



5G[®] LEADERSHIP SKILLS



The 5G Leadership Skills Program is meaningful, transformative training that will elevate your staff and improve your bottom line!

Unlock your full potential in just three days for only \$899 per person! Can't commit to the full program? We'll customize a schedule that suits you. Plus, if you have more than 10 employees joining the program, we offer discounted pricing. Start your journey to success now! Call to schedule your group today!

COLLABORATIVE ENVIRONMENT



GENERATIONAL INTELLIGENCE

PERSONAL BRANDING

INCLUSIVE WORKPLACES

SYNERGISTIC MENTORING

ORGANIZATIONAL CULTURE

EMOTIONAL INTELLIGENCE

BUILDING CONNECTIONS



LEADERSHIP COMMUNICATION

BODY-LANGUAGE FLUENCY

INFLUENTIAL WRITING

WINNING MINDSET

BOUNDARIES & BALANCE

RESILIENCE & ADAPTABILITY

PROFESSIONALISM

PURPOSEFUL LEADERSHIP



CONFLICT RESOLUTION

BUSINESS ETHICS


PRODUCTIVITY

DYNAMIC LEADERSHIP

MOTIVATION & REWARDS

STAKEHOLDER ENGAGEMENT



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.



Business Finance for Non-Finance Personnel - \$129

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.



Entrepreneurship Suite - \$365

Creating a Successful Business Plan - 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.

Start Your Own Small Business - Learn how to take your dream of starting a business and put it into action. In this class, you'll learn everything you need to know about starting a business. You'll begin by discovering the tricks to picking the right opportunity for you. Next, you'll learn how to develop proven marketing techniques to easily build sales. Since every business needs money, we'll discuss traditional and nontraditional financing options. Finally, you'll learn easy-to-implement employee-management procedures and how to write business policies that help you build your business.

Small Business Marketing on a Shoestring - With the help of videos, spreadsheets, and hands-on activities, you'll build your skills in each lesson. You'll master cost-effective strategies including strategic partnerships, local marketing, search engine optimization, social networking, email marketing, lead generation, and niche marketing. Along the way, you'll see many real-world examples from other small businesses much like yours. To register for this online course, visit www.ed2go.com/sfsc.



Digital Marketing Suite - \$365

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.



A to Z Grant Writing - \$135

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 - \$365

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 - \$135**

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 - \$365**

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 - \$270**

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.



A sample of courses on ed2go.com/sfsc. Prices as low as \$135.

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.

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.



Introduction to Microsoft Word, Classes starting at \$147

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, Classes starting at \$147

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, Classes starting at \$147

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, Classes starting at \$147

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, Classes starting at \$147

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, Classes starting at \$147

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 \$147

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 \$147

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 \$147

Master advanced features and functions of Microsoft Excel, including data analysis tools, data tables and data-bases, PivotTables, 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 \$129

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 \$129

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 \$129

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 \$129

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 \$129

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 \$129

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 \$129

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 \$129

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.



QuickBooks, Many versions to choose from Intro. to Intermediate – Classes starting at \$139

Online courses: In the introduction course, 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. In the intermediate course it takes you beyond the basic introductory concepts and learn how to gain more control and improve productivity while using QuickBooks. There is a course dedicated to performing payroll in QuickBooks as well. To register for this online course, visit www.ed2go.com/sfsc. Take the certification exam to become a certified QuickBooks user. To take the exam in person at SFSC's Testing Center: Call **863-784-7214** to schedule an appointment. It is highly recommended to take a series of QuickBooks courses prior to testing at www.ed2go.com/sfsc.

At SFSC's Testing Center, you have two options:

Option 1— The Certified User Exam for **\$111.39**.

Option 2— A practice test, certified user exam and a retake for **\$117.99**.

Or take the Certification Exam online: at www.certipoint.com. Certipoint's phone number is 1-888-999-9830.

OSHA - Occupational Safety and Health Administration



Occupational Safety and Health Administration (OSHA) 10-Hour General Industry - \$159

Campus	Building	Room	CRN	Dates	Days	Time
Highlands	UC	109	T.B.A.	T.B.A.	T.B.A.	T.B.A.

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 **863-784-7008**. We can offer this course at your business!

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

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 863-784-7466, for a professional consultation.**

Early Childhood Education Management

Initial Director's Credential

Director's Credential/Program Management Online- \$227

EEZ-0002

Format	CRN	Dates
Web/D2L	TBA	TBA
Web/D2L	TBA	TBA

This course is the equivalent to the "Overview of Child Care Management" course required by DCF in order to earn your Director's Credential.

Step 1. Register and pay for course by calling **863-784-7405**.

Step 2. Contact SFSC's eLearning Department for your Panther Central D2L user name and password for online |access prior to the first meeting date. Call **863-784-7017**. **(Program Management students are exempt from the SFSC application fee and GPS orientation).**

Step 3. Notify the Corporate Training Department via email at corporatetraining@southflorida.edu

Once Steps 1 and 2 are complete and the instructor will inform you of meeting dates/times.

Director's Credential candidates must complete the 40-hour Intro to Child Care Training, FCCPC I & II, and the Director's Program Management course. Exception to this would be if student has a two-year degree in ECE (Early Childhood Education). For more exceptions, visit myflorida.com/childcare. For the Director's Credential, student must have high school diploma or equivalent from an accredited or FLDOE registered institution.

Online Renewals—FCCPC/CDA/Director's Credential

FCCPC/CDA Renewal - \$184

CCZ-0420

Format	CRN	Dates
Web	TBA	Students may begin anytime.

This course is strictly online and is approved by the Department of Children and Families (DCF). It is self-paced and has no exams or class meetings. (Students must notify the community education coordinator via email at communityeducation@southflorida.edu when they have registered and paid in order to gain online access). Upon completion of this course, you will earn a certificate of completion and 4.5 CEUs. This class is also available in Spanish upon request. The course is accessible 365 days from each student's initial login date. To register, call **863-784-7032**.

Director's Credential Renewal - \$189

CCZ-0423

Format	CRN	Dates
Web	TBA	Students may begin anytime.

This course is strictly online and is approved by the Department of Children and Families (DCF). It is self-paced and has no exams or class meetings. (Students must notify the community education coordinator via email at communityeducation@southflorida.edu when they have registered and paid in order to gain online access). Upon completion of this course, you will earn a certificate of completion and 4.5 CEUs. This class is also available in Spanish upon request. The course is accessible 365 days from each student's initial login date. To register, call **863-784-7032**.

Corporate and Community Education Dept. • 863.784.7466 • email: corporatetraining@southflorida.edu

tg 03/19/2024

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

Students that are registered and paid or funding source on file will receive first priority for enrollment in the course. Enrollment numbers must be achieved in order for course to be offered. All classes are subject to change. No refunds after class begins or for unsatisfactory grades.

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.

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