques for this powerful database program, including importing Excel spreadsheets as tables, creating query calculations to crunch numbers, and using Visual Basic to automate common tasks. To register for this online course, visit www.ed2go.com/sfsc.

**Introduction to Microsoft Excel, Versions: 2016, 2013 or 2010 – Classes starting at \$115**

Learn how to manage and analyze data more productively with Excel. You will learn how to create basic spreadsheets utilizing formulas and charts. To register for this online course, visit www.ed2go.com/sfsc.

**Intermediate Microsoft Excel, Versions: 2016, 2013 or 2010 – Classes starting at \$115**

Boost your electronic spreadsheet skills by learning how to create and utilize time-saving procedures within Excel by using filters, sorting, and pivot tables. To increase proficiency, you will learn more complex formulas, such as the IF, SUMIF, and COUNTIF formulas and how to use the new Flash Fill feature of Excel. To register for this online course, visit www.ed2go.com/sfsc.

**Advanced Microsoft Excel, Versions 2013 or 2010 - Classes starting at \$115**

Master advanced features and functions of Microsoft Excel, including data analysis tools, data tables and databases, Pivot-Tables, custom controls, importing external data, and conditional formatting. To register for this online course, visit www.ed2go.com/sfsc.

**Responsive Web Design – Classes starting at \$115**

Learn to build fully responsive websites optimized for mobile devices, smartphones, tablets, and desktop viewing environments. To register for this online course, visit www.ed2go.com/sfsc.

**Introduction to JavaScript – Classes starting at \$115**

Build on your knowledge of HTML and CSS by learning to add interactivity to your Web pages with JavaScript code and jQuery. To register for this online course, visit www.ed2go.com/sfsc.

**Introduction to Adobe Photoshop CC – Classes starting at \$115**

Learn how to use Adobe Photoshop CC, the world's best graphics program, to edit and process photos and create original images. To register for this online course, visit www.ed2go.com/sfsc.

**Intermediate Adobe Photoshop CSS – Classes starting at \$115**

Take your Adobe Photoshop CSS skills to the next level by mastering layers, layer masks, Smart Objects, and other advanced features that let you re-edit images easily long after you create them. To register for this online course, visit www.ed2go.com/sfsc.

**Introduction to Adobe InDesign CC – Classes starting at \$115**

Learn how to use Adobe InDesign CC software to create professional-quality letterhead, brochures, forms, eBooks business materials and more. To register for this online course, visit www.ed2go.com/sfsc.

**Intermediate Adobe InDesign CC – Classes starting at \$115**

Learn to use advanced features in Adobe InDesign Creative Cloud (CC) to produce professional brochures, forms, and documents. To register for this online course, visit www.ed2go.com/sfsc.



Responsive Web Design – Classes starting at \$115

Learn to build fully responsive websites optimized for mobile devices, smartphones, tablets, and desktop viewing environments. To register for this online course, visit www.ed2go.com/sfsc.



Introduction to JavaScript – Classes starting at \$115

Build on your knowledge of HTML and CSS by learning to add interactivity to your Web pages with JavaScript code and jQuery. To register for this online course, visit www.ed2go.com/sfsc.



Introduction to QuickBooks, Many versions to choose from – Classes starting at \$99

Gain control of the financial accounting of your business using this powerful software program, including how to create statements and invoices and track payables and receivables. To register for this online course, visit www.ed2go.com/sfsc.



Intermediate QuickBooks, Many versions to choose from – Classes starting at \$99

Go beyond the basic introductory concepts and learn how to gain more control and improve productivity while using QuickBooks. To register for this online course, visit www.ed2go.com/sfsc.



Performing Payroll in QuickBooks, Many versions to choose from – Classes starting at \$115

Master more advanced techniques for this powerful database program, including importing Excel spreadsheets as tables, creating query calculations to crunch numbers, and using Visual Basic to automate common tasks. To register for this online course, visit www.ed2go.com/sfsc.



Introduction to QuickBooks 2018 - \$135

Campus	Building	Room	CRN	Dates	Days	Time
Highlands	I	209	11128	Sept. 25 and Oct. 2, 2019	W	6-8 p.m.

Learn to simplify and streamline your bookkeeping tasks. Help your business save time, increase productivity, and run more efficiently. 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. To register, call **863-784-7405**.



Intermediate QuickBooks 2018 - \$135

Campus	Building	Room	CRN	Dates	Days	Time
Highlands	I	209	11129	Oct. 9 and Oct. 16, 2019	W	6-8 p.m.

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. To register, call **863-784-7405**.

Customized Training for Workforce

Need customized training for your business or organization? Please contact us and let us know how we can help. SFSC's staff and faculty will collaborate to offer solutions to meet your needs. We can offer training at your business or a traditional classroom environment at any of our campuses located in Highlands, Hardee and DeSoto counties. **Call 863-784-7034, for a professional consultation.**

SFSC Corporate & Community Education

Serving Highlands, Hardee and DeSoto counties for over 50 years!



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 State College is an equal access/equal opportunity institution.

South Florida State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate and baccalaureate degree. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679.4500 for questions about the accreditation of South Florida State College.