

SUMMER  
**2025**



# WORKFORCE SOLUTIONS

South Florida State College's  
Corporate and Community  
Education

Accelerate Your Success:  
Short-Term Training and  
Continuing Education for  
Today's Workforce

# ***IT'S POSSIBLE***



863-784-7034



[southflorida.edu/corporatetraining](https://southflorida.edu/corporatetraining)



[corporatetraining@southflorida.edu](mailto:corporatetraining@southflorida.edu)



# Your Pathway to Success Starts Here

## Explore, Learn, Achieve!

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## Welcome to SFSC's Fall Schedule of Non-Credit Courses!

We're excited to present a diverse array of courses designed to provide you with valuable skills and opportunities. While these courses are not for credit, don't be misled—many of them lead to industry-recognized credentials, licenses, and employment opportunities.

Whether you're looking to enhance your business acumen, improve your computer skills, or dive into hands-on trades like construction and welding, we have the courses you need. Perhaps you're aspiring to become a certified welder or obtain your Commercial Driver's License (CDL). Did you know that SFSC offers comprehensive training in these fields? These programs can be your gateway to a rewarding career. For those interested in the sales sector, we offer pre-licensing training in real estate and insurance, giving you the foundational knowledge to jump start your career in these thriving industries.

We also recognize that every business has unique needs. If you have employees with varying skill levels, we can customize training programs specifically for your business to ensure everyone is equipped with the skills they need to succeed.

We're here to help you achieve your goals, whether it's gaining new skills, advancing your career with continuing education courses, or improving your business. Explore our fall schedule and find the course that's right for you!

Your success is our priority. Reach out to your Corporate and Community Education team today!



# EMPLOYEE DEVELOPMENT & CONTINUING EDUCATION PROGRAMS



*Empowering Our  
Workforce  
for Success*

## SFSC's Services:

- ✓ Tailored Training
- ✓ Flexible Delivery
- ✓ Expert Instructors

CONTACT US



**Phone Number**  
863-784-7466



**Our Website**  
[SouthFlorida.edu/corporatetraining](https://SouthFlorida.edu/corporatetraining)



**Email**  
[corporatetraining@southflorida.edu](mailto:corporatetraining@southflorida.edu)

Online Course Disclaimer: The fees for online courses may vary. The tuition stated reflects the cost at the time the catalog was created.

In-Person Course Disclaimer: Students that are registered and paid 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.



## THE 5G LEADERSHIP SKILLS PROGRAM OFFERS IMPACTFUL, IN-PERSON TRAINING TO ELEVATE YOUR STAFF AND BOOST YOUR BOTTOM LINE!



Start your journey to success—call today!  
The schedule is on the next page!

### 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



Phone Number  
863-784-7466



Email  
[corporatetraining@southflorida.edu](mailto:corporatetraining@southflorida.edu)



# 5G Leadership Schedule

## Become 5G Certified!

### 5G = 5 Generations in the Workforce

**\$75 per day for  
Community Members and Local Workforce.  
To register, Call 863-453-6661.  
SFSC employees, register at link below.**



### 5G Leadership - \$75 per day

**BUZ-0172**

Competencies	Location   Room	Dates	Day	Time	CRN - Community	CRN - SFSC Employees*
1.1 Generational Intelligence	Lake Placid - 137	Jan. 17, 2025	F	9 a.m. - Noon	27266	27265
1.2 Personal Branding	Avon Park - UC 109	Jan. 24, 2025	F	9 a.m. - Noon	27283	27284
1.3 Inclusive Workplaces						
1.4 Synergistic Mentoring	Lake Placid - 137	Jan. 24, 2025	F	9 a.m. - Noon	27267	27271
1.5 Organizational Culture	Avon Park - UC 109	Feb. 14, 2025	F	9 a.m. - Noon	27285	27286
1.6 Emotional Intelligence						
2.1 Leadership Communication	Lake Placid - 137	Feb. 7, 2025	F	9 a.m. - Noon	27273	27272
2.2 Body-Language Fluency	Avon Park - UC 109	March 7, 2025	F	9 a.m. - Noon	27287	27288
2.3 Influential Writing						
2.4 Winning Mindset	Lake Placid - 137	Feb. 14, 2025	F	9 a.m. - Noon	27274	27275
2.5 Boundaries & Balance	Avon Park - UC 109	March 21, 2025	F	9 a.m. - Noon	27289	27290
2.6 Resilience & Adaptability						
2.7 Professionalism						
3.1 Conflict Resolution	Lake Placid - 137	Feb. 28, 2025	F	9 a.m. - Noon	27276	27277
3.2 Business Ethics	Avon Park - UC 109	April 25, 2025	F	9 a.m. - Noon	27291	27292
3.3 Productivity						
3.4 Dynamic Leadership	Lake Placid - 137	March 28, 2025	F	9 a.m. - Noon	27278	27279
3.5 Motivation & Rewards	Avon Park - UC 109	May 9, 2025	F	9 a.m. - Noon	34551	34552
3.6 Stakeholder Engagement						

**There is no charge for SFSC Employees. Employees attending the Lake Placid campus, register at <https://www.signupgenius.com/go/10C0848AAAE2CABFAC70-53950393-5gleadership>.**

**Employees attending the Avon Park campus, register at <https://www.signupgenius.com/go/10C0848AAAE2CABFAC70-53934725-5gleadership>.**

**Elevate your business with exclusive 5G Leadership Training tailored just for your business or organization! Call 863-784-7466 to get started. Choose your location—we'll come to you or host the training at one of our state-of-the-art SFSC campuses. Enjoy the convenience of Breakfast, Lunch, and Refreshments included. Call now for a personalized quote!**



**YOU**  
can **SHAPE** the **FUTURE** of  
**HIGHLANDS COUNTY**

# Leadership Highlands

For more information, visit  
[southflorida.edu/leadership-highlands](http://southflorida.edu/leadership-highlands)

or call Kris Juve at 863-784-7189

• Avon Park  
**Leadership**  
• Sebring  
**Highlands**  
• Lake Placid



# Business, Finance, and Entrepreneurship

## Accelerated Career Training Online

**Accelerated training courses prepare you for a new career or in-demand job skills, often aligned with nationally-recognized certification exams. Start anytime and learn from industry experts! Many courses include a certification exam voucher and range from 3 to 18 months. Ready to sign up?**

Click a course title or visit [careertraining.Ed2go.com/sfsc](https://careertraining.Ed2go.com/sfsc) to find your course and browse other programs. Enroll anytime and access your course within 24-48 business hours.

### Payment Plans Available



#### **Business Operations Specialist**

**\$1,895 | 200-hours**

Learn the fundamentals of business management and operational planning. You will gain essential skills and strategies that you can put into action at your workplace, such as risk management, scheduling, and control.

#### **Executive Assistant**

**\$3,595 | 460-hours**

##### **Certification Preparation**

##### **Exam Voucher Included**

Train for a career as an executive assistant. You'll learn business management skills and prepare for the Certified Administrative Professional (CAP) exam offered by the International Association of Administrative Professionals (IAAP). An IAAP membership, Exam study guide, and voucher are included.

#### **Payroll Manager**

**\$3,395 | 460-hours**

##### **Certification Preparation**

Train for a career as a payroll manager. You will prepare to take the PayrollOrg's Fundamental Payroll Certification (FPC) exam and receive management training.

#### **Chartered Tax Professional with Microsoft Excel**

**\$2,295 | 250-hours**

##### **Certification Preparation**

##### **Exam Voucher Included**

Learn to prepare individual tax returns for almost all U.S. taxpayers. You will also be ready to pass the Microsoft Office Specialist Expert certification exam for Microsoft Excel.

#### **Certified Virtual Assistant**

**\$2,995 | 240-hours**

Master the skills of a virtual assistant and start your own virtual assistant business. Learn how to set up your virtual assistant packages, rates, and contracts, along with the tools for virtual assistants to offer a list of services for remote work.

#### **Certified Business Data Analytics (CBDA) Prep**

**\$1,595 | 60-hours**

##### **Certification Preparation**

##### **Exam Voucher Included**

Prepare to learn in-demand business data analysis skills and stay on top of industry trends. You will prepare for and take the CBDA exam offered by the IIBA.

#### **Nonprofit Manager + Professional Grant Writing**

**\$3,999 | 190-hours**

##### **Certification Preparation**

##### **Exam Voucher Included**

Build a solid foundation in nonprofit and professional grant writing with this comprehensive course. You'll also prepare for the Grant Professional Certified (GPC) exam.

#### **Career Counselor and Life-Coach**

**\$2,795 | 160-hours**

##### **Certification Preparation**

This course equips you with the skills to become a career counselor and certified life coach. You'll be ready to take the final exam and earn the Certified Professional Coach (CPC) certification from the IAPRC.

#### **Entrepreneurship: Start-Up and Business Owner Management**

**\$2,795 | 200-hours**

##### **Certification Preparation**

##### **Exam Voucher Included**

Explore entrepreneurship from idea to business plan. This course prepares you for certification and covers legal structure, funding, IP, marketing, and finances. You'll finish with a complete plan to launch your startup.

#### **Social Entrepreneurship**

**\$3,795 | 300-hours**

##### **Certification Preparation**

##### **Exam Voucher Included**

Develop leadership skills for the nonprofit sector and learn how to launch your own business. This course covers legal structure, funding, IP, operations, marketing, and more. By the end, you'll have a business plan ready to launch your startup.



# Professional Development

## Quick Online Courses, BIG Impact!

**Ready to sign up for a 6-week course on this page?**

**Just click on a course title or head to [Ed2go.com/sfsc](https://Ed2go.com/sfsc) and search for your course.**

**Can't find what you need?**

**Explore hundreds of options right on the site to ignite your passion.**



### Supervision & Management Series

**\$245 | 48-hours**

Become a more effective manager, whether you are new to the role or a seasoned veteran, by mastering the language of management. Gain the skills necessary to delegate responsibility, solve problems, resolve conflicts, and motivate employees. You will also learn how to understand various personality traits in others and in yourself and how they can help you accomplish your goals at work.

### Business Finance for Non-Finance Personnel

**\$129 | 24-hours**

Want to boost profits and advance your career? Learn financial basics, strategy, and decision-making in just six weeks.

### Mastery of Business Fundamentals

**\$135 | 24-hours**

Learn strategic planning, management, and finance without an MBA. This course covers leadership, accounting, financial management, and business law.

### Leadership Suite

**\$480 | 96-hours**

This series builds essential leadership skills, helps improve relationships, and teaches team building and decision-making. Prepare for future leadership roles.

### A to Z Grant Writing

**\$125 | 24-hours**

This course teaches planning for grant funding, focusing on understanding needs and involving stakeholders.

### Technical Writing

**\$135 | 24-hours**

If you have a knack for explaining complex subjects in a way that makes them easy to understand, you should consider entering the well-paying field of technical writing. This course will teach you the fundamental techniques that all successful technical writers use.

Course Demo



### Effective Business Writing

**\$135 | 24-hours**

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. This course will help you identify gaps and eliminate problem areas in your writing skills.

### QuickBooks Online Series

**\$250 | 48-hours**

This course will introduce you to QuickBooks Online, covering basic and intermediate functions. Learn to manage business financials, including creating invoices, tracking payables and inventory, and generating reports. The introduction course focuses on essential features, while the intermediate course deepens your understanding, teaching you to set up accounts, manage budgets, and track owner investments.

### Personal Finance

**\$129 | 24-hours**

Set clear financial goals, make the right investments, increase financial security, and be prepared to retire someday. This course will help you gain control over the financial impact of your choices with tools that are useful, realistic, and easy to work into your regular routine.

### Entrepreneurship Suite

**\$355 | 72-hours**

Creating a Successful Business Plan: Turn your business idea into a solid plan for financing and success, guided by your instructor to complete your first draft. Start Your Own Small Business: Learn how to turn your business dream into reality, covering marketing, financing, and management. Small Business Marketing on a Shoestring: Master affordable marketing strategies like SEO and social media through practical, real-world examples.

## ENROLL TODAY!

*These courses are designed to accommodate various learning preferences. Self-guided courses are designed to be user-friendly and independent, minimizing the need for external support. Instructor-moderated courses, are designed to study online with instructor moderated discussion boards. Self guided courses begin when you enroll. Instructor-moderated courses begin around the middle of every month. Check exact dates on site.*



LEARN ANYWHERE, ANYTIME

# quickbooks

ONLINE COURSES

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm supportive communities for our learners.

## COURSE FEATURES:



100% Online



24/7 Course access



6-Week instructor-moderated or  
3-month self-guided formats



Learn from industry experts



Receive a  
certificate of completion

## QUICKBOOKS FUNDAMENTALS:

### **Introduction to QuickBooks Online - 24-hours | \$139**

Learn to use QuickBooks Online to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables: and much more.

### **Intermediate QuickBooks Online - 24-hours | \$139**

Learn to manage the financial aspects of your business using the cloud-based QuickBooks Online software.

## COURSE BUNDLES:

### **QuickBooks Online with Microsoft Excel 2019 - 96-hours | \$510**

If you work with large financial data sets, this course bundle will teach you how to manage, track and update this information with Microsoft Excel 2019 and QuickBooks Online.

### **Accounting with QuickBooks Online Suite - 96-hours | \$480**

This suite of courses will teach you the fundamentals of accounting with QuickBooks Online. You'll learn the essentials of double-entry bookkeeping and managing the financial aspects of your small business quickly and efficiently using QuickBooks.

### **QuickBooks Online Series – 48-hours | \$250**

Learn to record income and expenses; enter checks and credit car payments; track your payables, inventory, and receivables: and much more.

## South Florida State College

To learn more and enroll, visit:  
**[ed2go.com/sfsc](https://ed2go.com/sfsc)**

# Frontline Managers

<https://catalog.mindedge.com/southflorida>

- **Frontline Manager®**
- **Finance**



## **Frontline Manager® Certificate**

34-hours \$675 | Access Time: 730 Days

### **Courses Included in this Certificate:**

- 1: Introduction to Supervision
- 2: Progressive Discipline
- 3: Better Communication
- 4: Leadership Styles
- 5: Coaching
- 6: Simulation: Leading a Team at Dragonfly
- 7: Time Management
- 8: Work-life Balance
- 9: Teams and Groups
- 10: Navigating Your Organizational Culture

Click on course title in orange to access the course.

**Training in the core skills that build successful frontline leaders.**

### **Why Frontline Manager® Training?**

Frontline managers are integral to helping an organization reach its business goals. But without the tools they need to succeed, they are immediately at a disadvantage, putting both business strategies and employee engagement at risk.

Frontline management training offers an affordable, flexible, quality training in the skills that help transition an individual into a successful frontline leader.

## **Certificate in Managing Change and Resolving Conflict**

30-hours \$630 | Access Time: 630 Days

### **Courses Included in this Certificate:**

- 1: Leading and Managing Change
- 2: Handling Difficult Employee Behavior
- 3: Communicating Collaboratively
- 4: Handling Workplace Conflict
- 5: Emotional Intelligence for Managers
- 6: Negotiations: Resolving Disputes
- 7: Introduction to Managing Change and Resolving Conflict

Click on course title in orange to access the course.

**Discover key conflict resolution and change management strategies, and prepare to tackle real-world challenges in leading teams and navigating change.**

### **Why Change Management and Conflict Resolution Training?**

Studying change management and conflict resolution equips managers to handle workplace challenges, minimize disruptions, and maintain productivity. Managing change and resolving disputes with partners, customers, or within teams fosters collaboration, strengthens relationships, and ensures smoother operations. These skills help leaders drive positive change and lead teams effectively through difficulties.



ONLINE COURSES

# MANAGEMENT and LEADERSHIP



## South Florida State College

Master the fundamentals of business, supervision, leadership, communication, and more! Sharpen your skills, or learn new ones with our instructor-moderated courses.

### [Building Teams that Work](#)

Explore communication techniques and problem-solving skills that will help you get your team on track in no time.

**\$135 | 24-hours**

### [Fundamentals of Supervision and Management](#)

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

**\$135 | 24-hours**

### [Fundamentals of Supervision and Management II](#)

Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

**\$135 | 24-hours**

### [Individual Excellence](#)

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

**\$135 | 24-hours**

### [Interpersonal Communication](#)

Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

**\$115 | 24-hours**

### [Introduction to Business Analysis](#)

Learn powerful techniques to improve your decision-making skills at work.

**\$135 | 24-hours**

### [Keys to Effective Communication](#)

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

**\$115 | 24-hours**

### [Leadership](#)

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

**\$135 | 24-hours**

### [Leadership Suite](#)

Leading a team requires a unique ability to manage teams, made decision, and work with a variety of personalities. Learn all of these skills with this series of courses.

**\$480 | 96-hours**

### [Mastery of Business Fundamentals](#)

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

**\$135 | 24-hours**

### [New Manager Suite](#)

Master the basics of business and organizations, and the tools for solving problems and resolving conflicts, and the basics of communicating effectively.

**\$365 | 72-hours**

### [Supervisor Suite](#)

Sharpen your management skills by learning how to better lead teams, resolve conflicts, and adhere to workplace laws.

**\$360 | 72-hours**

### [Supervision and Management Series](#)

These courses will help you brush up on your leadership and interpersonal communication skills, to help you lead your team to success.

**\$245 | 48-hours**

### [Talent and Performance Management](#)

Learn key issues facing organizations and their ability to attract and retain top talent in order to compete in a global marketplace.

**\$135 | 24-hours**

## COURSE FEATURES:



100% Online



24/7 Access



6-Week instructor- moderated  
or 3-month self-guided formats



Learn from  
industry experts



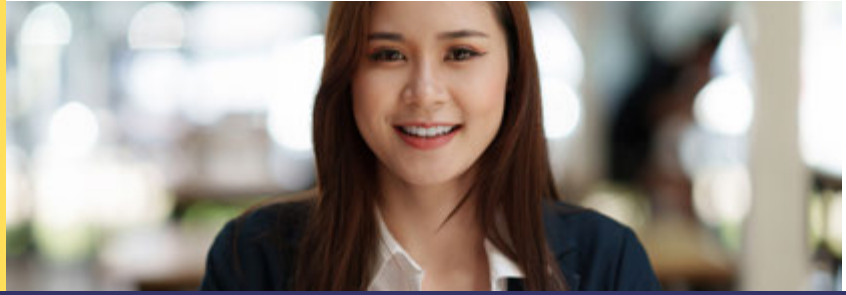
Receive a  
certificate of completion

To learn more visit:  
**ed2go.com/sfsc**

# Non-Profits & Women in Business

<https://catalog.mindedge.com/southflorida>

- **Nonprofit Skills™**
- **Women in Business**



## **Nonprofit Skills®:** **Board Fundamentals Certificate**

21-hours \$429 | Access Time: 630 Days

### **Courses Included in this Certificate:**

- 1:** Nonprofit Skills®: Financial Oversight for Board Members
- 2:** Nonprofit Skills®: Effective Leadership Oversight for Board Members
- 3:** Nonprofit Skills®: Fundraising for Board Members
- 4:** Nonprofit Skills®: Public-Facing Communication for Board Members
- 5:** Nonprofit Skills®: Strategic Planning for Board Members
- 6:** Nonprofit Skills®: Measuring Progress for Board Members
- 7:** Nonprofit Skills®: Fulfilling Legal Obligations as a Board Member

**Click on course title in orange to access the course.**

**Nonprofit Skills® is training designed to strengthen the skills of the people and organizations that are strengthening their communities.**

### **Why Nonprofit Skills™ Training?**

Nonprofit organizations are woven into the fabric of society. They work to foster civic engagement and leadership, strengthen communities, and provide critical educational services that contribute to economic growth and development. These courses are designed to meet the needs of this indispensable part of society by offering training to strengthen the skills of the nonprofit board members, staffers, and volunteers serving their communities.

## **Leadership for Women in Business** **(ACE CREDIT®)**

25.5-hours \$559 | Access Time: 730 Days

### **Topics covered in the course:**

- 1:** Work-Life Balance for Women in Business
- 2:** Body Language for Women in Business
- 3:** Communication for Women in Business
- 4:** Current Issues Facing Women in Business
- 5:** Leadership and Management for Women in Business
- 6:** Negotiation for Women in Business
- 7:** Networking and Mentorship for Women in Business

**Click on course title in orange to access the course.**

**Designed to uncover the various challenges that evidence suggests women in business are likely to face.**

### **Why Women in Business Training?**

Project leaders are responsible for leading their teams in a direction that will produce results and successful team compatibility. With PM Skills™ training, their skills in negotiation, communication, critical thinking, and many more essential skills will be sharpened in a way that guarantees project success. Take the opportunity to be the best project leader for your team, goal, and organization.

# Human Resources

Online courses offer convenience and the flexibility to progress at your own pace.

Search  
[Careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc)  
for Career Training and  
[ed2go.com/sfsc](https://ed2go.com/sfsc) for  
Quick Courses



## Human Resource Professional - Certification Preparation

**\$1,945 | 150-hours**



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. Enroll anytime with open enrollment, and access your course within 24-48 business hours. To register, click course title above or visit [Careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc) and search course.

## Human Resource Management Suite - Quick online course with BIG impact!

**\$365 | 72-hours**

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. The course starts around the middle of every month. Check exact dates on site. To register, click course title above or visit [Ed2go.com/sfsc](https://ed2go.com/sfsc) and search course.

## Employment Law Fundamentals - Quick online course with BIG impact!

**\$129 | 24-hours**

Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive. This course will explain the difference between an employee and independent contractor: the basic types of employee benefits; effective hiring; evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. You will gain an inside view of the law with court examples, real situations, and prevention strategies that prepare you to effectively resolve workplace issues. You will learn effective communication techniques, negotiation strategies, and what to expect if you do go to court. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional. The course starts around the middle of every month. Check exact dates on site. To register, click course title above or visit [Ed2go.com/sfsc](https://ed2go.com/sfsc) and search course.

## Workplace Law Essentials Value Suite - Quick online course with BIG impact!

**\$230 | 48-hours**

Gain essential knowledge of employment law to legally hire, evaluate, and manage employees across various roles, understanding key distinctions between employees and contractors, effective HR practices, and workplace regulations. This course is vital for aspiring paralegals or HR professionals, providing a clear and engaging overview of workers' compensation law, crucial for handling related cases. The course starts around the middle of every month. Check exact dates on site. To register, click course title above or visit [Ed2go.com/sfsc](https://ed2go.com/sfsc) and search course.



# Human Resources

<https://catalog.mindedge.com/southflorida>

## HR SKILLS™

HR Skills™ provides learners the core skills and knowledge to enable them to do their job, and the training and development to help them do it exceptionally well.



Understand the leadership roles within an HR department and how proper communication can be the difference between a good HR leader and a poor one.



Learn to evaluate the performance of employees with SMART goals in mind, and provide employees with a sense of direction and keep them motivated.



Gain an understanding of how to address workplace conflicts and have difficult conversations.

### **HR Skills® Best Practices Certificate**

17-hours \$350 Access Time: 720 Days

#### **Courses Included in this Certificate:**

- ▶ Coaching
- ▶ Progressive Discipline
- ▶ SMART Goals for Performance Evaluation
- ▶ Conflict Resolution
- ▶ Handling Difficult Conversations
- ▶ Communication and HR
- ▶ Leadership and HR
- ▶ Problem-Solving

Click on course title in orange to access the course.

### **Why HR Skills® Training?**

Human Resources plays a key role in developing, reinforcing, and changing the culture of an organization. Because the field of Human Resources is so vast and the role of an HR professional is so varied, training in both the foundational skills and best practices is vital to anyone interested in pursuing or further developing in their human resources career path. HR Skills™ is providing learners the knowledge and competencies needed to be successful in a positive job market with high growth potential.

### **Artificial Intelligence for HR Professionals**

3-hours \$79 Access Time: 90 Days

In Artificial Intelligence for HR Professionals, you'll learn about various types of AI, such as machine learning, deep learning, and generative AI, and how they impact HR functions like talent acquisition, development, compensation, employee relations, and performance management. The course covers the benefits and challenges of AI, HR tasks best suited for AI tools, the need for human oversight, ethical considerations, legal compliance, and AI's effect on bias and DEI initiatives.

# ONLINE COURSES FOR SMALL Business OWNERS



Learn all the skills you need to make your small business a success, anywhere, any time!

## COURSE FEATURES:

  
100% Online

  
24/7 Course access

  
6-Week instructor-  
moderated or 3-month  
self-guided formats

  
Learn from industry experts

  
Receive a  
certificate of completion

We offer more than 190  
online business courses.

Visit our website to  
view our complete catalog.

## POPULAR COURSES:

### [Accounting Fundamentals](#)

**\$129 | 24-hours**

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

### [Creating a Successful Business Plan](#)

**\$135 | 24-hours**

Turn your business ideas into a solid plan for financing and long-term success.

### [Creating Web Pages](#)

**\$129 | 24-hours**

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

### [Designing Effective Websites](#)

**\$129 | 24-hours**

Learn powerful graphic design techniques and build websites that are both attractive and effective.

### [Effective Selling](#)

**\$135 | 24-hours**

Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

### [Employment Law Fundamentals](#)

**\$129 | 24-hours**

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

### [Introduction to Business Analysis](#)

**\$135 | 24-hours**

Learn powerful techniques to improve your decision-making skills at work.

### [Introduction to QuickBooks](#)

**\$139 | 24-hours**

Learn how to quickly and efficiently gain control over the financial aspects of your business.

### [Leadership](#)

**\$135 | 24-hours**

This course will teach you how to use the principles of great leaders to achieve success in your professional and personal life.

### [Marketing Your Business on the Internet](#)

**\$135 | 24-hours**

E-commerce expert helps you develop an Internet marketing plan for your business.

### [Understanding the Human Resources Function](#)

**\$135 | 24-hours**

Learn to handle basic human resource functions to ensure the best possible results.

## South Florida State College

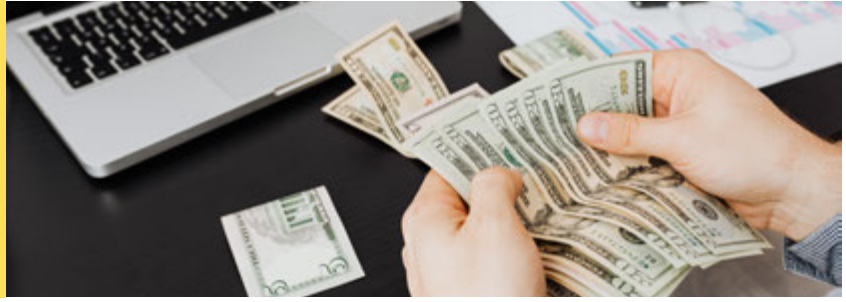
To learn more and enroll, visit:

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# Banking

<https://catalog.mindedge.com/southflorida.edu>

- **Banking Certification - CFTEA**
- **Business Math**



## **CFTEA: Online Certified Modern Banking Representative Certificate**

18-hours \$499 Access Time: 450 Days

### **Courses Included in this Certificate:**

- 1: Fighting Fraud
- 2: Banking Today
- 3: Legal Foundations in Banking
- 4: HR Fundamentals for Managers
- 5: Quality Service
- 6: Certified Modern Banking Representative Exam

**Click on course title in orange to access the course.**

**Develop the skills needed to succeed as a banking professional and grow your career in the financial services industry.**

### **Why Banking Training?**

To start a successful career in banking, it's important to understand how to navigate modern banking practices. Beginning a new career can be daunting, but with the right tools and preparation, you can easily thrive in your new environment. With our courses in Banking, you'll learn the legal and ethical responsibilities of being a banker, how to interact with different types of customer groups, and how your work impacts your community.

## **Business Math**

### **Courses Available:**

- 1: Financial Math Basics | 6-hours \$139 Access Time: 90 days
- 2: Retail Math Basics | 5-hours \$99 Access Time: 90 days
- 3: Introduction to Probability and Statistics | 6-hours \$139 Access Time: 90 days

**Click on course title in orange to access the course.**

**Turn your mathematics skills into a successful business venture.**

### **Why Business Math Training?**

To understand how to run a successful business, you first need to understand how to manage the finances. How do you manage the finances? Math. It's all math. To learn how basic math concepts apply in a variety of financial settings, turn to our Business Math course.



# DIGITAL MARKETING and SALES

Online Courses and Course Bundles

South Florida State College

## Achieving Top Search Engine Positions 24-hours - \$135

Learn proven, step-by-step strategies to achieve higher positions with major search engines.

## Business and Marketing Writing 24-hours - \$135

Learn how to develop an internet marketing plan, use popular social media platforms, and achieve higher positions with major search engines.

## Digital Marketing Suite 72-hours - \$365

Learn how to develop an internet marketing plan, use popular social media platforms, and achieve higher positions with major search engines.

## Effective Selling 24-hours - \$135

Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

## Marketing Your Business on the Internet 24-hours - \$135

Develop an Internet marketing plan for that incorporates SEO, advertising, email, social media, and more.

## Online Marketing Communications Suite 96-hours - \$475

Gain in-demand marketing and business skills, in SEO, content writing, advertising, email, social media, and blog and podcast creation in this suite of courses.

## Professional Sales Skills 24-hours - \$135

Discover how to begin a successful and rewarding career in sales.

## Sales Training Suite 72-hours - \$345

This group of online sales classes will teach you everything from communication to closing the deal.

## Small Business Marketing on a Shoestring 24-hours - \$129

Learn strategies to attract attention, grow your customer base, and expand your profits- all for little or no money.

## Using Social Media in Business 24-hours - \$135

Learn how to use the five most popular social media platforms- Facebook, X (formerly Twitter), LinkedIn, Pinterest, and Instagram- to grow and promote your business.

### COURSE FEATURES:

- 100% Online 24/7
- 6-Week instructor-moderated or 3-month self-guided formats
- Learn from industry experts • Receive a certificate of completion

To learn more and enroll visit:

[ed2go.com/sfsc](https://ed2go.com/sfsc)

# Marketing

<https://catalog.mindedge.com/southflorida>

## MARKETING

Designed for marketing professionals and those wishing to pursue marketing, these courses will teach you the principles of marketing and the technical elements of digital marketing.



People consume marketing through social, print, digital advertising, and promotions.



Marketing is woven into the work of every industry: from small to start-ups to corporate giants.



Marketing builds brand awareness, engages customers, increases sales and grows businesses.

### **Digital Marketing (ACE CREDIT®)**

36-hours \$648 | Access Time: 730 Days

#### **Topics covered in the course:**

- Content Marketing
- Search Engine Optimization
- Paid Search/Paid Advertising
- Conversion Rate Optimization
- Digital Marketing Strategy
- Web Analytics
- Google Analytics
- Marketing Automation
- Social Media Marketing
- Mobile Marketing

Click on course title in orange to access the course.

### **Why Marketing Training?**

Marketing skills are in high demand, but some managers are struggling to find talent. Many believe the rate of change has caused a marketing skills gap, making it difficult to find candidates with the technical, creative, and business proficiencies needed to succeed in today's digital marketing world. Most jobs based in office settings require a certain amount of marketing understanding. Designed for those looking to gain basic marketing knowledge, to those in marketing positions looking to brush up their skills, our Marketing courses prepare you for success.

### **Artificial Intelligence for Marketing Professionals**

3-hours \$79 Access Time: 90 Days

Artificial Intelligence for Marketing Professionals examines the growing role of AI in marketing, covering key phases like rule-based AI, machine learning, deep learning, and generative AI. You'll learn how AI impacts marketing tasks such as persona development, SEO, and content personalization, while also exploring its benefits, challenges, and ethical considerations.

# Sales, Marketing, and Customized Training

Online courses offer flexibility and convenience for self-paced learning.

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Quick Courses



## Customized Training for Your Business

SFSC offers customized training tailored to meet the specific needs of your business. Our experienced instructors provide practical, hands-on instruction covering essential areas such as business classes, computer skills, sales and marketing training, soft skills development and leadership. We design our programs to help your team close skills gaps, enhance their expertise, and stay updated with the latest industry standards. Let us develop a training plan for you, **863-784-7466**.

### [Digital Marketing Strategist](#) - Career Training

**\$3,865 | 400-hours**

Digital marketing is one of the fastest growing industries globally. With more customers shopping online, many organizations are using marketing strategies like paid advertising, email, and SEO to reach new audiences. This course will teach you how to leverage your talent to plan and implement digital marketing campaigns.

You will learn how to integrate digital, social, and content marketing verticals to drive engagement and build a sales funnel. You will also learn best practices for using today's most effective marketing tools. Topics include direct marketing, market research, Google AdWords, and more. Enroll anytime with open enrollment, and access your course within 24-48 business hours.

To register, click course title above or visit [Careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc) and search course.

### [Advertising & Outreach Specialist](#) - Career Training

**\$1,295 | 100-hours**

Learn how to create advertising pieces for print and digital media. This course will teach you to develop and execute all stages of an advertising campaign, from writing ad copy to story-boarding and measurement. Enroll anytime with open enrollment, and access your course within 24-48 business hours.

To register, click course title above or visit [Careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc) and search course.

### [Digital Marketing Suite](#)- Quick online course with BIG impact!

**\$365 | 72-hours**

Learn to create an Internet marketing plan, use social media, and improve search engine rankings. You'll discover affordable ways to build an online presence, drive traffic, and keep customers engaged. Master social media basics and SEO strategies to boost visibility. The course starts around the middle of every month. Check exact dates on site.

To register, click course title above or visit [Ed2go.com/sfsc](https://ed2go.com/sfsc) and search course.

Boost Your Career or Launch a New One!

# Web Design ONLINE COURSES

LEARN ANYWHERE, ANY TIME

## COURSE FEATURES:



100% Online



24/7 Course access



6-week Instructor moderated  
or 3-month guided formats



Learn from industry experts



Receive a certificate  
of completion

[Achieving Top Search Engine Positions](#) - \$135 | 24-hours

[Advanced Web Pages](#) - \$129 | 24-hours

[Color Theory](#) - \$89 | 14-hours

[Creating Mobile Apps with HTML5](#) - \$129 | 24-hours

[Creating Web Pages](#) - \$129 | 24-hours

[Creating WordPress Websites](#) - \$129 | 24-hours

[Creating WordPress Websites Series](#) - \$230 | 48-hours

[Designing Effective Websites](#) - \$129 | 24-hours

[Intermediate WordPress Websites](#) - **\$129 | 24-hours**

[Introduction to CSS3 and HTML5](#) - \$129 | 24-hours

[Introduction to MySQL for PHP Developers](#) - \$129 | 20-hours

[Managing Web Design Projects](#) - \$89 | 14-hours

[UI/UX Design](#) - \$129 | 24-hours

[Web Design Value Suite](#) - \$350 | 72-hours

[Write Effective Web Content](#) - \$129 | 24-hours

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[ed2go.com/sfsc](https://ed2go.com/sfsc)





# ADOBE APPLICATIONS

ADVANCED CAREER TRAINING



## COURSE FEATURES:



24/7 Course access



Books and  
materials included



Certification of Completion



Payment Plan



Student Advisors included



Industry recognized  
certifications

## Take your CREATIVITY even FURTHER!

Transform your creativity into a satisfying career with **online courses** for Adobe applications. Explore the capabilities of this industry-leading software, and take your career to the next level with our **ADVANCED CAREER TRAINING** offerings.

### ADVANCED CAREER TRAINING COURSES

#### Adobe Certified Professional | 270-hours \$2,795

##### **(Vouchers Included)**

This online Adobe Certified Professional course will help teach you how to use Adobe software and prepare you for the Adobe Certified Professional (ACP) exams.

#### Adobe Certified Professional in Video Design | 110-hours \$1,495

##### **(Vouchers Included)**

Learn Adobe Premiere Pro and Photoshop skills and prepare for the Adobe Certified Professional in Video Design exam.

#### Adobe Certified Professional in Visual Design | 180-hours \$1,895

##### **(Vouchers Included)**

Learn Adobe Illustrator, InDesign and Photoshop skills, and prepare for the Adobe Certified Professional in Visual Design exams.

#### Graphic Design with Photoshop | 130-hours \$2,445

##### **(Software Included)**

Develop your graphic design skills and learn how to use Photoshop, the gold standard in photo editing and design software. This course will help you create work that stands apart from the competition, enables you to brand yourself, and positions you for a rewarding career in the ever-expanding world of graphic design.

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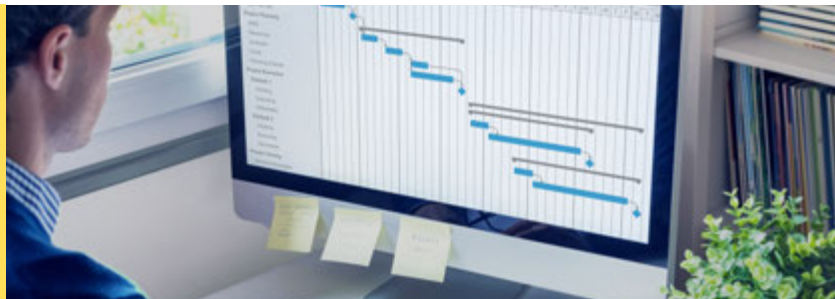
To learn more and enroll, visit:

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# Project Management

<https://catalog.mindedge.com/southflorida>

- **Agile Project Management**
- **PM SKILLS™**
- **PMSCP™ Certification**



## **Agile Project Management (ACE CREDIT®)**

32-hours \$695

Access Time: 720 Days

### **Courses Included in this Certificate:**

- 1: Introduction to Agile
- 2: Principles of Scrum
- 3: Challenges for Agile Teams
- 4: Integrating Agile into a Waterfall Environment

Click on course title in orange to access the course.

**Learn the principles of Agile Project Management: an iterative, skinnied-down approach to project management for teams that move quickly.**

### **Why Agile Project Management Training?**

In today's competitive job market, Agile Project Management provides a significant advantage through early project delivery, regular requirement reviews, enhanced control, and reduced risks. Our courses introduce Agile's core philosophy and structure, address challenges teams may face, offer best practices for integrating Agile with Waterfall methods, and cover Scrum principles, a key Agile approach.

## **PM Skills® PMSCP® Certification**

44-hours \$699 | Access Time: 730 Days

### **Courses Included in this Certificate:**

- 1: PM Skills®: Critical Thinking and Decision Making
- 2: PM Skills®: Interpersonal Skills for Project Leaders
- 3: PM Skills®: Communication
- 4: PM Skills®: Negotiation
- 5: PM Skills®: Leadership
- 6: PM Skills®: Conflict Management
- 7: PM Skills®: Team Development
- 8: PM Skills®: Change Management
- 9: PM Skills®: Interaction and Engagement
- 10: PM Skills®: Planning and Project Design
- 11: PM Skills®: Embracing Risk and Uncertainty
- 12: PM Skills®: Tailoring and Adaptability
- 13: PM Skills®: Analysis and Problem Solving
- 14: PM Skills®: Expanding Focus and Alignment
- 15: PMSCP® Certification Exam

**PM Skills® and the PMSCP® certification is about going beyond abstract concepts.**

### **Why PM Skills™ ?**

Project leaders are responsible for leading their teams in a direction that will produce results and successful team compatibility. With PM Skills™ training, their skills in negotiation, communication, critical thinking, and many more essential skills will be sharpened in a way that guarantees project success. Take the opportunity to be the best project leader for your team, goal, and organization.

Click on course title in orange to access the course.

# Project Management and Six Sigma

Online courses offer convenience and the flexibility to progress at your own pace.

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for Career Training and  
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Quick Courses



## [The Complete Project Manager with CAPM® and PMP® Prep](#) - Certification Preparation

\$2,575 | 250-hours

This is a comprehensive project management program for those who want to expand their knowledge and application of project management concepts. It is designed to create skills for today's project practitioners and prepare them for either the CAPM® or PMP® certifications. Enroll anytime with open enrollment, and access your course within 24-48 business hours.

To register, click course title above or visit [Careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc) and search course.

## [Mastering Project Management with PMP® Prep](#) - Certification Preparation

\$1,545 | 150-hours

This course is designed to deepen your understanding and practical application of project management tools, methods, and processes and prepare you to successfully in obtaining the Project Management Professional (PMP®) certification. Enroll anytime with open enrollment, and access your course within 24-48 business hours. To register, click course title above or visit [Careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc) and search course.

Course Demo



## [Project Management Essentials with CAPM® Prep](#) - Certification Preparation

\$1,345 | 100-hours

This course is designed for individuals new to project management, providing a solid foundation of the most common terms and concepts you will need and helping you prepare for the Certified Associate In Project Management (CAPM®) certification exam. CAPM® and PMI® are registered marks of Project Management Institute, Inc. Enroll anytime with open enrollment, and access your course within 24 -48 business hours. To register, click course title above or visit [Careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc) and search course.

## [Lean Six Sigma Black Belt with 1-on-1 Project Coaching \(Exam Cost Included\)](#)

\$2,695 | 75-hours

**Certification Preparation:** This online Lean Six Sigma Black Belt training course will help you further develop your process improvement, project management, and leadership skills. As a Black Belt, you will be able to coach Green Belts to complete successful projects that deliver significant, sustainable results. You will learn how to communicate and influence people at all levels of your organization to manage change effectively while understanding the why, what and how of statistical analysis tools. You'll learn to manage multiple projects and ensure their alignment to meet organizational goals. You will also receive 1-on-1 Project Coaching with a Master Black Belt which will help ensure that your project is completed properly and efficiently.

The fees for the Lean Six Sigma Green Belt and Black Belt Certification exams are included in the course. Enroll anytime with open enrollment, and access your course within 24-48 business hours. To register, click course title above or visit [Careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc) and search course.

Course Demo



# Six Sigma & Lean and International Trading

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- **International Trading**
- **Six Sigma & Lean Training**



## **Six Sigma & Lean**

### **Courses Available:**

- Lean Six Sigma Green Belt Prep Course and Exam  
40-hours \$799 Access Time: 240 days
- Lean Six Sigma Yellow Belt Prep Course and Exam  
28-hours \$599 Access Time: 240 days
- Six Sigma Green Belt Prep Course and Exam  
34.5-hours \$699 Access Time: 240 days
- Six Sigma Yellow Belt Prep Course and Exam  
21.5-hours \$499 Access Time: 240 days
- Lean Basics | 10-hours \$299 Access Time: 180 days
- Lean Six Sigma Basics | 38-hours \$799 Access Time: 180 days
- Lean Six Sigma Green Belt Certification Exam  
2-hours \$599 Access Time: 600 days
- Acuity Institute's Lean Six Sigma Black Belt Certification  
150-hours \$1,999 Access Time: 365 days

Use Six Sigma and Lean methodologies to improve your business performance and achieve success in a variety of fields.

### **Why Six Sigma & Lean Training?**

Gaining a Six Sigma or Lean certification is a great career move. Whether you work in logistics, financing, or manufacturing, prospective employers will look for Six Sigma or Lean qualifications. Six Sigma jobs can apply almost anywhere. Six Sigma or Lean certification can give you the opportunity you need to excel. Six Sigma professionals continue to be in demand, as companies seek to cut costs, improve processes and reduce waste.

**Click on course title in orange to access the course.**

## **Certified Global Business Professional (CGBP) Exam Prep**

40-hours \$799 | Access Time: 360 Days

### **Courses Included in this Certificate:**

- 1: Global Business Management
- 2: Global Marketing
- 3: Global Supply Chain Management
- 4: Global Trade Finance

**Click on course title in orange to access the course.**

The MindEdge International Trade program delves into the five realms of global trade, from documentation, legal and regulatory, compliance, intercultural awareness, technology, and resources.

### **Why International Trade Training?**

Achieving the Certified Global Business Professional (CGBP) is an important step for international business professionals to advance in their careers, change to a new job, or increase their international business trade knowledge base. Becoming a Certified Global Business Professional (CGBP) can increase your value as an employer and open the door to opportunities. Even if you're just trying to expand your understanding of international trade, these courses will be extremely useful and your new knowledge will be highly sought after in today's economy.



# Online courses for a career in Supply Chain Management



## South Florida State College

### COURSE FEATURES:



24/7 Access



Books and Materials Included



Certificate of Completion



Payment Plan



Student Advisors Included



Industry Recognized Credentials

### Certified Supply Chain Professional

**120-hours \$2,295**

**Certification Preparation**

This 100% online supply chain management course will provide a holistic view of supply chain management and fully prepare you for the Certified Supply Chain Professional certification exam. You will learn how to translate the connection between the areas of planning, sourcing, manufacturing, and delivering into an integrated supply chain.

By course completion, you will have a firm understanding of mitigation strategies, operationalize risk management practices, and how to implement cost reduction measures. This combination of skills will drive the efficiency of your supply chain and give you a competitive edge in the market. To earn the CSCP designation, you must pass the Certified Supply Chain Professional (CSCP) comprehensive exam. Enroll anytime with open enrollment, and access your course within 24-48 business hours.

To register, click course title above or visit [Careertraining.ed2go.com/sfsc](https://Careertraining.ed2go.com/sfsc) and search course.

### Certified Supply Chain Professional & Freight Broker/Agent Training

**220-hours \$3,795**

**Certification Preparation**

Train to become a Certified Supply Chain Professional (CSCP) in this comprehensive course bundle as you cover all facets of supply chain management and prepare for the CSCP exam. You will also prepare to enter the freight/logistics industry and learn how to start your own freight broker business or become a freight agent. To earn the CSCP designation, you must pass the Certified Supply Chain Professional (CSCP) comprehensive exam. Enroll anytime with open enrollment, and access your course within 24-48 business hours.

To register, click course title above or visit [Careertraining.ed2go.com/sfsc](https://Careertraining.ed2go.com/sfsc) and search course.

Course Demo



### Supply Chain Suite

**\$365 | 72-hours**

**Quick online course with a BIG impact!**

Master the art of purchasing and supply chain management through these online courses:

- **Purchasing Fundamentals:** Delve into negotiation techniques, supplier sourcing, outsourcing, and important concepts such as capital budgeting and green procurement. Learn about business law, contracts, and quality management.
- **Distribution and Logistics Management:** Explore all facets of logistics, including warehouse selection, inventory control, and key technologies like ERP, EDI, and e-commerce.
- **Supply Chain Management Fundamentals:** Hone your skills in demand forecasting, scheduling, inventory management, and production control. Prepare for supply chain certification exams.

The courses commence around the middle of each month. For precise dates, please refer to the website.

To enroll, click on the course title above or visit [Ed2go.com/sfsc](https://Ed2go.com/sfsc) and search for the course.

**Level up your career with advanced training courses you can complete online in just 3 to 18 months!**



Learn  
**Microsoft Office**  
from the comfort of home

**ONLINE  
COURSES!**

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### Course Features:



**100% Online**



**24/7 Course access**



**6-Week instructor-moderated  
or 3-month self-guided formats**



**Learn from industry experts**



**Receive a  
certificate of completion**

#### [Introduction to Microsoft Publisher](#) - \$147 | 24-hours

Learn to create your own newsletters, calendars, brochures, greeting cards, and more with Publisher, the desktop publishing app included in the Microsoft 365 suite.

#### [Introduction to Microsoft Access 2019](#) - \$147 | 24-hours

This hands-on course will teach beginners how to use Microsoft Access 2019 to build a database and customize the way data is stored.

#### [Introduction to Microsoft Excel 2019](#) - \$147 | 24-hours

If you work with data of any kind, knowing how to create a spreadsheet is key to effectively managing and organizing information. This course will introduce you to Microsoft Excel 2019 and teach you how to use this powerful software.

#### [Introduction to Microsoft PowerPoint 2019/Office 365](#) - \$147 | 24-hours

As technology transforms business practices, Microsoft PowerPoint remains one of the most commonly used tools for presentations. This course is perfect for beginners wanting to learn how to effectively use Microsoft PowerPoint 2019 to create professional presentations.

#### [Introduction to Microsoft Project 2019/Office 365](#) - \$147 | 24-hours

Discover how to effectively plan and implement projects using the world's most popular project management software, Microsoft Project 2019.

#### [Introduction to Microsoft Word 2019](#) - \$147 | 24-hours

Learn the foundational skills needed to utilize Microsoft Word 2019. This course will teach you how to create professional-looking letters, reports, and documents.

#### [Microsoft Office 2019 Value Suite](#) - \$390 | 72-hours

This course bundle will teach you how to use Word 2019, Excel 2019, and PowerPoint 2019, Office's top business productivity programs. You will learn the basic features of each program and gain skills applicable to most professional settings.

Course Demo



Course Demo



Course Demo



Course Demo



To learn more and enroll, visit:

**[ed2go.com/sfsc](https://ed2go.com/sfsc)**

# Computer Applications

Get certified at [careertraining.Ed2go.com/sfsc](https://careertraining.Ed2go.com/sfsc)

Accelerated training courses prepare you for a new career or in-demand job skills, often aligned with nationally-recognized certification exams. Start anytime and learn from industry experts! Many courses include a certification exam voucher and range from 3 to 18 months. Ready to sign up?

Click a course title or visit [careertraining.Ed2go.com/sfsc](https://careertraining.Ed2go.com/sfsc) to find your course and browse other programs. Enroll anytime and access your course within 24-48 business hours.

## Payment Plans Available

### Professional Bookkeeping with QuickBooks Online with Payroll Practice and Management

Certification Preparation

Exam Voucher Included

**\$3,845 | 200-hours**

Acquire the skills you need to make the most of QuickBooks Online and payroll basics. This course also serves as preparation for the QuickBooks Certified User exam and the Fundamental Payroll Certification exam offered by PayrollOrg.

Course Demo



### Microsoft Excel Certification Training

**\$650 | 70-hours**

Certification Preparation

Exam Voucher Included

Becoming a certified Microsoft Office Specialist (MOS) Expert demonstrates your mastery of Microsoft Office products. This course prepares you for the Microsoft Office Specialist Expert certification exam for Microsoft Excel.

Course Demo



### Microsoft Office Specialist (MOS) Expert Certification Training

**\$2,745 | 335-hours**

Certification Preparation

Exam Voucher Included

Prepare for the Microsoft Office Specialist (MOS) certification exams for Word, Excel, PowerPoint, Outlook, and Access and earn your Microsoft Office Specialist (MOS) Expert Certification. Exam fees included for five exams.

POPULAR

### Microsoft Access Certification Training

**\$595 | 90-hours**

Certification Preparation

Earning Microsoft Office Specialist certification is an important career steppingstone if you work with Office products. This course will prepare you for the Microsoft Office Specialist Access Certification exam.

Course Demo



### Microsoft SharePoint 2019

**\$795 | 80-hours**

Master the basics of SharePoint, such as working with lists, libraries, and forms; page customization; and managing sites, site permissions, and users.

### Microsoft Word Certification Training

**\$595 | 70-hours**

Certification Preparation

This Microsoft Certification training course prepares you for the Microsoft Office Specialist Expert exam for Microsoft Word. You'll learn to create, edit, format, and print documents, along with advanced techniques like working with tables of contents, footnotes, tracking changes, and using Mail Merge.

Course Demo



### Microsoft PowerPoint Certification Training

**\$650 | 60-hours**

Certification Preparation

Exam Voucher Included

MOS PowerPoint certification enhances your credibility, employability, and career prospects, with certified individuals earning up to 15% more. This course teaches you how to use PowerPoint and prepares you for the certification exam. You'll learn to create and modify presentations, format text, and work with graphical objects. Upon completion, you'll be ready for the exam. Enrollment is available with or without a voucher, covering the exam fee.

Course Demo



### Adobe Certified Professional

**\$2,795 | 270-hours**

Certification Preparation

Exam Voucher Included

Learn Premiere Pro, Photoshop, Illustrator, InDesign, and Animate, becoming a well-rounded creative professional equipped with the tools and experience to excel in the creative industry.

### IC3 Certification in Digital Literacy GS6

**\$595 | 60-hours**

Certification Preparation

Exam Voucher Included

This computer literacy course prepares you to succeed in environments requiring digital skills. It covers the IC3 Digital Literacy Global Standard Six (GS6) certification by Certiport, which includes three exams on Technology Basics, Digital Citizenship, Information Management, Content Creation, Communication, Collaboration, and Safety & Security. The course is competency-based, offering personalized learning paths based on pre-assessment results.

## ENROLL TODAY!





Advanced Career Training

# Microsoft Office

Learn anywhere, any time

**ONLINE  
COURSES!**

## South Florida State College

### Course Features:



24 / 7 Access



Books and materials included



Certificate of Completion



Payment Plans Available



Student Advisors included



Industry recognized  
certifications

#### [Certified Administrative Professional with Microsoft Office Specialist \(MOS\) Associate](#)

**\$3,445 | 345-hours**

##### **Vouchers Included**

Master the Microsoft Office suite and prepare for the Certified Administrative Professional exam and the Microsoft Office Specialist (MOS) Associate certification.

#### [Certified Administrative Professional with Microsoft Office Specialist \(MOS\) Expert](#)

**\$3,745 | 435-hours**

##### **Vouchers Included**

Prepare for the Certified Administrative Professional exam and the Microsoft Office Specialist (MOS) Expert certification exams.

#### [Executive Assistant with Microsoft Office Specialist \(MOS\) Associate](#)

**\$4,595 | 705-hours**

##### **Vouchers Included**

Prepare for a role as an executive assistant and be ready to take the Certified Administrative Professional (CAP) and Microsoft Office Specialist (MOS) Associate Certification exams.

#### [Executive Assistant with Microsoft Office Specialist \(MOS\) Expert](#)

**\$5,195 | 795-hours**

##### **Vouchers Included**

Learn the essentials of Microsoft Outlook from an expert instructor. Get up and running quickly with the most important aspects of the program.

#### [Microsoft Office Specialist \(MOS\) Associate Certification Training](#)

**\$2,095 | 245-hours**

##### **Vouchers Included**

This course will prepare you to take the MOS exams for Word, Excel, PowerPoint, and Outlook.

#### [Microsoft Office Specialist \(MOS\) Expert Certification Training](#)

**\$2,745 | 335-hours**

##### **Vouchers Included**

Earn your Microsoft Office Specialist (MOS) Expert Certification. Exam fees included for five exams.

To learn more and enroll, visit:

[careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc)



# Information Technology

## CompTIA Certifications

Get certified at  
[careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc)



### CompTIA A+ - Certification Preparation / Voucher Included

\$2,095 | 200-hours

This course will prepare you for CompTIA A+ certification. The CompTIA A+ Certification Exam covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. Enroll anytime with open enrollment, and access your course within 24-48 business hours. To register, click course title above or visit [Careertraining.ed2go.com/sfsc](https://Careertraining.ed2go.com/sfsc) and search course.

Course Demo



### CompTIA Network+ - Certification Preparation / Voucher Included

\$1,895 | 110-hours

This course utilizes a Network+ lab simulator so you can have the opportunity to have hands-on experience working with networking configurations and troubleshooting instances, a key component to the CompTIA Network+. Enroll anytime with open enrollment, and access your course within 24-48 business hours. To register, click course title above or visit [Careertraining.ed2go.com/sfsc](https://Careertraining.ed2go.com/sfsc) and search course.

### CompTIA Security+ - Certification Preparation / Voucher Included

\$1,995 | 85-hours

Successful completion of this course will allow you to assess an organization's security strength while recommending and implementing appropriate security solutions based on those assessments. Learners will be able to monitor and secure various security environments like cloud, mobile, and IoT (internet of Things). Enroll anytime with open enrollment, and access your course within 24-48 business hours. To register, click course title above or visit [Careertraining.ed2go.com/sfsc](https://Careertraining.ed2go.com/sfsc) and search course.

### CompTIA Cloud Essentials+ - Certification Preparation / Voucher Included

\$1,295 | 70-hours

The course introduces technical and non-technical individuals to core cloud computing concepts and helps prepare learners to pass the CompTIA Cloud Essentials+ certification successfully. It is the only internationally recognized, vendor-neutral certification dedication to cloud concepts. Enroll anytime with open enrollment, and access your course within 24-48 business hours. To register, click course title above or visit [Careertraining.ed2go.com/sfsc](https://Careertraining.ed2go.com/sfsc) and search course.



**ENROLL  
TODAY**

# Online Courses for Careers in **CYBERSECURITY**

Prepare for employment in some of today's hottest careers in cybersecurity with a comprehensive, affordable online Career Training Course. Payment plan available. Books and materials included.

## COURSE FEATURES:



100% Online



24/7 Course access



Student advisors included



Industry recognized  
Credentials

### [Security Manager \(CISM\)](#)

\$1,695 | 75-hours  
(Voucher Included)

### [Certified Information Systems Auditor \(CISA\)](#)

\$1,395 | 75-hours  
(Voucher Included)

### [Certified Information Systems Security Professional \(CISSP\)](#)

\$1,995 | 150-hours

### [Certified Network Defender \(CND\)](#)

\$2,895 | 100-hours  
(Voucher Included)

### [Cisco CCNA Certification Training](#)

\$2,495 | 225-hours  
(Voucher Included)

### [CompTIA Advanced Security Practitioner](#)

\$1,695 | 75-hours  
(Voucher Included)

### [CompTIA Certification Training: A+, Network+, Security+](#)

\$3,995 | 395-hours  
(Vouchers Included)

### [CompTIA Certification Training: ITF+, A+, Network+, Security+](#)

\$4,895 | 435-hours  
(Vouchers Included)

### [CompTIA Certification Training: Network+, Security+](#)

\$3,295 | 195-hours  
(Vouchers Included)

### [CompTIA Linux+](#)

\$1,295 | 75-hours  
(Voucher Included)

### [CompTIA Network+ Certification Training](#)

\$1,895 | 110-hours  
(Voucher Included)

### [CompTIA Security+ Certification Training](#)

\$1,995 | 85-hours  
(Voucher Included)

### [Computer Hacking Forensics Investigator \(CHFI\)](#)

\$2,895 | 100-hours  
(Voucher Included)

### [SSCP Systems Security Certified Practitioner](#)

\$1,795 | 75-hours

## South Florida State College

To learn more and enroll visit:

[careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc)

# Insurance Agent or Adjuster

Work At Your Own Pace Online at [SFSC.oltraining.com](https://sfsc.oltraining.com)

## 2-15 Health and Life Insurance Pre-Licensing

\$154

60-hours | 3-months access

On Demand with Instructor

Course Demo



This course is designed to prepare a student to become a 2-15 Health and Life agent without the loss of production income and time. Work at your own pace with your instructor available via e-mail or telephone. Upon successful completion of this course, you will be eligible to sit for the state examination. This course is designed and taught to comply with the State requirements for the Health and Life (including Annuities and Variable Contracts) Agents (2-15) State Examination. (This course is geared to preparing you to get your 2-15 Health and Life Insurance license and is also usable for preparing for the 2-14 Life-only and 2-40 Health-only licenses. However, we also have pre-licensing courses available for those specific licenses.) You will gain immediate access to the course when purchased online through this catalog (using credit/debit or Paypal). A textbook is required, click on course to see required State study manual. To register, click course title above or visit [sfsc.oltraining.com](https://sfsc.oltraining.com) and search for course and other offerings.

## 2-20 Property & Casualty/General Lines

\$390

200-hours | 6-months access

On Demand with Instructor

Six months access to OLT's NEW! 200-hour 2-20 General Lines (Property and Casualty) Pre-licensing course. This license is used to insure automobiles, watercraft, homes, commercial buildings, motorcycles, pets, and much more. It is also used to write errors & omissions, worker's compensation, and write bonds. It covers Property, Casualty, Surety, Marine, Health, and Miscellaneous Lines of Insurance.

- Work at your own pace with your instructor available as needed
- Your instructor answers questions online in forums, by email, via Moodle messaging, or by telephone.

This course is designed to prepare you to become a licensed insurance property and casualty agent without the loss of production income and time. This course complies with the State requirements for the General Lines Agents State examination. A textbook is required, click on course to see required State study manual. To register, click course title above or visit [sfsc.oltraining.com](https://sfsc.oltraining.com) and search for course and other offerings.

## 4-40 Registered Customer Service

\$360

40-hours | 3-months access

On Demand with Instructor

This 40-hour course is a Florida approved 4-40 designation course, which functions like a pre-licensing course (you must take it before getting your license). This course waives the State exam! Topics include Automobile, Property Insurance, Office Management, Inland Marine, Crime, Workers Compensation, General Liability, Health Insurance and State Law. Become a licensed insurance property and casualty customer representative without the loss of production income and time. Work at your own pace! Your instructor is available to answer questions by email or with a prior appointment by telephone. The 40 hours of this state-approved course are completely online, designed, and taught to comply with the State requirements for the 4-40 License. After completion of this course, you will receive a certificate of completion which allows you to apply to the Department of Financial Services for your license. Enrollment is for ninety (90) days which is three (3) months. To register, click course title above or visit [sfsc.oltraining.com](https://sfsc.oltraining.com) and search for course and other offerings.

## 4-40 to 2-20 Conversion Property & Casualty General Lines

\$360 | 40-hours

**40-hours | 3-months access. On Demand with Instructor.** This 40-hour pre-licensing course helps an insurance agent convert their 4-40, 0-55, or 20-44 license to a full 2-20 General Lines license (state exam required). It covers the following topics of instruction: Property and Liability Insurance Concepts, Personal Automobile, Homeowners, Dwelling & Related Coverages, Commercial Automobile, Property, General Liability, Package Policies, Worker's Compensation, and Crime. A textbook is required, click on course to see required State study manual. Review pre-requisites prior to enrolling. To register, click course title above or visit [sfsc.oltraining.com](https://sfsc.oltraining.com) and search for course.

## 6-20 Accredited Claims Adjuster

\$370 | 40-hours

**40-hours | 3-months access. On Demand with Instructor.** This 40-hour online course meets the educational requirement for the 6-20 Company/Independent All-Lines Adjuster license and is the first step toward the [3-20 Public Adjuster](#) license. It is a Florida approved pre-licensing course that waives the State exam for the 6-20 license. To register, click course title above or visit [sfsc.oltraining.com](https://sfsc.oltraining.com) and search for course.

# Building a **Successful** Career in Real Estate

**A strong foundation is crucial to a successful career.  
Embark on your real estate pathway at South Florida State College.**



## Sales Associate

### Successfully Complete 63-Hours of Pre-license Education

To begin, you'll need to complete 63-clock-hours of pre-license sales associate education. After completing your course, you'll need to pass the real estate pre-license course final exam. SFSC offers in-person or online 24/7 at [southflorida.edu/realestate](http://southflorida.edu/realestate).

### Submit fingerprints

Next, you'll need to submit a background check and fingerprints to the Department of Business & Professional Regulation.

### Complete the application

Apply for a Florida real estate salesperson license with the Florida Department of Business and Professional Regulation.

### Pass the state exam

Finally, you'll need to pass the Florida Real Estate Sales Associate Exam with a passing score.

### Get Hired!

### Continuing Education

Florida requires licensed real estate sales associates to complete a 45-hour post-license education course within 24-months of receiving their license. The course is good for two years from the date of completion. SFSC offers this course online 24/7 at [southflorida.edu/realestate](http://southflorida.edu/realestate).



## Is Real Estate Right for You?

Real estate offers a rewarding career path for motivated individuals. While sales skills are indeed essential, being a natural salesperson isn't a strict requirement. Crucial skills include being an attentive listener, an effective communicator, and having a passion for the industry. Concerned about lacking expertise? Our pre-licensing courses ensure you're well-prepared to excel.

### Here's why real estate might be your ideal career:

- ✓ **High Demand:** Job opportunities are on the rise.
- ✓ **Quick Entry:** Become a licensed agent in just 63 hours.
- ✓ **Affordability:** Training costs are reasonable.
- ✓ **Autonomy:** Control your growth and schedule.
- ✓ **Entrepreneurial Freedom:** Run your own business with broker support.
- ✓ **Unlimited Earnings:** Commission-based income offers great potential.
- ✓ **Dynamic Environment:** Enjoy daily variety and interactions.
- ✓ **Fulfilling Role:** Assist clients in significant decisions.
- ✓ **Flexible Schedule:** Manage your time effectively.
- ✓ **Networking Opportunities:** Connect with diverse individuals regularly.



### Why select SFSC for Real Estate?

- ✓ **Simple registration**
- ✓ **In class or online courses**
- ✓ **Our face-to-face courses are taught by local real estate brokers who are actively engaged and highly experienced in our target market.**



## Broker

### Gain experience as an active Real Estate Sales Associate

Hold an active sales associate license for at least 24-months out of the past five years.

### Successfully Complete 72-Hours of Pre-license Education

Complete 72-clock-hours of broker education. After completing your course, you'll need to pass the real estate pre-license course final exam. SFSC offers this course in-person or online 24/7 at [southflorida.edu/realestate](http://southflorida.edu/realestate).

### Submit fingerprints

Next, you'll need to submit a background check and fingerprints to the Department of Business & Professional Regulation.

### Complete the application

Apply for a Florida real estate salesperson license with the Florida Department of Business and Professional Regulation.

### Pass the state exam

Finally, you'll need to pass the Florida Real Estate Broker Exam with a passing score.

### Continuing Education

The Florida broker post license courses are split into two 30-hour courses. All brokers must complete 60-hours in total of Florida real estate license renewal courses. The broker license renewal for Florida is normally within 18-24 months, from the date your real estate broker's license was issued. SFSC offers this course online 24/7 at [southflorida.edu/realestate](http://southflorida.edu/realestate).

### All requirements met

*Contact us today!*

**Tina Gottus**

📞 863.784.7466

✉️ [tina.gottus@southflorida.edu](mailto:tina.gottus@southflorida.edu)

📍 600 W. College Dr., Avon Park, FL 33825

👍 Like us on facebook at SFSCCCE

🌐 Visit [southflorida.edu/corporatetraining](http://southflorida.edu/corporatetraining)

**NO APPLICATION OR FAFSA REQUIRED.  
ASK US HOW TO GET STARTED  
AS SOON AS TODAY!**

**INVEST IN YOUR FUTURE!**



**FOR COURSE DATES!  
Page 32 of 117**



# Real Estate Sales Associate

Online Real Estate Courses at [southflorida.edu/realestate](https://southflorida.edu/realestate)

- PRE-LICENSING
- POST-LICENSING
- EXAM PREP
- CONTINUING EDUCATION



## Real Estate Sales Associate Courses

To begin your journey as a real estate agent, the first step is to register for the Sales Associate course. The Florida Real Estate Principles, Practices, and Law course is a comprehensive pre-licensing program that remains current with the latest legislative changes in Florida. Its curriculum aligns with the course outline established by the Florida Division of Real Estate. A high school diploma or equivalent is required.

### SALESPERSON PRE-LICENSING - 63 Hours

- Florida Real Estate Sales Associate Career Accelerator Package **\$429**
  - Package includes Florida Real Estate Principles, Practices and Law, Florida Real Estate Sales Associate Drill and Practices QBank, and Real Estate Accelerator Live Online
- Florida Principles, Practices, and Law + QBank for Sales Assoc. Package **\$349**
- Florida Real Estate Principles, Practices, and Law Online Course **\$299**

### SALESPERSON POST-LICENSING - 45 Hours

- Post-Licensing Education for Florida Real Estate Sales Associates **\$149**

### CONTINUING EDUCATION

- Continuing Education for Florida Real Estate Professionals v20.0 (14 credit hours) **\$39**
- Ethics for Florida Real Estate Professionals v3.0 (3 credit hours) **\$19**
- Florida Real Estate Core Law (3 credit hours) **\$19**

### EXAM PREP

- Florida Real Estate Sales Associate Drill and Practice QBank **\$79**
- Florida Sales Associate Pre-licensing Key Point Review Audio MP3 **\$39**

Visit [southflorida.edu/realestate](https://southflorida.edu/realestate) to register.

Online Course Disclaimer: The fees for online courses may vary. The tuition stated reflects the cost at the time the catalog was created.

In-Person Course Disclaimer: Students that are registered and paid 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.

# Real Estate Broker

Visit [southflorida.edu/realestate](https://southflorida.edu/realestate) to register

## Broker Information

If you are interested in becoming a real estate broker in Florida, South Florida State College offers the pre-license broker course. To qualify for the State of Florida Real Estate Broker License, you must meet specific requirements set by FREC:

- Complete an approved 72-hour broker pre-license course with a minimum grade of 70%
- Pass the end-of-course Florida Real Estate Broker Exam with a minimum grade of 75%
- Hold an active sales associate license for at least 24 months within the past 5 years
- Be at least 18 years old
- Have a high school diploma or GED
- Obtain approval for your state application, including fingerprinting and a background check
- Pass the Florida state examination

After enrolling in the Florida real estate broker course, you are required to submit your real estate license application to the Department of Business and Professional Regulation. The application process includes submitting fingerprints, completing the necessary paperwork, and paying the relevant license fee.

## Real Estate Broker Courses

### BROKER PRE-LICENSING - 72 Hours

- Florida Real Estate Broker's Guide Online Course + Real Estate QBank for Brokers Package **\$499**
- Florida Real Estate Broker's Guide Online Course **\$349**

### BROKER POST-LICENSING - 30 Hours

- Florida 60-Hour Broker Post-Licensing Package **\$299**
- Florida Essentials of Real Estate Investment v7.0 **\$169**
- Florida Real Estate Brokerage: A Management Guide. 30-Hour Broker Post-Licensing v8.0 **\$169**

### BROKER EXAM PREP

- Florida Real Estate Broker Drill and Practice QBank **\$79**



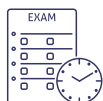
# Real Estate Continuing Education

Online Real Estate Courses at [southflorida.edu/realestate](https://southflorida.edu/realestate)

## Real Estate Exam Procedures



**BEFORE MAKING A RESERVATION:** Candidates are encouraged to read the candidate information booklet, found at [www.myflorida.com/dbpr](http://www.myflorida.com/dbpr), before making an examination reservation. Candidates must apply to the Florida Division of Real Estate (DRE) for authorization before they may make an examination reservation. The fingerprinting ORI number is FL920010Z. Once the candidate's application has been approved by the DRE, Pearson VUE will send the candidate an official authorization letter. The candidate is then eligible to make an examination reservation.



**MAKING AN EXAM RESERVATION:** Candidates may call Pearson VUE Customer Care at 888-204-6289 to make an examination reservation. Customer Care is available Monday through Friday, 8 a.m.-11 p.m.; Saturday 8 a.m.-5 p.m.; and Sunday from 10 a.m.-4 p.m. (Eastern Standard Time). Phone reservations can be made up to and including the day you wish to sit for the exam, based on availability. Online reservations can be made at [pearsonvue.com](https://pearsonvue.com). No walk-in testing is permitted. After visiting the site, select Florida Real Estate and Appraiser, sign in, and choose South Florida State College as the testing site.



**CHANGE/CANCEL POLICY:** Candidates who wish to cancel or change an examination reservation may do so without penalty up to two calendar days before the examination. Candidates who are absent from or late for an examination, or who change or cancel their reservations without proper notice, will owe Pearson VUE the full examination fee. Absences may be excused due to illness, death in the family, etc. When registering for an exam on Pearson VUE and SFSC is not an option, that means the testing site is full. SFSC's Testing Center phone number is 863-784-7214.



### EXAM CODES AND FEES:

Candidates must pay the examination fee at the time of reservation by credit card or electronic check. Candidates who cannot use these payment options should contact Pearson VUE to arrange to pre-pay the examination fee. Payment will not be accepted at the Testing Center. Examination fees are non-refundable and non-transferable.

Exam Name	Fee	Time Allotted
Real Estate Salesperson	\$36.75	3.5 hours
Real Estate Broker	\$36.75	3.5 hours
Real Estate Law	\$15.75	1.5 hours

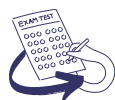


### WHAT TO BRING:

- Two forms of signature identification, one of which bears your picture, address that must match the name as provided to the Department of Business and Professional Regulation on the application for licensure, signature, and is government issued; this includes a driver's license, state identification card, passport, or military identification card. *YOU MUST BE PREPARED TO SHOW PROPER I.D. TO GAIN ADMISSION TO THE TEST SITE.* Student, employment I.D. cards, and photo-bearing credit cards are not acceptable as a picture-bearing identification.
- Certification of Pre-licensing Education Completion (sales and broker candidates only): If the original was mailed to the DRE with the authorization application, a photocopy should be brought to the Testing Center.
- Official authorization notice (not mandatory)



**SCORE REPORTING:** Candidates will receive an official, photo-bearing score report immediately upon completion of the examination.



**RETAKING AN EXAM:** Candidates who fail an examination must wait 24 hours to schedule another examination. Reservations may not be made at the Testing Center.



**CONTACT INFORMATION:** Candidates may contact Pearson VUE by:

Visiting the Pearson VUE website: [pearsonvue.com](https://pearsonvue.com) or Calling Customer Care at (888) 204-6289

**IMPORTANT**



Once you have completed and passed your course exam, you will need to *submit fingerprints to the DBPR 5 days before submitting your license application.*

- **Link to IdentGo:**

Schedule your fingerprints <https://www.identgo.com/>

- **Link to DBPR:**

<https://www.myfloridalicense.com/intentions2.asp?chBoard=true&SID=&boardid=25&professionid=25A>

Your application will be considered incomplete if your fingerprints haven't been received by FREC by the time they start reviewing your application, so be sure to follow the timeline correctly!

# Real Estate Continuing Education

Online Real Estate Courses at [southflorida.edu/realestate](https://southflorida.edu/realestate)

## Professional Development Courses



### **RRP Recruitment, Retention, and Profitability for Managers OnDemand Package \$69**

Looking to build unquestionable real estate success you can see and measure? Full Throttle Coaching will maximize your potential by guiding you through the difficult first stages of business development. These programs are applicable for coaches, brokers, teams, agents, and trainers. In this course, you will develop the skills necessary to attract and retain the best talent, leading to a successful real estate business. To grow your business, you need to learn how to increase the productivity and profitability of your entire group. You'll be enrolled in KnowledgeDNA™—an easy activity planning and tracking system to keep yourself accountable and on track to reach your goals. Develop your business plan, marketing plan, and income plan.

### **Full Throttle Coaching—Buyers: Be Successful, Fast OnDemand Course v1.0 \$69**

In Buyers: Be Successful, Fast you will develop the lifelong skills real estate agents need to succeed in their careers. You will develop lead-generation skills, create personal lead maps and script action plans, and generate income from your leads. You will utilize Knowledge DNA's easy activity planning and tracking system that will keep you accountable for your actions and on track to reach your goals.

### **Full Throttle Coaching - How to Coach, Not Just Teach: Coaches Question-Teachers Tell OnDemand Course v1.0 \$69**

In How to Coach, Not Just Teach: Coaches Question—Teachers Tell, you will develop the lifelong skills real estate agents need to succeed in their careers. You will learn how to coach team members to be effective, how keeping team members accountable leads to results, and how to individualize your coaching to benefit you and your team members. You'll be enrolled in KnowledgeDNA™—an easy activity planning and tracking system to keep yourself accountable and on track to reach your goals.

### **Real Estate Accelerator Live Online \$299**

A common misconception is that a new agent only needs licensing education in order to be successful. The truth is, there are strict limitations on what can and cannot be taught in a licensing course. What nearly all licensing courses lack is what Real Estate Accelerator provides. You've built a solid foundation for your new career by successfully completing your comprehensive licensing education. Now, you're ready to move to the next phase of your professional development. How do you build on what you've achieved? How do you start earning commissions as quickly as possible? Real Estate Accelerator has the answers. This live online course includes eight hours of intensive training followed by eight weeks of coaching and is designed to teach you the specific activities an agent needs to perform on a daily, weekly, and monthly basis in order to be successful in real estate. This program will arm you with business-building skills and critical operating activities utilized by the nation's most successful real estate agents. You will leave the program prepared to implement your plans and tools immediately in your real estate practice.

### **Full Throttle Coaching— Listings: Where the Real Money is OnDemand Course v1.0 \$69**

In Listings: Where the Real Money Is, you will develop the lifelong skills real estate agents need to succeed in their careers. You will develop lead-generation skills, create personal lead maps and script action plans, and generate income from your leads. You'll be enrolled in KnowledgeDNA™—an easy activity planning and tracking system to keep yourself accountable and on track to reach your goals.

### **Full Throttle Coaching - Ready, Set, Go! The Four Skills You Need to Launch Your Real Estate Career OnDemand Course v1.0 \$69**

In Ready, Set, Go!™, you will learn to concentrate on income-producing lead generation activities from the word go, including lead mapping, effective script writing, and how to professionally ask for business. You will develop lifelong skills for success, including lead-generation skills, create personal lead maps and script action plans, and generate income from your leads. You'll be enrolled in KnowledgeDNA™—an easy activity planning and tracking system to keep yourself accountable and on track to reach your goals.

### **Full Throttle Coaching - Team Supreme: 4 Team Models to Grow and Manage a Successful Business OnDemand Course v1.0 \$69**

In Team Supreme: 4 Models to Grow and Manage a Successful Business, you will develop the lifelong skills real estate agents need to succeed in their careers. You will learn how to develop effective real estate teams, including assessing strengths of team members and assigning them appropriate roles. You'll be enrolled in KnowledgeDNA™—an easy activity planning and tracking system to keep yourself accountable and on track to reach your goals.

### **Full Throttle Coaching - The Great Eight: 8 Things You Must Do to Survive and Thrive in Real Estate OnDemand Course v1.0 \$69**

The Great Eight™ introduces eight of the most critical income-producing activities for real estate professionals. After tracking tens of thousands of agents over five years, these eight activities were identified as the constant all successful agents share. In The Great Eight™, you will develop the lifelong skills real estate agents need to succeed in their careers. Learn to set and hold goals, manage your time, prospects, and convert leads into sales. You'll be enrolled in KnowledgeDNA™—an easy activity planning and tracking system to keep yourself accountable and on track to reach your goals.

- **Students are not required to apply to the college to take these courses.**
- **Visit [southflorida.edu/realestate](https://southflorida.edu/realestate) to register.**
- **Select the course, register, pay and begin from the comfort of your home.**





# Education

Online at [Ed2go.com/sfsc](https://ed2go.com/sfsc)

## IMPROVE YOUR CLASSROOM EFFECTIVENESS!

Complete your Continuing Education Hours **ONLINE**



## SOUTH FLORIDA STATE COLLEGE

Our instructor-moderated online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website [ed2go.com/sfsc](https://ed2go.com/sfsc) for a full array of courses that interest you or click on course titles below information on these specific courses.

### Creating the Inclusive Classroom Strategies for Success - \$129

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day—learning proven strategies that turn diversity into opportunity.

### Creating a Classroom Website - \$129

Learn how to create a classroom website and how having one can make you a more effective and dynamic teacher.

### Differentiated Instruction in the Classroom - \$129

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

### Guided Reading: Strategies for the Differentiated Classroom - \$129

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

### Integrating Technology in the Classroom - \$129

In this professional development course for teachers, you'll learn the secrets of technology integration in the classroom and across the curriculum, gaining the skills educators need to use tools such as apps, assistive technology, wikis, podcasts, and blogs effectively.

### Introduction to Classroom Documentation - \$68

This introductory course will teach you simple methods for documenting academic and social behaviors in your classroom to set up a plan for student success.

### Professionalism Through Positive Personality - \$44

This quick course will teach you how specific personality traits contribute to aspects of your professionalism and provide you with a personality reflection and SWOT analysis for personal and professional growth.

### Math Refresher - \$129

Gain confidence in your basic math skills and start using math to your advantage.

### Solving Classroom Discipline Problems I - \$129

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

### Writing for ESL - \$115

Learn how to write in English more effectively to succeed in college and at work.

**Check with your professional development coordinator to determine eligibility for re-certification.**

#### COURSE FEATURES:

- 100% Online 24/7 Course access
- 6-Week instructor-moderated **OR**
- 3-month self-guided formats
- Learn from industry experts
- Receive a certificate of completion

**To learn more and enroll, visit: [ed2go.com/sfsc/](https://ed2go.com/sfsc/)**

Online Course Disclaimer: The fees for online courses may vary. The tuition stated reflects the cost at the time the catalog was created.

In-Person Course Disclaimer: Students that are registered and paid 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.

# Early Childhood Management

## DCF Introductory (40 hours)

- Training
- Testing
- Frequently Asked Questions



FLORIDA DEPARTMENT  
OF CHILDREN AND FAMILIES

### Roadmap to Completing Child Care Facility Training Requirements:

<https://www.myflfamilies.com/sites/default/files/2023-04/Facility%20Training%20Roadmap.pdf>

### What are the state mandated Introductory training courses (45 hours) that I need to take in order to work at a child care facility in Florida?

<https://www.myflfamilies.com/childcaretraining/child-care-facility-training-requirements>

### Where are the state mandated Introductory training courses offered? (45 hours)

Courses are offered online via the DCF website.

### How to register for DCF Introductory Training courses?

Click on link below for instructions on creating a DCF training account in order to get started.

<https://www.myflfamilies.com/childcaretraining>

### How to register/schedule/pay for DCF exams? Click on link below for exam information and instructions on how to register.

<https://www.myflfamilies.com/services/child-and-family-services/child-care/competency-exams-schedule>

### FAQ for child care exams:

<https://www.myflfamilies.com/childcaretraining/competency-exams/competency-exams-frequently-askedquestions>

**NOTE: Introductory Training courses and exams are not administered at South Florida State College. Anyone requiring these courses or to schedule an exam must go through the DCF website.**

For questions regarding courses and/or exams please contact the Child Care Training Center at 1-888-352-2842 or visit them online at [myflfamilies.com/childcaretraining](https://www.myflfamilies.com/childcaretraining)



# Early Childhood Education Management

## Online Renewals - FCCPC/CDA/Director's Credential

### Online Training:

#### Florida Child Care Professional Credential – FCCPC/CDA Equivalency

##### (Initial certification):

The FCCPC Birth Through Five is a DCF department-approved training program that consists of a minimum of 120 hours of early childhood instruction and 480 contact hours with children ages birth through eight (8).

[Find an approved Birth Through Five FCCPC training provider.](#)

*Note: Currently SFSC only offers the FCCPC renewal course, not the initial certification.*

- Click on link below for staff credential verification application:
- [www.myflfamilies.com/sites/default/files/2023-07/CF-SP5211.pdf](http://www.myflfamilies.com/sites/default/files/2023-07/CF-SP5211.pdf)

##### Directors Credential (Initial certification):

According to the Florida Child Care Standards, every child care facility must have a director with a Director Credential. Pursuant to Section 402.305(2)(f), F.S., 65C-22.001(6), Florida Administrative Code

- Click on link for information
- [myflfamilies.com/childcaretraining/credentials/director-credential](http://myflfamilies.com/childcaretraining/credentials/director-credential)

*Note: Currently SFSC offers the FCCPC renewal course, not the initial certification.*

#### FCCPC/CDA Renewal CCZ-0420 - \$184

#### Director's Credential Renewal CCZ-0423 - \$189

Both courses are strictly online and are approved by the Department of Children and Families (DCF). They are self-paced and do not require in-person class meetings or exams.

##### How to register:

- Students must notify the community education coordinator via email at [communityeducation@southflorida.edu](mailto:communityeducation@southflorida.edu) to request access to the course.
- Students will be notified by the coordinator to register and pay for the course.
- Student must email coordinator again informing registration and paid status
- Coordinator will email student personalized login and temporary password.



*Note: Access to these courses are not via Brightspace. Upon completion of this course, you will earn a certificate of completion and 4.5 CEUs. These classes are also available in Spanish upon request. The course is accessible 365 days from each student's initial login date. For questions, please call 863-784-7032.*





# HEALTH & PUBLIC SAFETY



Online Course Disclaimer: The fees for online courses may vary. The tuition stated reflects the cost at the time the catalog was created.

In-Person Course Disclaimer: Students that are registered and paid 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.



# Nursing Assistant Program

**Are you compassionate and empathetic?  
Have a desire to help and care for others?**

**Do you meet the following requirements?**

- .....
- Internet access required
  - Must be 18 years or older
  - High school diploma or equivalent required
  - Proficient in English
  - Must pass a background check
  - Must pass a drug screening
  - Seeking employment
- .....



**If you answered yes to all of the above you may qualify for our Nursing Assistant program.**

**Course offered five times per year in a hybrid format.  
Scholarships available for those who qualify.**

---

**BECOME  
CERTIFIED  
IN 3 MONTHS  
OR LESS**

For more information, email  
[Renee.LaDue@southflorida.edu](mailto:Renee.LaDue@southflorida.edu) or  
call 863-784-7034. Visit  
[southflorida.edu/nursingassistant](http://southflorida.edu/nursingassistant).



# Building a **Successful** Career

**A strong foundation is crucial to a successful career.  
Embark on your nursing pathway at South Florida State College.**



## Why select SFSC for Nursing Assistant?

- ✓ Simple registration
- ✓ Short-term training
- ✓ Hiring assistance
- ✓ Smaller class size = more one on one with instructor
- ✓ Staff support from start to finish
- ✓ Hands-on learning
- ✓ Free tuition opportunities\*\*



## Free Tuition

**\*\*We partner with several programs that offer FREE TUITION to qualified applicants.**

- ✓ CareerSource Heartland - For those living in Highlands, Hardee, DeSoto, or Okeechobee, and age 18 or older.
  - 863-385-3672 ext. 1328
- ✓ Military and Veteran Benefits
  - 863-784-7128
- ✓ Panther Youth Partners - Serve those 24 years of age and under.
  - 863-784-7054
- ✓ Farmworker Career Development - Helps individuals and their households who worked in agriculture during the past two years.
  - 863-784-7166
- ✓ Vocational Rehabilitation - Helps those with disabilities get or keep a job.
  - 863-593-6261



**Stats from a local partner:** Locally CNA's earn \$17-\$22 per hour



## Healthcare

### Nursing Assistant

Evening/Weekend Class:  
165 hours



BLS & AED Certification  
SFSC Certification  
State license via FL. Dept. of Health upon successful examination

### Get Hired and/or Continue Education



### Licensed Practical Nurse (LPN)

Completion of ATI TEAS® Exam  
1350 Contact Hours - 11 Months



SFSC Certification

### Get Hired and/or Continue Education



### Transition Program LPN to RN

Approximately 1 Year  
Become eligible to take the NCLEX exam for licensure as an RN



### Baccalaureate Post-Licensure (RN to BSN)



## Nursing Assistant Employer Partnerships

- ✓ Advent Health - 13 hospitals
- ✓ HCA Florida Highlands Hospital
- ✓ Lake Placid Health Center
- ✓ Royal Care of Avon Park
- ✓ The Palms of Sebring
- ✓ Lakeside Neurologic
- ✓ Vivo Healthcare Sebring



## Employers

- ✓ Healthcare learning competencies may be customized for a business to elevate their employees skills.  
Call Renee LaDue for a training plan to meet the needs of YOUR business.
- ✓ SFSC has employability skills training for healthcare workers to earn CEU's.
- ✓ To advertise your job opportunity for free on College Central Network and connect with SFSC students and other college students around the state, contact SFSC's Career Development Center at 863-784-7410.



## Community

- ✓ SFSC offers CPR/BLS for specific program pre-requisite or for Community Education.
- ✓ We can come to your facility. Contact us for special pricing.



## Program Contacts:

- ✓ Nursing Assistant - Mrs. Renee LaDue  
Office: University Center / 116  
Phone: 863-784-7034  
email: renee.ladue@southflorida.edu
- ✓ LPN Academic Advisor - Ms. Danielle Ochoa  
Office: Health, Science and Education Building  
Phone: 863-784-7027  
email: ochoad@southflorida.edu
- ✓ Program Navigator - Mrs. Mary von Merveldt  
Office: Health, Science and Education Building  
Phone: 863-784-7428  
email: vonmerveldtm@southflorida.edu

**Contact us today!**

**Renee LaDue**

- 📞 863.784.7034
- ✉ renee.ladue@southflorida.edu
- 📍 600 W. College Dr. , Avon Park, FL 33825
- 👍 Like us on facebook at SFSCCE
- 🌐 Visit southflorida.edu/nursingassistant

**NO APPLICATION OR FAFSA REQUIRED.  
ASK US HOW TO GET STARTED  
AS SOON AS TODAY!**

**CARING FOR YOUR FUTURE!**



**FOR COURSE DATES!**  
Page 42 of 117

# SFSC Corporate & Community Education

## Nursing Assistant

### Nursing Assistant - \$1696.10\*

### In-Person

#### \*Fee includes:

- Tuition
- Lab supplies
- Fees
- Uniform

#### Additional fees required

(Prices subject to change by vendor):

- Textbooks **\$217.85**
- BLS/CPR training **\$65**
- Non-refundable background fee **\$55.32**
- Non-refundable drug screening **\$42.99**

#### \*\* Hybrid Courses:

- Students must have access to a computer with:
  - A stable internet connection
  - A working camera (must remain on during the course)
  - Functional speakers
  - Functional microphone

Subject/ Code	Campus	Building/ Room	CRN	Dates	Days/Times
VHZ0505	Highlands	UC 108	26990	Jan. 8 – March 11, 2025	M, T, R / 5:30–9:00 p.m. & Sunday / 7:30 a.m. - 3:30 p.m.
VHZ0505	Highlands	UC 108	26568	March 26 – May 27, 2025	M, T, R / 5:30–9:00 p.m. & Sunday / 7:30 a.m. - 3:30 p.m.
VHZ0505	Highlands	Hybrid**	34454	June 2 - July 27, 2025	M, T, W, R / 5:30–9:00 p.m. & Sunday / 7:30 a.m. - 3:30 p.m.

#### Nursing Assistant Competencies and Responsibilities:

- Demonstrate basic competency in reading, writing, and passing the required background screening.
- Work under the supervision of a Licensed Practical Nurse (LPN) or Registered Nurse (RN).
- Assist patients with:
  - Personal care
  - Maintaining mobility
  - Nutrition and hydration
  - Toileting and elimination
- Take and record vital signs.
- Perform CPR if necessary.
- Assist with putting on and taking off assistive devices.
- Collect and enter basic patient data into digital records.
- Report any abnormal signs and symptoms.
- Provide additional care, including:
  - Postmortem care
  - Patient socialization and reality orientation
  - End-of-life care
  - Emergency care

#### Employment Opportunities:

- Outpatient clinics
- Hospitals
- Long-term care facilities

#### Course Completion Outcomes:

- Earn 90 hours in Introduction to Health Care and 75 hours in Nursing Assistant training.
- Gain the technical and academic knowledge required to:
  - Take the state certification exam
  - Secure employment in the field
  - Advance in Health Science careers



To access the forms to begin the enrollment process in the nursing assistant program, visit [southflorida.edu/nursingassistant](https://southflorida.edu/nursingassistant).

For more information, call 863-784-7034.





# SFSC Corporate & Community Education

## CPR/BLS and First Aid

### CPR/BLS with AED \$65

### In-Person

This course covers new or renewal training in Health Care Provider BLS (CPR and AED) through the American Heart Association by a certified BLS instructor and meets or exceeds the 2015 American Heart Association guidelines. Students will participate in simulated clinical scenarios and learning stations, skills practice, and skills testing. Students are required to complete and pass written exam. Upon successful completion of the course, participants will receive an email with a digital American Heart Association Course Completion Card attached. This card is valid for two years.



**To register, call 863-453-6661.**

Subject/ Code	Campus	Building/ Room	CRN	Dates	Days/Times
CCZ0507	DeSoto	A/118	34622	May 3, 2025	S 8:30 - 12:30 p.m.
CCZ0507	Highlands	UC 108	34623	May 24, 2025	S 8 - Noon
CCZ0507	Highlands	UC 108	34624	June 25, 2025	W 5 - 9 p.m.
CCZ0507	Highlands	UC 108	34625	July 22, 2025	T 5 - 9 p.m.



### Customized Training

At SFSC, we provide tailored training solutions for businesses, churches, and community groups, either at your location or on our campus. Our services include:

- Customized Training Programs: Developed to meet the specific needs of your group.
- Heartsaver Option: CPR and First Aid training tailored to your group.

Special pricing is available for confirmed group training sessions! Let us know how we can help enhance the skills and safety of your team! Email us at [corporatetraining@southflorida.edu](mailto:corporatetraining@southflorida.edu)



Corporate and Community Education Department 863-784-7034 Email: [corporatetraining@southflorida.edu](mailto:corporatetraining@southflorida.edu)

Online catalog: [southflorida.edu/corporatetraining](https://southflorida.edu/corporatetraining) Health Occ (Nursing, Dental) 120032 TR22; Public Service Health (EMT) 120033 TR 33; Public Service (Law Enforcement) 120037 TR26 - 02.03.2025 - tg



# SFSC Corporate & Community Education

## IV Therapy / Local Anesthesia for Dental Hygienists

### IV Therapy - \$325

Subject/ Code	Campus	Building/ Room	CRN	Dates	Days/Times
VHZ0604	Highlands	HSC 104	33966	July 30 – Aug. 2, 2024	T - F / 8 a.m. - 4:30 p.m.
VHZ0604	Highlands	HSC 104	TBA	TBA	TBA

This training program is recommended for LPNs who wish to fulfill the State of Florida 30-hour requirement for IV therapy training (following Board of Nursing rules as outlined in Chapter 64B9-12.005). This course is recognized by the Florida Board of Nursing and complies with all requirements regarding the LPN performance procedures for intravenous therapy.

#### Course prerequisite:

- Must be a licensed practical nurse (LPN) or a recent practical nurse graduate.

#### Textbook:

- The following book is required for the course: Phillip's Manual of I.V. Therapeutics: Evidence-Based Practice for Infusion Therapy, 8th Edition.

To register, call 863-453-6661.



### Local Anesthesia Administration for Dental Hygienists - \$1,000



This 60-contact hour course is designed to fulfill the requirements set by Florida Statute 466.017 for the administration of local anesthesia by dental hygienists. It serves as a certification course specifically for licensed dental hygienists in Florida.

- 30-hour online didactic component
- 14-hour observation component
- 16-hour evening clinical component

#### Course prerequisites:

- Copy of current Florida dental hygiene license
- Current CPR/BLS certification and purchase

#### Textbook:

Local Anesthesia for Dental Professional ISBN: 9780323073714 (required).

#### Other requirement:

Clinicals are required attendance at the Highlands campus in Building T1, Room 108. Clinical hours to be announced.

To register, call 863-453-6661.

Subject/ Code	Campus	Building/ Room	CRN	Dates	Days/Times
CHZ0003	Highlands	T1 / 108	TBA	Call 863-784-7032	TBA

Corporate and Community Education Department 863-784-7034 Email: [corporatetraining@southflorida.edu](mailto:corporatetraining@southflorida.edu)

Online catalog: [southflorida.edu/corporatetraining](https://southflorida.edu/corporatetraining) Health Occ (Nursing, Dental) 120032 TR22; Public Service Health (EMT) 120033 TR 33; Public Service (Law Enforcement) 120037 TR26 - 02.03.2025 - tg

# SFSC Corporate & Community Education

## Health Occupations

### Emergency Vehicle Operators Course - \$130

**In-Person**

Subject/ Code	Campus	Building/ Room	CRN	Dates	Days/Times
EMZ0296	Highlands	Public Safety Academy / CC101	26530	Jan. 8, 2025 plus a vehicle operators day	Wed. 8a.m. - 4 p.m. plus a 2nd day for behind the wheel.

This 16-hour course provides instruction on the proper operation of an emergency vehicle, specifically an ambulance. It meets or exceeds the State of Florida requirements ([FAC 64J-1.013](#)) for emergency vehicle operation. The course includes both classroom instruction and hands-on practical activities. To successfully complete the course, participants must pass both a written and a practical driving examination. A valid State of Florida driver's license and a minimum age of 18 are required for participation. A minimum of six students is needed to conduct the course.

For more information, contact Chris Fowler at [Chris.Fowler@southflorida.edu](mailto:Chris.Fowler@southflorida.edu) or 863-784-7278. **To register, call 863-784-7278 for dates of the vehicle operation portion and all the details need to register.**

### Advanced Cardiac Life Support (ACLS) - \$125

**In-Person**

Subject/ Code	Campus	Building/ Room	CRN	Dates	Days/Times
EMZ0205	Highlands	Public Safety Academy / CC101	TBA	Call 863-784-7278	TBA

This American Heart Association course is designed for all healthcare professionals and fulfills the requirements for license renewal and continuing medical education (CME). Participants will build upon their basic life support (BLS) skills with a focus on high-quality CPR. This 16-hour advanced course emphasizes the recognition and intervention of acute coronary syndromes (ACS), cardiac dysrhythmia, stroke, cardiac arrest, and immediate post-cardiac arrest care.

The course includes interactive learning stations to reinforce the importance of team dynamics and communication. Participants are required to have the most recent edition of the American Heart Association Advanced Cardiovascular Life Support textbook (2015 Guidelines) and complete the pre-test located inside the front cover. Upon successful completion, participants will receive a digital American Heart Association ACLS Card via email, valid for two years.

For more information, contact Chris Fowler at [Chris.Fowler@southflorida.edu](mailto:Chris.Fowler@southflorida.edu) or 863-784-7278.

**To register, call 863-453-6661.**

### Advanced Cardiac Life Support (ACLS) Renewal Course - \$100

**In-Person**

Subject/ Code	Campus	Building/ Room	CRN	Dates	Days/Times
EMZ0107	Highlands	Public Safety Academy / CC101	TBA	Call 863-784-7278	TBA

This American Heart Association course is designed for all healthcare professionals and meets the requirements for license renewal and continuing medical education (CME). Participants will enhance their basic life support (BLS) skills with a focus on high-quality CPR. This 8-hour renewal course emphasizes the recognition and management of acute coronary syndromes (ACS), cardiac dysrhythmia, stroke, cardiac arrest, and immediate post-cardiac arrest care.

The course includes learning stations to emphasize the importance of team dynamics and communication. Participants are required to have the latest edition of the American Heart Association Advanced Cardiovascular Life Support textbook (2015 Guidelines) and to complete the pre-test found inside the front cover. Upon successful completion, participants will receive a digital American Heart Association ACLS Card via email.

For more information, contact Chris Fowler at [Chris.Fowler@southflorida.edu](mailto:Chris.Fowler@southflorida.edu) or 863-784-7278.

**To register, call 863-453-6661.**



# SFSC Corporate & Community Education

## Health Occupations

### Pediatric Advanced Life Support (PALS) - \$125

**In-Person**

Subject/ Code	Campus	Building/ Room	CRN	Dates	Days/Times
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EMZ0105	Highlands	Public Safety Academy / CC101	TBA	Call 863-784-7278	TBA
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This American Heart Association course is designed for all health care workers who either direct or participate in the management of pediatric patients and meets the requirements for license renewal and continuing medical education (CME). Participants will build upon the foundation of basic life support (BLS) skills, with an emphasis on high-quality CPR. This 16-hour advanced course highlights the importance of recognition and management of respiratory and/or cardiovascular emergencies and cardiopulmonary arrest in pediatric patients. The students will participate in learning stations designed to instill the importance of team dynamics and communication. Participants are required to have the most recent edition of the American Heart Association Pediatric Advanced Life Support textbook (2015 Guidelines) and take the pre-test found in the front cover of the text. Upon successful completion of this course, participants will receive an email with a digital American Heart Association PALS Card attached. This card is valid for two years. To register, call **863-453-6661**.

### Pediatric Advanced Life Support (PALS) Renewal Course- \$75

**In-Person**

Subject/ Code	Campus	Building/ Room	CRN	Dates	Days/Times
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EMZ0105	Highlands	Public Safety Academy / CC101	TBA	Call 863-784-7278	TBA
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This American Heart Association course is designed for all health care workers who either direct or participate in the management of pediatric patients. This course meets the requirements for license renewal and continuing medical education (CME). Participants will build upon the foundation of basic life support (BLS) skills, with an emphasis on high-quality CPR. This 8-hour renewal course highlights the importance of recognition and management of respiratory and/or cardiovascular emergencies and cardiopulmonary arrest in pediatric patients. Students will participate in learning stations designed to instill the importance of team dynamics and communication. Participants are required to have the most recent edition of the American Heart Association Pediatric Advanced Life Support textbook (2015 Guidelines) and take the pre-test found in the front cover of the text. Upon successful completion of this course, participants will receive an email with a digital American Heart Association PALS Card attached. This card is valid for two years. For more information, contact Chris Fowler at [Chris.Fowler@southflorida.edu](mailto:Chris.Fowler@southflorida.edu) or **863-784-7278**. To register, call **863-453-6661**.

### Emergency Medical Technician Refresher

**In-Person**

Subject/ Code	Campus	Building/ Room	CRN	Dates	Days/Times
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EMZ0514	Highlands	Public Safety Academy / CC101	TBA	Call 863-784-7278	TBA
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This 30-hour course meets or exceeds the State of Florida, [FAC 64J-1.008](#) requirements for renewal of the Emergency Medical Technician (EMT) certification. Instruction includes classroom and skills verification required by the 1994 US DOT EMT-Basic National Standard Curriculum. Upon completion of this course, the participant will receive a certificate of completion for verification of training. For information related to dates/times this course is offered, contact Chris Fowler at [Chris.Fowler@southflorida.edu](mailto:Chris.Fowler@southflorida.edu) or **863-784-7278**.

### AHA Skills Check - \$50

**In-Person**

Subject/ Code	Campus	Building/ Room	CRN	Dates	Days/Times
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EMZ0100	Highlands	Public Safety Academy / CC101	TBA	Call 863-784-7278	TBA
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This 2-hour class is the required skills completion for ACLS/PALS course work. To schedule your skills check call Chris Fowler at [Chris.Fowler@southflorida.edu](mailto:Chris.Fowler@southflorida.edu) or **863-784-7278**. Student must present documentation of successful completion of online AHA coursework. To register, call **863-453-6661**.



# Quick Online Medical Courses



## South Florida State College

### INSTRUCTOR-MODERATED COURSES

**24-HOURS \$135 per course**

- [Become an Optical Assistant](#)
- [Become a Physical Therapy Aide](#)
- [Explore a Career as a Clinical Medical Assistant](#)
- [Explore a Career as an Administrative Medical Assistant](#)
- [Explore a Career as a Pharmacy Technician](#)
- [Explore a Career in Medical Coding](#)
- [Explore a Career in Medical Transcription](#)
- [Explore a Career in Medical Writing](#)
- [Explore a Career in Nursing](#)
- [Handling Medical Emergencies](#)
- [HIPAA Compliance](#)
- [Introduction to the Medical Laboratory](#)
- [Medical Math](#)
- [Medical Terminology: A Word Association Approach](#)
- [Medical Terminology II: A Focus on Human Disease](#)
- [Spanish for Medical Professionals](#)
- [Spanish for Medical Professionals II](#)
- [Human Anatomy and Physiology](#)
- [Human Anatomy and Physiology II](#)

### COURSE BUNDLES

- [Explore a Career in Healthcare Suite](#) 72-hours \$365
- [Health Care Entrepreneurship Bundle](#) 23-hours \$140
- [Human Physiology Series](#) 48-hours \$245
- [Medical Secretary Suite](#) 96-hours \$375
- [Medical Spanish Series](#) 48-hours \$245
- [Medical Terminology Series](#) 48-hours \$245
- [Medical Writer Suite](#) 72-hours \$280

### COURSE FEATURES:



100% Online



24/7 Course  
access



6-week instructor  
moderated or 3-month  
self-guided formats



Learn from  
industry experts



Receive a certificate  
of completion

Watch Medical  
Spanish Course

Watch Medical  
Coding

**TO LEARN MORE AND ENROLL VISIT:**

Watch Medical  
Transcription

Watch Anatomy  
& Physiology



**[ed2Go.com/sfsc](https://ed2Go.com/sfsc)**





# ONLINE Advanced Career Training MEDICAL COURSES



## South Florida State College

### Advanced Hospital Coding and CSS Prep

100-hours \$1,895 | (Voucher Included)

### Advanced Medical Interpreter

240-hours \$3,195

### Certified Clinical Medical Assistant (CCMA) plus Certified Electronic Health Records Specialist (CEHRS)

674-hours \$3,995 | (Vouchers Included)

### Certified Clinical Medical Assistant (CCMA)

540-hours \$2,795 | (Voucher Included)

### Certified Clinical Medical Assistant for the Experienced (CMAA)

380-hours \$2,295 | (Voucher Included)

### Certified EKG Technician

170-hours \$1,995 | (Voucher Included)

### Certified Electronic Health Records Specialist (CEHRS)

134-hours \$1,975 | (Vouchers Included)

### Certified Electronic Health Records Specialist with Medical Terminology

194-hours \$2,325 | (Vouchers Included)

### Sterile Processing Technician

190-hours \$2,795 | (Voucher Included)

### Certified Health Unit Coordinator

120-hours \$1,395 | (Voucher Included)

### Certified Inpatient Coder

170-hours \$2,695 | (Voucher Included)

### Certified Medical Administrative Assistant (CMAA)

160-hours \$1,895 | (Voucher Included)

### Certified Medical Administrative Assistant (CMAA) plus Medical Terminology

220-hours \$1,995 | (Voucher Included)

### Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist plus Medical Terminology

354-hours \$2,745 | (Vouchers Included)

### Certified Medical Administrative Assistant with Medical Billing and Coding

530-hours \$3,695 | (Vouchers Included)

### Certified Outpatient Coder

200-hours \$2,995 | (Voucher Included)

### Optician Certification Training

150-hours \$1,995

### Certified Pharmaceutical Sales Representative

110-hours \$2,195 | (Exam Included)

### Certified Professional Medical Auditor

80-hours \$1,695 | (Voucher Included)

### Certified Risk Adjustment Coder

160-hours \$1,495 | (Voucher Included)

### Hemodialysis Technician

205-hours \$3,595

### Home Health Aide

280-hours \$2,495

### ICD-10 Medical Coding

200-hours \$1,795

### Medical Billing and Coding

370-hours \$2,995 | (Voucher Included)

### Medical Billing Specialist

310-hours \$2,495 | (Voucher Included)

### Medical Billing Specialist with Electronic Health Records

444-hours \$3,695 | (Vouchers Included)

### Medical Office Manager (CPPM)

555-hours \$3,995 | (Vouchers Included)

## COURSE FEATURES:



24/7 Access



Books and Materials Included



Certificate of Completion

Payment Plan



Student Advisors Included

Industry Recognized Credentials

TO LEARN MORE AND ENROLL VISIT:

[careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc)

# ONLINE Advanced Career Training MEDICAL COURSES



## South Florida State College

[Certificate in Complementary and Integrative Health](#)  
24-hours \$159

[Certificate in End of Life Care](#)  
19-hours \$135

[Certificate in Gerontology](#)  
25-hours \$159

[Certificate in Healing Environments for Body, Mind, and Spirit](#)  
16-hours \$105

[Certificate in Infectious Diseases and Infection Control](#)  
13-hours \$89

[Certificate in Legal and Ethical Issues in Healthcare](#)  
12-hours \$79

[Certificate in Pain Assessment and Management](#)  
14-hours \$79

[Certificate in Perinatal Issues](#)  
20-hours \$135

[Certificate in Spirituality, Health, and Healing](#)  
25-hours \$229

[Grammar and Writing Skills for the Health Professional](#)  
45-hours \$215

[Introduction to Natural Health and Healing](#)  
24-hours \$125



### COURSE FEATURES:



100% Online



24/7 Course  
access



6-week instructor  
moderated or 3-month  
self-guided formats



Learn from  
industry experts



Receive a certificate  
of completion

TO LEARN MORE AND ENROLL VISIT:

**[ed2Go.com/sfsc](https://ed2Go.com/sfsc)**

# PATH TO WELLNESS

## EMPOWERING INDIVIDUALS TO TAKE CHARGE OF THEIR HEALTH



### DISCOVER ALTERNATIVE APPROACHES TO WELLNESS

South Florida State College's path to wellness offers a variety of courses aimed at enhancing and supporting health through integrative healing therapies and wellness techniques.



Many people today experience ongoing pressure without fully understanding or recognizing it. The notion of being "crazy busy" is often seen as a badge of honor, but it can have detrimental effects on your well-being. In the **Self-Care** course, you will gain an understanding of self-care and its relationship to your overall health. You will also learn simple strategies to combat stress and its negative impact on your body, enabling you to create your own self-care routines.



The **Mindfulness Meditation** course teaches you how to recognize when stress is beneficial and when it becomes detrimental. You will explore the concept of mindfulness meditation and its ability to alleviate stress. The main focus is to empower you to make more skillful lifestyle choices that effectively reduce stress.



The **Holistic Healing** course delves into the mind-body connection and energy healing. It explores the principles of alternative, holistic, and integrative medicine, which have deep roots in various healing traditions spanning thousands of years. Learn about the benefits of combining the external, physical, and technological advancements of medicine with the internal, nonphysical exploration of healing.

**THIS PROGRAM IS OFFERED TO BUSINESSES AND ORGANIZATIONS  
IN A CLASSROOM SETTING OF 8 OR MORE EMPLOYEES!**

**FOR MORE INFORMATION:**

**Corporate and Community Education**

**863-784-7466 | [corporatetraining@southflorida.edu](mailto:corporatetraining@southflorida.edu)**

# Emergency Management

<https://catalog.mindege.com/southflorida>

## EMERGENCY MANAGEMENT

Emergency management is an expanding field, and emergency managers play a critical role in protecting communities at the local, state, and national levels.



Emergency management supports community efforts to mitigate against, prepare for, respond to, and recover from threats and hazards.



Emergency management is a critical and expanding field, and emergency managers are playing an increasingly vital role.



These workers will be needed across the whole community, including the private sector, the nonprofit sector, and all levels of government.

### **Emergency Management Courses:**

- AEM®/CEM® Prep Course (U.S. version)  
30-hours \$399 Access Time: 180 days
- Introduction to Emergency Management in the U.S.  
10-hours \$199 Access Time: 180 days

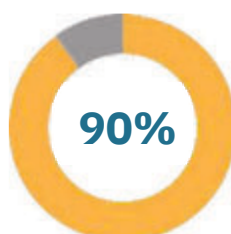
Click on course title in orange to access the course.

### **Why Emergency Management Training?**

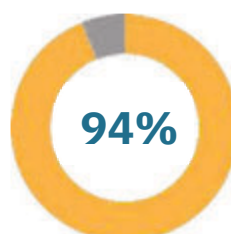
In an age of growing threats—from cyber attacks to natural disasters—emergency managers are in increasingly high demand. Recent risks like wildfires, pandemics, and flooding all highlight the need for effective management before, during, and after a crisis. The world needs more emergency managers, and MindEdge wants to help you answer the call. Whether you are studying emergency management for the first time, preparing for a new career or job role in emergency management, or seeking to refresh their knowledge of foundational concepts, our Emergency Management courses are guaranteed to better prepare you for any threat or hazard that comes your way.

### **Learners agree that our online courses:**

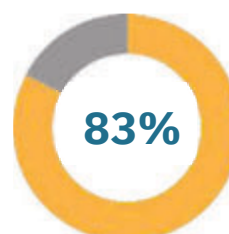
Are Effective



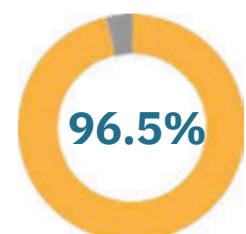
Meet Learning Objectives



Had a positive effect on their career/life



Worth Recommending to a Friend



\*Based on 2019-2020 MindEdge Learner Feedback surveys.



# SFSC Corporate & Community Education

## Public Safety

### Equivalency of Training - \$1,100

In-Person

Subject/ Code	Campus	Building/ Room	CRN	Dates	Days/Times
VCZ0214	Highlands	Criminal Justice	TBA	Call 863-784-7285	TBA

This 40-hour course will prepare out of state officers for employment opportunities in the State of Florida. SFSC offers an Equivalency of Training course to former Florida and eligible out-of-state officers that allows them the opportunity to become a certified Florida Law Enforcement Officer. For the application packet, email [Michael.Austin@southflorida.edu](mailto:Michael.Austin@southflorida.edu) or call 863-784-7282. Must be approved prior to registering.

### Security Guard Certification, Class D - \$200

In-Person

Subject/ Code	Campus	Building/ Room	CRN	Dates	Days/Times
VCZ0800	Highlands	Criminal Justice	TBA	Call 863-784-7285	TBA

This 40-hour course is required to work as a State of Florida Licensed Security Guard, with a Class D License. Topics covered will include patrol techniques, first aid CPR, terrorism, Florida Statutes, and those mandated by the Department of Agriculture. **YOU MUST REGISTER BEFORE THE START OF THE COURSE TO ATTEND.** To register, call 863-453-6661. For more information, contact the Criminal Justice Academy at 863-784-7285.

### Concealed Weapons Permit - \$55

In-Person

Subject/ Code	Campus	Building/ Room	CRN	Dates	Days/Times
VCZ0040	Highlands	Criminal Justice	TBA	Call 863-784-7285	TBA

This four-hour course is required to carry a concealed firearm in Florida. Topics covered will include Florida Statutes, use of deadly force, carry restrictions, and a live-fire exercise. Everything for the course will be provided. **YOU MUST REGISTER BEFORE THE START OF THE COURSE.** For more information and to request dates for future classes, contact the Criminal Justice Academy at 863-784-7285 or visit our website at [southflorida.edu/publicsafety](http://southflorida.edu/publicsafety).

### Live Range Training for Concealed Weapons Permit Holders - \$65

In-Person

Subject/ Code	Campus	Building/ Room	CRN	Dates	Days/Times
VCZ0042	Highlands	Criminal Justice	TBA	Call 863-784-7285	TBA

This four hour course is designed to provide training to anyone who already has a valid concealed weapons permit. Instruction will include basic weapons handling, marksmanship, live-fire exercises, care and cleaning of a handgun. Authorized weapons include revolvers or semi-automatic handguns in calibers .22, .25, .32, .380, 9mm, .38, .357, .40, .45, and .44. Handguns chambered in rifle calibers or fully automatic weapons will not be allowed. Anyone interested in taking this course must bring a handgun and 50 rounds of factory ammunition; all other materials will be supplied. **YOU MUST REGISTER BEFORE THE START OF THE COURSE. At the start of class, you MUST present your concealed weapons permit.** For more information, to request dates for future classes, the equipment list, and maps to the range, contact the coordinator at the Criminal Justice Academy at 863-784-1285 or visit our website at [southflorida.edu/publicsafety](http://southflorida.edu/publicsafety). \*Class will be held at SFSC CJA Firearms Range located at 12700 Arbuckle Creek Rd. Sebring, FL 33870

Turn your **PASSION**

into a **PROFESSION**

## Online Courses For A Career In **FITNESS TRAINING**

These online courses will put you at the forefront of fitness training and technology while gaining the knowledge you'll need to earn your certification with confidence.

### South Florida State College

[ACE Personal Trainer  
with Fitness and Health Internship](#)  
210-hours \$1,895

[ACSM Certified Exercise Physiologist  
with Fitness and Health Internship](#)  
210-hours \$1,895

[ACSM Personal Training  
with Fitness and Health Internship](#)  
210-hours \$1,895

[AFAA Group Fitness Instructor](#)  
60-hours \$695 (Vouchers Included)

[NASM Certified Nutrition Coach](#)  
80-hours \$1,295 (Exam Cost Included)

[NASM Certified Nutrition Coach  
+ Weight Loss Specialist \(CNC, WLS\)](#)  
160-hours \$1,995 (Vouchers Included)

[NASM Certified Personal Trainer  
and Exam Preparation Program](#)  
80-hours \$1,295 (Voucher Included)

[NASM Certified Personal Trainer \(Spanish\)](#)  
80-hours \$1,295 (Voucher Included)

[NASM Certified Personal Trainer + AFAA Group  
Fitness Instructor](#)  
140-hours \$1,895 (Exam Cost Included)

[NASM Certified Personal Trainer +  
Corrective Exercise](#)  
140-hours \$1,895 (Voucher Included)

[NASM Certified Personal Trainer  
+ Performance Enhancement](#)  
140-hours \$1,895 (Vouchers Included)

[NASM Certified Weight Loss Coach  
\(CPT, CNC, WLS\)](#)  
240-hours \$3,395 (Vouchers Included)

[NASM Certified Weight Loss Specialization  
\(WLS\)](#)  
80-hours \$1,295 (Vouchers Included)

[NASM Corrective Exercise Specialist \(CES\)](#)  
60-hours \$695 (Exam Cost Included)

[NASM Performance Enhancement  
Specialist \(PES\)](#)  
60-hours \$695 (Exam Cost Included)

[NCSF Sports Nutrition Specialist](#)  
70-hours \$595 (Voucher Included)

[NCSF Certified Strength Coach](#)  
70-hours \$595 (Voucher Included)

#### COURSE FEATURES:



24/7 Access



Books and materials included



Certificate of Completion



Payment Plan Available



Student Advisors included



Industry recognized certifications

To learn more and enroll, visit:  
[careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc)

# CUSTOMIZED CORPORATE *Training*

*SFSC's expert-led sessions provide hands-on learning, practical insights, and valuable opportunities to help your employee's excel. Empower Your Workforce with Tailored Learning Solutions!*

- **Tailored Training:** We customize courses to meet your specific business objectives, whether it's enhancing leadership, technical skills, or compliance.
- **Flexible Delivery:** Choose from onsite - your location or any of SFSC's campuses, virtual, or blended learning options to fit your team's schedule and learning style.
- **Expert Instructors:** Our trainers are industry professionals who bring practical knowledge and real-world experience to each session.



**LEADERSHIP &  
SOFT SKILLS**

**TECHNICAL &  
VOCATIONAL**

**HEALTH &  
SAFETY**



Call Us  
**863-784-7466**

Email us at  
**corporatetraining@  
southflorida.edu**



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Enjoy a Rewarding Career!

ADVANCED CAREER TRAINING

# Veterinary CAREER



Learn anywhere, any time!

## South Florida State College

### COURSE FEATURES:



24/7 Access



Books and materials  
included



Certificate of Completion



Payment Plan Available



Student Advisors included



Industry recognized  
certificates

### Veterinary Assistant

210-hours \$2,495

This online course will prepare you to become a productive member of a veterinary team.

### Veterinary Office Manager

450-hours \$3,995

Gain valuable knowledge to start a career on the non-clinical side of the veterinary clinic and prepare for advancing into office management.

### Veterinary Assistant with Horse Care Management

610-hours \$3,995

Veterinary Assistant with Horse Care Management teaches the specialized skills that stables, equestrian centers, and large animal veterinary facilities look for. Together, these courses provide the comprehensive training needed to be a veterinary assistant with an additional focus on horse care techniques.

## Our Pets Need Healthcare Too!



To learn more and enroll, visit:

[careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc)

Watch Veterinary  
Assistant Video







## CDL Testing On-Site

COMMERCIAL VEHICLE

# DRIVER TRAINING



Potential  
Earnings

**\$51-60k**  
Annually

### Learning Outcomes

- ✓ Entry-Level Driver Training
- ✓ Pre-trip Inspection
- ✓ Backing and Driving

### Benefits

- ✓ Scholarship Opportunities
- ✓ Truck Driving Simulator
- ✓ Small Classes = More Drive Time

Online Course Disclaimer: The fees for online courses may vary. The tuition stated reflects the cost at the time the catalog was created.

In-Person Course Disclaimer: Students that are registered and paid 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.

Contact Us

**863-784-7033**

**[cdl@southflorida.edu](mailto:cdl@southflorida.edu)**

# Building a **Successful** Career in Truck Driving

A strong foundation is crucial to a successful career.  
Embark on your CDL pathway at South Florida State College.



## Why select SFSC for CDL?

- ✓ Simple registration
- ✓ Smaller class size = more one on one with instructor
- ✓ Short-term training
- ✓ Hiring assistance
- ✓ Hands-on learning
- ✓ 3rd Party Tester for the State
- ✓ Simulator and fleet of Class A & B Vehicles, 10 speed & automatic
- ✓ Free tuition opportunities\*\*



## Free Tuition

\*\*We partner with several programs that offer FREE TUITION to qualified applicants.

- ✓ Open Door Grant - apply at:  
southflorida.edu/opendoorgrant
- ✓ CareerSource Heartland -For those living in Highlands, Hardee, DeSoto, or Okeechobee, and age 18 or older.
  - 863-385-3672 ext. 1328
- ✓ Military and Veteran Benefits
  - 863-784-7128
- ✓ Panther Youth Partners - Serve those 24 years of age and under.
  - 863-784-7054
- ✓ Farmworker Career Development - Helps individuals and their households who worked in agriculture during the past two years.
  - 863-784-7166
- ✓ Vocational Rehabilitation - Helps those with disabilities get or keep a job.
  - 863-593-6261



## CDL

### Certified Drivers License

(To begin this journey, there are medical requirements and other processes to follow as outlined on page 2.)

### Learner's Permit (CLP)

(Follow steps as outlined on next page.)

### Entry Level Driver Training

(Type of training needed depends on current level of experience. See below to determine your training path.)

#### A. With Experience

**Definition: Must have at least 160-hours of verifiable behind the wheel experience**

- Training: Will need to take ELDT online training and 16 hours of in-person refresher to prepare for exam.

#### B. No Experience

**Definition: No prior experience driving or some experience but unable to provide required verifiable BTW experience.**

- Training: Will need to take 160 hours of training to prepare for exam.  
(Class A with no restrictions on license)

## Earn CDL

Successfully pass the State of Florida CDL exam



## Get Hired



### Stats from a local partner:

The average first year income is \$51,000 - \$60,000. Drivers receive 1.5 days off for every week they are out on the road (minimum three weeks out), so for three weeks they can stay home four to five days. Drivers that go back on the road in two or three days will earn a salary of \$60,000.



## Employer Partnerships

- ✓ Averitt
- ✓ Covenant
- ✓ CRT
- ✓ Cypress Truck Lines
- ✓ Knight Trans
- ✓ Lake Placid Citrus
- ✓ Melton Truck Lines
- ✓ Prime
- ✓ Schneider
- ✓ Swift Dedicated
- ✓ Trans Am
- ✓ US Express
- ✓ Windy Hill Transportation



## Employers

- ✓ The CDL program may be customized for a business to elevate their employee's skills.
- ✓ Call Joe for a training plan to meet the needs of YOUR business.
- ✓ To advertise your job opportunity for free on College Central Network and other college students around the state, contact SFSC's Career Development Center at 863-784-7410.



### Refresher Training

Available to those who:

- Previously carried a CDL and want to get back into the trucking industry. **OR**
- For those who have 160 Hours of on the job training on a class A vehicle.

*Contact us today!*

**Joe Burke, Coordinator, CDL**

- ☎ 863-784-7033
- ✉ joseph.burke@southflorida.edu
- 📍 200 US 27 S., Avon Park, FL 33825
- 👍 Like us on facebook at SFSCCE
- 🌐 Visit southflorida.edu/cdl

**NO APPLICATION OR FAFSA REQUIRED.  
ASK US HOW TO GET STARTED  
AS SOON AS TODAY!**

**ROAD TO YOUR FUTURE!**

SCAN ME



**FOR COURSE DATES!**  
Page 58 of 117

# Commercial License Permit (CLP), DOT Physical, & Drug Screen

**Steps to Enroll: Must follow the steps in the specified order.**  
**A valid Class E driver's license is required to start the process.**

**1**

## Step 1 - Tuition Assistance

Connect with SFSC at **863-784-7033** to discover available funding opportunities. If you meet the eligibility requirements, you may be able to attend for free.

**2**

## Step 2 - Medical Requirement

**(Email [CDL@southflorida.edu](mailto:CDL@southflorida.edu) a copy of your MedCard to let us know you completed step two)**

Get a DOT physical examination for Commercial Drivers Medical Certification which is required prior to receiving your temporary driving permit. MediTest, 1350 E. Main St., Suite C1, Bartow, FL 33830. Call for appointment **863-533-7484**. Cost for SFSC students or prospective student is \$70. To get this rate, you must email [CDL@southflorida.edu](mailto:CDL@southflorida.edu) for a form. If using a different provider other than suggested, please make sure to ask if they are authorized to perform a DOT physical. Must be done by a provider that is authorized to do DOT physicals.

**IMPORTANT: Do not take drug screening at this time. Drug test is done in step 5.**

**3**

## Step 3 - Earn CLP from DMV

**(Email [CDL@southflorida.edu](mailto:CDL@southflorida.edu) a copy of your Permit to let us know you completed step three)**

Successfully complete exam at DMV to earn your Certified Learner's Permit (CLP).

There are three parts to the DMV exam:

1st test is General Knowledge and it will cover Sections 1,2,3,11,12, and 13 of the handbook.

2nd test is Air Brakes and it will cover Section 5 of the handbook.

3rd test is Combination Vehicle and will cover Section 6 of the handbook.

Review the CDL Handbook which you can download to your phone or personal computer, [SECTION 1 \(flhsmv.gov\)](https://www.flhsmv.gov/SECTION1).

Once you pass all three portions, you will obtain your Class A Certified Learner's Permit and it is valid for one year.

**4**

## Step 4 - Clearinghouse

**(Email [CDL@southflorida.edu](mailto:CDL@southflorida.edu) and let us know you completed step four)**

Step 4 MUST be done prior to step 5. \*Must wait 14 business days after permit issue date. Are you registered in Clearinghouse with your employer? If yes, skip this step and let us know. If you are NOT registered, click this link and register <https://clearinghouse.fmcsa.dot.gov/> follow the steps to create an account. Use your personal email, not recommended to use college or work email that may become inactive. Select language and create 12 character password (you will need to remember it). Select phone option in order to receive security codes when logging in. Enter security code sent to your phone, submit, agree and continue. Select Student Driver and click Register as a Student Driver as your role. Enter your contact information and select email as preferred contact method. Designate South Florida State College as your (C/TPA), select Report Violations and Report RTD Information and next. Enter current CDL Permit and then Verify. SFSC will run a query in Clearinghouse after SFSC receives your drug test results. Please accept our query when you receive notification. You must enter your Commercial License Permit (CLP) number and add South Florida State College as your C/TPA to finalize account setup. **It is IMPORTANT to complete this step PRIOR to getting your drug test.**

**5**

## Step 5 - 10-Panel Drug Screening

**(Email [CDL@southflorida.edu](mailto:CDL@southflorida.edu) and let us know you completed step five)**

Get a DOT Drug screen. Please Read! MediTest, 1350 E. Main St., Suite C1, Bartow, FL 33830. Call for appointment at **863-533-7484**. Cost for SFSC students or prospective student is \$65. You will need a form from SFSC prior to drug screen. For the form, email us at [cdl@southflorida.edu](mailto:cdl@southflorida.edu) or stop by 200 US HWY 27 S., Avon Park. If you choose a different laboratory, make sure that they will send the results to a third party prior to screening. Results will need to be emailed to [cdl@southflorida.edu](mailto:cdl@southflorida.edu). Any student that does not pass their drug screening will not be accepted into the CVD program. All fees paid at the time of screening are non-refundable.

**6**

## Step 6 - Register in Employ Florida

**(Email [CDL@southflorida.edu](mailto:CDL@southflorida.edu) and let us know you completed step six)**

1. Go to [www.employflorida.com](http://www.employflorida.com) in the browser bar. Under the Username and Password boxes, click on Not Registered?

2. Under Option 3 - Create a User Account, click on Individual.

3. You will be shown a Privacy Agreement explaining the specific uses of your information.

4. You will be asked to enter information starting with a Username and Password. Your Password must be at least 8 characters long and no more than 16 characters long, and must use at least one of each of these: uppercase letter, lowercase letter, number, and special character (options: # @ \$ % ^ . ! \* \_ ). No spaces are allowed.

5. All questions with an asterisk (\*) are mandatory. For instructions, please read the captions to the right of the area you need to fill in.

If the instructions are not followed, entries will not be saved.

**7**

## Step 7 - Contact SFSC

Contact SFSC Corporate Training at **863-784-7033** and touch base with a representative to make sure you are ready to register and pay for the course. Email: [CDL@southflorida.edu](mailto:CDL@southflorida.edu).

**8**

## Step 8 - ONLY for Refresher candidates: Must complete CDL Theory prior to skills and road training.

SFSC will email you the instructions and link to take the online course. Once you complete all quizzes and scored a minimum of 80%, email [CDL@southflorida.edu](mailto:CDL@southflorida.edu) to schedule your training that will prepare you for the CDL exam.

**(In the 4-week class, theory training is included In course fee. Students receive login info on first week of class.)**

# Training Schedule

Ask us about hotel accommodations near the truck driving academy at a nightly fee of \$49.95.

- **Entry-Level Driver Training**
- **Truck Driving Simulator**
- **Pre-trip Inspection**
- **Backing and Driving Training**



**Location: Crews Center, 200 US Highway 27 S., Avon Park, FL**

**Commercial Vehicle Driving Course - \$6,995** (Effective May 5, 2025) - Prior to May 5, 2025 the cost is \$5,995

Subject/ Code	CRN	Dates	Days	Times
TDZ0050	11230	Oct. 7 - Nov. 1, 2024	M-F	8 a.m.—4:30 p.m.
TDZ0050	11231	Nov. 4 - Dec. 6, 2024	M-F	8 a.m.—4:30 p.m.
TDZ0050	27169	Jan. 6 - 31, 2025	M-F	8 a.m.—4:30 p.m.
TDZ0050	26525	Feb. 3 - 28, 2025	M-F	8 a.m.—4:30 p.m.
TDZ0050	27170	March 3 - April 4, 2025	M-F	8 a.m.—4:30 p.m.
TDZ0050	26964	April 7 - May 2, 2025	M-F	8 a.m.—4:30 p.m.
TDZ0050	26965	May 5 - 29, 2025	M-F	8 a.m.—4:30 p.m.
TDZ0050	34183	June 2 - 27, 2025	M-F	8 a.m.—4:30 p.m.
TDZ0050	34469	June 30 - July 25, 2025	M-F	8 a.m.—4:30 p.m.
TDZ0050	34426	July 28 - Aug. 22, 2025	M-F	8 a.m.—4:30 p.m.

This four-week course provides extensive and quality truck driving instruction to help you be the most successful driver on the road. SFSC offers the in-depth, hands-on truck driving experience sought by employers. SFSC also provides employment connections. Prior to beginning the training and exam, a Commercial Learner's Permit (CLP) from the DMV is required along with registering online with CDL clearinghouse and a DOT physical and drug screen (see steps on previous page). Cost includes tuition and two attempts at the CDL Class A exam. For more information, visit [southflorida.edu/cdl](https://southflorida.edu/cdl). Must be fluent in English (speaking, reading, understanding), and must be 18+ of age to take the course. Scholarships are available for those who qualify for the training.

To register, call **863-453-6661**.

## CDL Refresher Training and Exam: CLASS A, B or C

Business to Business ONLY! This is for businesses that need employees prepared for the state exam. The employee must have a minimum of a 160 verifiable hours behind the wheel. SFSC is a State of Florida-approved testing facility for the Commercial Drivers License (CDL) skills test, consisting of three parts: the state-mandated, pre-trip inspection, covering 170 parts of the vehicle that must be checked; the basic controls skills test; and the road course. Applicants who pass all three parts receive a Class A, B or C CDL. Participants may use their own vehicle/trailer or one provided by SFSC. The refresher training is a 33-hour program focuses on CDL theory and test preparation. Prior to beginning the training and exam, all steps on previous page must be completed.

**Training Fees for Refreshers:** \$1,900 (CDL theory and 2-day test prep).

**Testing Fees:** Full exam (all 3 parts)—\$500; Partial exam—\$350. To schedule, call **863-784-7033**.



# Good Information to Know

## Let SFSC Help You and Your Business

### Customized CDL Training for Your Business



**Click to view  
simulator video.**



**SCAN ME**

SFSC customized CDL training programs are designed to meet the specific needs of your business, ensuring that your drivers are not only qualified but also highly skilled and safe on the road. We work closely with your team to create a tailored training plan that covers everything from basic driving techniques to advanced skills required for your unique operations.

#### Why Choose Our CDL Training?

- **Tailored to Your Needs:** We design the training program based on your industry requirements, whether you're in logistics, construction, or another field that requires CDL-licensed drivers.
- **Real-World Simulations:** Our state-of-the-art CDL simulator offers a realistic driving experience in all weather conditions, various terrains, and complex scenarios like backing up and shifting gears. This technology allows your drivers to gain confidence and competence before they even hit the road.
- **Enhanced Safety:** By focusing on the specific challenges your drivers may face, our training helps reduce the risk of accidents and improves overall safety.
- **Efficient and Effective:** Customized training ensures that your team gets the exact skills they need without unnecessary time spent on irrelevant content.

Let us develop a training plan for you, **863-784-7033**.

### English for the Profession

#### Learn and improve English skills to become prepared for the CDL training and exam

SFSC offers an ESOL course at no cost. This course will help you learn and improve your English skills and vocabulary that will prepare you for commercial vehicle driver training, the CDL exam, and an entry-level job in this field. Location, days and times vary; visit [southflorida.edu/esol](http://southflorida.edu/esol) for the schedule. Select the time and location in Highlands or Hardee County that best fit your schedule and attend the first class. During this introductory class, the instructor will assist you with the registration process for the ESOL program.

#### Aprenda y mejore sus conocimientos de Inglés para obtener entrenamiento y pasar su examen de CDL

SFSC ofrece clases de ESOL (Inglés como segundo lenguaje) sin ningún costo. Este curso le ayudará a aprender y mejorar sus conocimientos de Inglés, también a adquirir el vocabulario necesario para el entrenamiento y examen de CDL y para obtener un trabajo de nivel de entrada en este campo. Hay diferentes ubicaciones, días y horas. Por favor visite nuestra página web para ver los diferentes horarios: [southflorida.edu/esol](http://southflorida.edu/esol). Seleccione los días y ubicación que mejor se adapten a su horario y asista a su primera clase en Highlands o en Hardee. Durante la primera clase el instructor lo asistirá con el proceso de matrícula para las clases del programa ESOL.

# Online courses for a career in Supply Chain Management

## South Florida State College

### COURSE FEATURES:



24/7 Access



Books and Materials  
Included



Certificate of Completion



Payment Plan



Student Advisors Included



Industry Recognized  
Credentials

### Certified Supply Chain Professional & Freight Broker/Agent Training

**220-hours \$3,795**

**Certification Preparation**

Course Demo



Train to become a Certified Supply Chain Professional (CSCP) in this comprehensive course bundle as you cover all facets of supply chain management and prepare for the CSCP exam. You will also prepare to enter the freight/logistics industry and learn how to start your own freight broker business or become a freight agent. To earn the CSCP designation, you must pass the Certified Supply Chain Professional (CSCP) comprehensive exam. Enroll anytime with open enrollment, and access your course within 24-48 business hours.

To register, click course title above or visit [Careertraining.ed2go.com/sfsc](https://Careertraining.ed2go.com/sfsc) and search course.

**Level up your career with advanced  
training courses you can complete  
online in just 3 to 18 months!**

### Certified Supply Chain Professional

**120-hours \$2,295**

**Certification Preparation**

This 100% online supply chain management course will provide a holistic view of supply chain management and fully prepare you for the Certified Supply Chain Professional certification exam. You will learn how to translate the connection between the areas of planning, sourcing, manufacturing, and delivering into an integrated supply chain.

By course completion, you will have a firm understanding of mitigation strategies, operationalize risk management practices, and how to implement cost reduction measures. This combination of skills will drive the efficiency of your supply chain and give you a competitive edge in the market. To earn the CSCP designation, you must pass the Certified Supply Chain Professional (CSCP) comprehensive exam. Enroll anytime with open enrollment, and access your course within 24-48 business hours.

To register, click course title above or visit [Careertraining.ed2go.com/sfsc](https://Careertraining.ed2go.com/sfsc) and search course.

### Supply Chain Suite

**\$365 | 72-hours**

**Quick online course with  
a BIG impact!**

Master the art of purchasing and supply chain management through these online courses:

- **Purchasing Fundamentals:** Delve into negotiation techniques, supplier sourcing, outsourcing, and important concepts such as capital budgeting and green procurement. Learn about business law, contracts, and quality management.
- **Distribution and Logistics Management:** Explore all facets of logistics, including warehouse selection, inventory control, and key technologies like ERP, EDI, and e-commerce.
- **Supply Chain Management Fundamentals:** Hone your skills in demand forecasting, scheduling, inventory management, and production control. Prepare for supply chain certification exams.

The courses commence around the middle of each month. For precise dates, please refer to the website.

To enroll, click on the course title above or visit [Ed2go.com/sfsc](https://Ed2go.com/sfsc) and search for the course.





# LEARN WELDING

*Receive training from seasoned industry experts who have devoted years to honing their skills. Enroll at South Florida State College to obtain your certification as a proficient welder.*

✓ **Short-term Training**

✓ **Thriving Industry**



For More Information

**863-784-7051**

**[corporatetraining@southflorida.edu](mailto:corporatetraining@southflorida.edu)**

Online Course Disclaimer: The fees for online courses may vary. The tuition stated reflects the cost at the time the catalog was created.

In-Person Course Disclaimer: Students that are registered and paid 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.

# Building a **Successful** Career in Welding

**A strong foundation is crucial to a successful career.  
Embark on your welding pathway at South Florida State College.**



## Why select SFSC for Welding?

- ✓ Simple registration
- ✓ Short-term training
- ✓ Hiring assistance
- ✓ OSHA safety certification
- ✓ Hands-on learning
- ✓ Simulators and Miller Pipeworx
- ✓ Multi-process Welders
- ✓ Free tuition opportunities\*\*



## Free Tuition

**\*\*We partner with several programs that offer FREE TUITION to qualified applicants.**

- ✓ Open Door Grant - apply at:  
[southflorida.edu/opendoorgrant](http://southflorida.edu/opendoorgrant)
- ✓ CareerSource Heartland - For those living in Highlands, Hardee, DeSoto, or Okeechobee, and age 18 or older.  
• (863) 385-3672 ext. 1328
- ✓ Military and Veteran Benefits  
• (863) 784-7128
- ✓ Panther Youth Partners - Serve those 24 years of age and under.  
• (863) 784-7054
- ✓ Farmworker Career Development - Helps individuals and their households who worked in agriculture during the past two years.  
• (863) 784-7166
- ✓ Vocational Rehabilitation - Helps those with disabilities get or keep a job.  
• (863) 593-6261



## Welding

### Basic Welding Program

Day Class: 700 hours - 4 Months  
Night Class: 700 hours - 6 Months



SFSC Certification  
NCCER Welding Certification - Level 1 & 2  
OSHA 10  
OSHA Forklift Certification  
(included with tuition)  
American Welding Society (AWS) - 3G Certification - FCAW Plate  
Basic Welding PPE & Tool Set



### Get Hired or Continue Education



### Advanced Welding

Day Class: 700 hours - 4 Months  
Night Class: 700 hours - 6 Months



SFSC Certification  
American Welding Society (AWS) - 6G Certification  
Basic Welding PPE & Tool Set



### Get Hired or Welding Apprenticeship



## Stats from a local partner:

Welders on average earn \$34,190 in Florida. 10% of workers earn \$29,750 or less. 10% of workers earn \$51,690 or more.



## Employer Partnerships

- ✓ Air Products
- ✓ Crown Roof Tiles
- ✓ Ironworkers Local 808
- ✓ Moss Solar
- ✓ MYCO Trailers
- ✓ Springer-Peterson Roofing
- ✓ Seahawk Industries
- ✓ US Sugar



## Employers

- ✓ The welding program may be customized for a business to elevate their employee's skills.
- ✓ Call today for a training plan to meet the needs of YOUR business.
- ✓ To advertise your job opportunity for free on College Central Network and connect with SFSC students and other college students around the state, contact SFSC's Career Development Center at 863-784-7410.

**Contact us today!**

**Ron Baatz, Coordinator, Welding**

- ☎ 863.784.7051
- ✉ [baatzr@southflorida.edu](mailto:baatzr@southflorida.edu)
- 📍 2251 N. E. Turner Ave., Arcadia, FL 34266
- 📘 Like us on facebook at SFSCCCE
- 🌐 Visit [southflorida.edu/welding](http://southflorida.edu/welding)

**NO APPLICATION OR FAFSA REQUIRED.  
ASK US HOW TO GET STARTED  
AS SOON AS TODAY!**

**BUILD YOUR FUTURE!**



**FOR COURSE DATES!  
Page 64 of 117**



# Schedule for Welding

Spark up your career adventure!

- **Principles and Practices of Welding**
- **Advanced Welding**

# Welding

## Principles and Practices of Welding - \$7,500 (Deadline to register is 30 days prior to start date) **WLZ-0100**

This program offers classroom instruction with hands-on laboratory experiences to teach students the principles of welding. The course is designed so students learn in a simulated work environment helping them become successful in several different areas of welding such as construction, fabrication, and shop manufacturing. Students are required to wear SFSC Welding uniform shirt, blue jeans, and safety shoes to every class. It is also required that students complete a 10-hour OSHA safety course before they may participate in lab activities. Upon completion of the 10-hour OSHA safety course, students will receive a certificate of completion and wallet size card. Students will be introduced to SMAW (stick), inert gas-shielded welding methods (MIG & TIG), Air Carbon Arc Gouging, Oxyfuel, and Plasma Arc Cutting, as well as a variety of hand and power fabrication tools. Upon completion, students have the opportunity to become an American Welding Society (AWS) FCAW (flux-core) 3G Certified Welder. Protective gear, three (3) SFSC Welding uniform shirts, basic welding tools, textbooks, 10-hour OSHA safety course, OSHA certified forklift operator course, and AWS Welder Certification fee is included in the cost of the course. Students will be responsible for purchasing ANSI Approved safety shoes (steel or composited toe boots) that must be worn during training. Call **863-784-7051** to discuss scholarship opportunities. To register, call **863-453-6661**.

Campus	Building/ Room	CRN	Dates	Days	Time
DeSoto	B 108	11114	Aug. 14 - Dec. 11, 2024	M-S	8:30 a.m. - 4:30 p.m.
DeSoto	B 108	26977	Jan. 8 - April 30, 2025	M-S	8:30 a.m. - 4:30 p.m.
DeSoto	B 108	34440	April 28 - Aug. 12, 2025	M-S	8:30 a.m. - 4:30 p.m.*
DeSoto	B 108	12225	Aug. 14 - Dec. 9, 2025	M-S	8:30 a.m. - 4:30 p.m.

\*May 26 - July 2, 2025, the class will end at 5:30 p.m.

## Advanced Welding - \$7,500 **WLZ-0101**

The Advanced Welding course is designed to further enhance those that have completed Principles and Practices of Welding and obtained an American Welding Society (AWS) 3G Certification with the goal of achieving a higher welding certification. This program offers laboratory instruction with hands-on experiences to train in SMAW (stick), and inert gas-shielded welding methods (MIG, TIG, & FCAW), in the advanced 6G position. Students will also have the ability to enhance previously learned skills such as Air Carbon Arc Gouging, Oxyfuel Cutting, and Plasma Arc Cutting, as well as the use and safe practices of a variety of hand and power fabrication tools. Upon becoming proficient in FCAW welding students will have the chance to obtain an American Welding Society (AWS) 6G certification. Students are required to wear SFSC Welding uniform shirt, blue jeans, and safety shoes to every class. Protective gear, three (3) SFSC Welding uniform shirts, basic welding tools, and AWS Welder Certification fee are included in the cost of the course. Students will be responsible for purchasing ANSI Approved safety shoes (steel or composite toe boots) that must be worn during training. Call **863-784-7051** to discuss scholarship opportunities and eligibility into advanced program.



# INTRODUCTORY COURSES

## IN WELDING

### Women in Welding - \$1,850

This woman only program offers classroom instruction and hands-on laboratory experiences to teach women the basics of welding. After developing basic Oxyfuel Cutting, SMAW (stick) and GMAW(MIG) welding knowledge in the classroom, you will cut, grind and learn basic welding techniques. Students will also use hand and power fabrication tools during weld preparation, repair, and metal finishing. Students are required to wear ANSI Approved safety shoes (steel or composited toe boots) that must be worn during training, blue jeans or cotton pants and safety shoes to every class. Welding tools (4.5-inch electric grinder, chipping hammer, and welding pliers) and protective gear (welding helmet, safety glasses, welding gloves, and welding jacket) are included in the cost of the course. Upon completion of the course students will receive a certificate of completion. This 40-hour class is limited to 6 female students. Call **863-784-7051** with questions regarding the course.

Campus	Building	Room	CRN	Prefix	Dates	Day	Time
DeSoto	B	104	T.B.A.	WLZ 0102	Call 863-784-7051	T.B.A.	T.B.A.

### Ag Welding - \$1,850

The course is designed for farm workers interested in basic field welding and repair. This program offers classroom instruction and hands-on laboratory experiences to teach students the basics of welding for farmworkers. After developing basic Oxyfuel Cutting, SMAW (stick) and GMAW(MIG) welding knowledge in the classroom, you will cut, grind and learn basic welding techniques. Students will also use hand and power fabrication tools during weld preparation, repair, and metal finishing. Students are required to wear ANSI Approved safety shoes (steel or composited toe boots) that must be worn during training, blue jeans or cotton pants and safety shoes to every class. Welding tools (4.5-inch electric grinder, chipping hammer, and welding pliers) and protective gear (welding helmet, safety glasses, welding gloves, and welding jacket) are included in the cost of the course. Upon completion of the course students will receive a certificate of completion. This 40-hour class is limited to 6 students. Call **863-784-7051** with questions regarding the course.

Campus	Building	Room	CRN	Prefix	Dates	Day	Time
DeSoto	B	104	T.B.A.	WLZ 0102	Call 863-784-7051	T.B.A.	T.B.A.

### Introduction to Welding Art - \$1,850

The course is designed for students interested in creating welding art. This program offers classroom instruction and hands-on laboratory experiences to teach students the basics of metal art. After developing basic Oxyfuel Cutting, SMAW (stick) and GMAW(MIG) welding knowledge in the classroom, you will cut, grind and learn basic welding techniques. Students will also use hand and power fabrication tools during weld preparation, repair, and metal finishing. Students are required to wear ANSI Approved safety shoes (steel or composited toe boots) that must be worn during training, blue jeans or cotton pants and safety shoes to every class. Welding tools (4.5-inch electric grinder, chipping hammer, and welding pliers) and protective gear (welding helmet, safety glasses, welding gloves, and welding jacket) are included in the cost of the course. Upon completion of the course students will receive a certificate of completion. This 40-hour class is limited to 6 students. Call **863-784-7051** with questions regarding the course.

Campus	Building	Room	CRN	Prefix	Dates	Day	Time
DeSoto	B	104	T.B.A.	WLZ 0102	Call 863-784-7051	T.B.A.	T.B.A.

# INDUSTRIAL COURSES

## BIG IMPACT

### Customized Welding Training for Your Business

- SFSC offers customized on-site welding training tailored to meet the specific needs of your business. Our expert instructors deliver hands-on training directly at your facility, focusing on critical skills such as MIG, TIG, and stick welding, as well as advanced techniques like pipe welding and fabrication. We help your team close skills gaps and enhance their proficiency, ensuring they are equipped with the latest welding techniques and industry best practices—all within the convenience of your own location or ours!

Let us develop a training plan for you, **863-784-7051**.

### Certified Forklift Driver Training - \$199

Campus	Room	CRN	Prefix	Dates	Day	Time
Crews Center	105	26858	TRZ 0004	May 10, 2025	S	8 a.m. - 4 p.m.

To operate a forklift, drivers need to learn the skill and gain experience to operate heavy machinery safely. South Florida State College offers forklift driver training that meets OSHA Standard 1910.178. Session one is forklift safety training and is conducted in the morning. Session two is the driver training and will be conducted in the afternoon. Certified forklift driver students must be age 18 or older and have a valid driver's license. To register, call **863-453-6661**.

We can offer this course at your business, call **863-784-7008** for more details.

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

Campus	Room	CRN	Prefix	Dates	Day	Time
T.B.A.	T.B.A.	T.B.A.	TIZ 0014	T.B.A.	T.B.A.	T.B.A.

The OSHA outreach training program for general industry provides instruction for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in the workplaces in general industry. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights.

To register, call **863-453-6661**. We can offer this course at your business, call **863-784-7008** for more details.

Search [Careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc) for Career Training and  
[Ed2go.com/sfsc](https://ed2go.com/sfsc) for Quick Courses



# Online courses for a career in ADVANCED MANUFACTURING

South Florida State College

## COURSE FEATURES:



24/7 Access



Books and Materials  
Included



Certificate of Completion

Payment Plan



Student Advisors Included

Industry Recognized  
Credentials

### CNC Machinist

**195-hours \$2,245**

Prepare for various CNC positions including machine operator, lathe operator and mill operator while learning all the basic and skills necessary.

### Composites Technician

**100-hours \$1,995**

Prepare for such jobs as fabricator, operator technician production associate and tem assembler.

### Die Setter

**100-hours \$1,695**

Students learn the basics of stamping, press brakes and system motor controls, all skills that will help prepare them for a career in die setting.

### Electrical Technician

**120-hours \$2,845**

(Tools Included)

Learn the math, inspection, safety, quality, automation and motor controls necessary to successfully become an electrical technician.

### Engineering Technician

**330-hours \$1,995**

Prepare to become an engineering technician, a significant and important role in advanced manufacturing.

### Maintenance Technician

**250-hours \$3,095**

Gain a thorough understanding of how machines and systems function to keep them running.

### Manual Machinist

**205-hours \$1,695**

Students will learn workholding, math, inspection, safety and more.

### Mechatronics

**180-hours \$1,995**

Learn math, inspection, safety, quality, electrical systems, automation, mechanical systems, fluid systems, rigging and welding.

### Press Operator: Cold Stamping

**100-hours \$1,495**

Learn the skills necessary for cold press operating along with the basics of advanced manufacturing.

### Press Operator: Hot Stamping

**100-hours \$1,495**

This program provides an intensive overview of skills necessary for hot stamping press work.

### Process Technician

**165-hours \$1,995**

A process technician is involved throughout the manufacturing process, and this course teaches all the necessary skills.

### Quality Inspector

**100-hours \$1,995**

Learn the required skills to be a quality inspector to ensure products being produced are meeting the quality standards for production.

### Robotics Technician

**155-hours \$1,695**

Robotics are being used more than ever in production jobs. Learn the skills necessary to become a robotics technician to help keep these machines running at optimum levels.

### Tool and Die Maker

**160-hours \$1,995**

From math fundamentals and basics to quality and manufacturing management, learn everything necessary to be successful as a toolmaking and die maker.

### Toolmaker

**160-hours \$1,695**

This program provides an intensive overview of skills necessary for toolmaking.

Level up your career with advanced training courses you can complete online in just 3 to 18 months!

To learn more and enroll, visit:  
[careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc)





# CONSTRUCTION TRADES

- Carpentry and Roofing
- Electrical - Entry-Level Training or Apprenticeship
- HVAC Apprenticeship
- Tiny House Build Program



**Phone Number**  
863-784-7008



**Our Website**  
[SouthFlorida.edu/corporatetraining](https://SouthFlorida.edu/corporatetraining)



**Email**  
[corporatetraining@southflorida.edu](mailto:corporatetraining@southflorida.edu)

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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.



# Building a **Successful** Career in Construction

A strong foundation is crucial to a successful career.

Learn which path is right for you in the Construction Trades at South Florida State College.

## Your Path. Your Way.



\* After completing the apprenticeship program, apply for and take the journeyman certification exam. Completers should contact their local government agency for specific testing details, fees, etc. In many counties, the certifications are issued by the local Construction Trades Qualifying Board. In Highlands County, visit the Highlands County Building Department.

\*\*Free tuition for those who qualify. Short-term training doesn't require a college application or FAFSA.

*Contact us today!*

Fred Hayes, Coordinator, Construction Trades

- 863.784.7008
- 863.784.7013
- fred.hayes@southflorida.edu
- 200 US 27 S., Avon Park, FL 33825

Eligible participants receive **FREE** tuition for workforce courses.

**WE BUILD  
YOUR FUTURE!**



FOR COURSE DATES!



These programs can be customized for a business to elevate the skills of their employees.

Call Fred for a training plan to meet the needs of **YOUR** business.

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## Why select SFSC for Construction Trades?

- ✓ Simple registration
- ✓ Short-term training
- ✓ Hiring assistance
- ✓ OSHA safety certification
- ✓ Hands-on learning
- ✓ Free tuition opportunities\*\*

## Online

- ✓ Like us on Facebook: SFSCCCE
- ✓ Visit us: [southflorida.edu/construction](http://southflorida.edu/construction)



## Free Tuition

\*\*We partner with several programs that offer FREE TUITION to qualified applicants.

- ✓ CareerSource Heartland - For those living in Highlands, Hardee, DeSoto, or Okeechobee, and age 18 or older.
  - (863) 385-3672 ext. 1328
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- ✓ Vocational Rehabilitation - Helps those with disabilities get or keep a job.
  - (863) 593-6261



## Employers

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## Employer Partnerships

### ✓ CARPENTRY

- Marmer Construction
- Walz and Company of Sebring, Inc.

### ✓ HVAC

- Absolutely Cool Innovations
- Action Cooling & Heating, Inc.
- Affordable Air
- Air and Electrical Services
- America First Air Conditioning
- Bentz Air Conditioning
- Branca's Air Conditioning
- Clark Air
- Gillispie's Refrigeration
- Jeff Fultz A/C Inc.
- John Palmer Air Conditioning
- Iceberg Air Conditioning
- Lakeside Air Conditioning
- Long's Air Conditioning
- Mark Palmer Electric
- Miller's Central Air
- Ridge Air Conditioning Inc
- Ridge Energy Savers Inc.
- Roy's Air Conditioning
- TWC Services
- Whitmire A/C and Heating

### ✓ ELECTRICAL

- Air and Electrical Services
- Amp Check Electric
- Central Contractors of Highlands County
- Community Electric
- Current Electric
- DC Electric of Central Florida
- Electrical Unlimited Inc.
- Electrical Unlimited Services Inc
- Efficient Electrical Solutions
- Fireworks Electric
- Highlands Electric
- JDR Electric Inc
- John Palmer Electric
- Johnny Ray Electric
- Johnson Electric
- Longs Air Conditioning
- Lightsey Electric
- Longs Air Conditioning
- Mark Palmer Electric Service Inc
- Mid Florida Electric
- Non-Stop Electric
- Sabre Electric
- Sam Allbritton Electric
- Sapp Electric
- Thompson Electrical Contracting



# Electrical or HVAC Apprenticeship Program

**Only 2  
Evenings  
per week**

**\$0  
Tuition fees**

The only cost the students will incur are for textbook purchases.

**4 years to  
complete the  
program**

## Advantages of Apprenticeship

- Earn a wage while advancing in the trade.
- Earn as you learn!
- Learn on the job from industry professionals
- Students attend two evenings per week
- Students also receive credit for on-the-job (OJT) hours

## Program Requirements

- Participants must be at least 18 years of age with a high school diploma or GED
- Have reliable transportation to job sites and classes
- Be physically capable of performing essential functions of the trade
- Employed by an apprenticeship business partner.

**NOW HIRING INSTRUCTORS**  
CALL FRED FOR MORE DETAILS!

## Orientation Dates and Locations

### Electrical Apprenticeship Orientation -

- New Student - Tuesday, Aug. 19, 2025 at 6 p.m.
- Returning Student - Tuesday, Aug. 26, 2025 at 6 p.m.
- Location: Orientation for Electrical is at SFSC's Crews Center, 200 US Highway 27 South, Avon Park

### HVAC Apprenticeship Orientation (New and returning students) -

- Date: Tuesday, Sept. 2, 2025, at 6 p.m.
- Location: SFSC's Highlands campus, 600 W. College Dr., Avon Park, Building N, Room 210

**Classes begin week of Sept. 8, and orientation is mandatory.**

For more information or to become a business partner,  
contact Fred Hayes 863-784-7008 or [CorporateTraining@southflorida.edu](mailto:CorporateTraining@southflorida.edu)



# BUILD A TINY HOUSE

## IN THE CONSTRUCTION ACADEMY



### TINY HOUSE PROJECT

#### Credential-Seeking Students

In 13 Weeks Earn:

- SFSC Certification
- NCCER Certification
- OSHA 10
- Basic Carpentry Tools (included with tuition)

TINY HOUSE EXPERIENCE

FREE WORKSHOP  
Masonry

Plumbing

Electrical

GET HIRED!

#### Non-Credential Students

8 Weeks of Training:

- Open to the community
- Bring your own tools
- Safety equipment provided

TINY HOUSE EXPERIENCE



The course teaches the process of building a tiny house. Participants will learn essential skills like framing, insulation, roofing, and finishing techniques, with a focus on space optimization and durable construction. By the end, students will gain a deeper understanding of construction techniques.

#### Construction Careers Training Program

- 13-week carpentry program with hands-on experience, including a tiny house project.
- Graduates receive NCCER, OSHA credentials, and an SFSC Certificate.
- Free electrical, masonry, and plumbing workshops available.

#### Participation and Scholarships for Career Programs

- Eligible students can join for free through scholarships.
- Classes: Monday - Wednesday, 8 a.m. – 5 p.m.
- Contact SFSC at **863-784-7008** for registration and scholarship details.

#### Non-Credential Tiny House Building Course

- 8-week course every Tuesday, 9 a.m. - noon for \$200.
- Safety equipment provided; bring personal tools.
- Register at **863-453-6661**.

# IT'S POSSIBLE

- ✓ Free tuition for those who qualify
- ✓ Short-term training
- ✓ Hiring assistance
- ✓ OSHA safety certification
- ✓ Hands-on learning
- ✓ Simple registration



FOR COURSE DATES

*Contact us today!*

Fred Hayes, Coordinator, Construction Trades

☎ 863.784.7008

☎ 863.784.7013

☎ fred.hayes@southflorida.edu

☎ 200 US 27 S. Avon Park, FL 33825

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# Schedule for the Construction Trades

## Become NCCER Certified!

- **Electrical**
- **Carpentry and Roofing**
- **Plumbing**
- **Masonry**



### Basic Construction Electrical - \$3,915

**BCZ 0102**

This certificate based course combines classroom instruction with hands-on training experience to teach the student the basic fundamentals of electric work, while learning employability skills. Students will receive instruction on how to write resumes, cover letters, and how to handle job interviews. The classroom instruction provides the students with the knowledge needed to calculate materials, do basic electrical repairs, install electric outlets and switches, wire series, parallel, and parallel series circuits. Students will also gain the knowledge of the vocabulary used in the electrical trade. Students will receive hands-on instruction in the use of hand and power tools, construction methods, and basic electrical techniques. The OSHA 10-hour construction industry safety course is included in cost of course. Students will receive a tool belt with basic hand tools as part of their tuition. Students will be responsible for purchasing safety toed boots (ANSI approved) and must wear during training. Upon successful completion of this course, students will be able to use a multi-meter, replace switches, and outlets, run basic circuits, change circuit breakers. For information and to register, call **863-784-7008**.

Campus	Building/ Room	CRN	Dates	Days	Time
Crews	0105	27061	Feb. 3 - May 7, 2025	M-W	8 a.m. - 5 p.m.
Crews	0105	34578	May 12 - Aug. 6, 2025	M-W	8 a.m. - 5 p.m.

### Basic Construction Carpentry and Roofing - \$4,240

**BCZ 0100**

Campus	Building/ Room	CRN	Dates	Days	Time
Crews	0106	27180	Feb. 3 - May 7, 2025	M-W	8 a.m. - 5 p.m.
Crews	0106	T.B.A.	June 16 - Sept. 10, 2025	M-W	8 a.m. - 5 p.m.

This certificate based course combines classroom instruction with hands-on training experience to teach the student the basic fundamentals of carpentry and roofing while learning employability skills. Students will receive instruction on how to write resumes, cover letters, and how to handle job interviews. The classroom instruction provides the students with the knowledge needed to calculate materials, transfer measurements from paper to project, and recognize different various materials used in carpentry and roofing. Students will receive hands-on instruction in the use of hand and power tools, construction methods, and basic roofing techniques. The OSHA 10-hour construction industry safety course is included in cost of course. Students will receive a tool belt with basic hand tools as part of their tuition. Students will be responsible for purchasing safety toed boots (ANSI approved) and must wear during training. Upon successful completion of the course, students will be able to install roof shingles, frame walls, repair, and install drywall. For information and to register, call **863-784-7008**.

### Intermediate Construction Carpentry and Roofing - \$4,240

**BCZ 0101**

The pre-requisite for this course is Basic Carpentry/Roofing. This certificate-based course combines classroom instruction with hands-on training experience to teach the student the next level of fundamentals of carpentry and roofing while learning employability skills. The classroom instruction also provides the students with the knowledge needed to do material take-offs, read and interpret blue prints, and recognize different various materials used in carpentry and roofing, drywall installation and finishing, window and door installation, interior and exterior trim, and much more. Students will gain added instruction on how construction crews work as a team and the responsibilities of each member. Upon successful completion of the course, students will receive a certificate of completion from SFSC and NCCER. For dates, times, and other information, call Fred Hayes at **863-784-7008**.

# Construction

## Check out the Tiny House Build

### Basic Construction Plumbing - \$4,018

**BCZ 0104**

This certificate based course combines classroom instruction with hands-on training experience to teach the student the basic fundamentals of plumbing, while learning employability skills. Students will receive instruction on how to write resumes, cover letters, and how to handle job interviews. The classroom instruction provides the students with the knowledge needed to calculate materials, do basic plumbing repairs, install plumbing fixtures, and recognize different various materials used in plumbing. Students will receive hands-on instruction in the use of hand and power tools, construction methods, and basic plumbing techniques. The OSHA 10-hour construction industry safety course is included in cost of course. Students will receive a tool belt with basic hand tools as part of their tuition. Students will be responsible for purchasing safety toed boots (ANSI approved) and must wear during training. Upon successful completion of this course, students will be able to join PVC pipe, install plumbing fixtures, and perform basic plumbing repairs. For dates, times, and other information, call Fred Hayes at **863-784-7008**.

### Basic Construction Masonry - \$3,638

**BCZ 0103**

This certificate based course combines classroom instruction with hands-on training experience to teach the student the basic fundamentals of masonry, while learning employability skills. Students will receive instruction on how to write resumes, cover letters, and how to handle job interviews. The classroom instruction provides the students with the knowledge needed to calculate materials, understand the different types of blocks and their uses, vocabulary used in the trade, and recognize different various methods of brick laying and concrete installation. Students will receive hands-on instruction in the use of hand and power tools, construction methods, and basic masonry techniques. The OSHA 10-hour construction industry safety course is included in cost of course. Students will receive a tool belt with basic hand tools as part of their tuition. Students will be responsible for purchasing safety toed boots (ANSI approved) and must wear during training. Upon successful completion of this course, students will be able to set concrete forms, mix the proper mortar to be used, and basic block laying and concrete work. For dates, times, and other information, call Fred Hayes at **863-784-7008**.

### Handyperson Academy for Home Repairs - \$875

**BCZ 0105**

Campus	Building/ Room	CRN	Dates	Days	Time
Crews	0105	T.B.A.	T.B.A.	T.B.A.	T.B.A.

Check out SFSC's Handyperson Academy for home repairs! You will learn how to lay out a stud wall; drywall installation, finishing, and repair; how to install a door and window. Electrical: how to run a branch circuit, how to change an electrical outlet and switch, how to change a circuit breaker in a residential service panel. Plumbing: Measure, cut, and join PVC pipe for plumbing jobs, how to replace faucets, how to replace toilet filler mechanisms. Masonry: learn how to mix, pour, and finish concrete. You will learn how to install roof shingles and do minor roof repairs. You will learn safety tips, power and hand tool operations. To register, call **863-453-6661**.

### Tiny House Build - \$200

**BCZ 0107**

Campus	Building/ Room	CRN	Dates	Days	Time
Crews	0107	11167	Sept. 10 - Oct. 29, 2024	T	9 a.m. - noon
Crews	0107	26989	Jan. 7 - Feb. 25, 2025	T	9 a.m. - noon
Crews	0107	27045	March 4 - April 29, 2025	T	9 a.m. - noon
Crews	0107	27057	May 6 - June 24, 2025	T	9 a.m. - noon

Embark on an enriching journey with our "Tiny House Build" course, where you'll delve into the complexities of crafting your own compact sanctuary. Spanning 8-weeks, this course allows you to join the project at any stage of development, ensuring flexibility and tailored learning. To register, please contact us at **863-453-6661**, and for further information, feel free to call **863-784-7008**.

# QUICK COURSES

## BIG IMPACT

### Customized Construction Training for Your Business

SFSC offers customized on-site training in key construction trades, including electrical work, carpentry, and roofing, tailored to meet the specific needs of your business. Our experienced instructors deliver hands-on training at your facility or ours, covering essential skills such as wiring, circuit installation, troubleshooting, framing, structural integrity, roof installation, and weatherproofing techniques. We design our programs to help your team close skills gaps, enhance their expertise, and stay updated with the latest industry standards and safety practices. Let us develop a training plan for you, **863-784-7008**.

### Certified Forklift Driver Training - \$199

Campus	Room	CRN	Prefix	Dates	Day	Time
Crews Center	105	26858	TRZ 0004	May 10, 2025	S	8 a.m. - 4 p.m.

To operate a forklift, drivers need to learn the skill and gain experience to operate heavy machinery safely. South Florida State College offers forklift driver training that meets OSHA Standard 1910.178. Session one is forklift safety training and is conducted in the morning. Session two is the driver training and will be conducted in the afternoon. Certified forklift driver students must be age 18 or older and have a valid driver's license. To register, call **863-453-6661**.

We can offer this course at your business, call **863-784-7008** for more details.

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

Campus	Room	CRN	Prefix	Dates	Day	Time
T.B.A.	T.B.A.	T.B.A.	TIZ 0014	T.B.A.	T.B.A.	T.B.A.

The OSHA outreach training program for general industry provides instruction for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in the workplaces in general industry. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights.

To register, call **863-453-6661**. We can offer this course at your business, call **863-784-7008** for more details.

### Heating, Ventilation, and Air Conditioning (HVAC)

#### EPA 608 Refrigerant Exam - \$50

EPA regulations (40 CFR Part 82, Subpart F), under Section 608 of the Clean Air Act, require that technicians who maintain, service, repair, or dispose of equipment that could release ozone depleting refrigerants into the atmosphere must be certified. Starting on January 1, 2018, this requirement also applies to appliances containing most substitute refrigerants, including HFCs. Technicians are required to pass an EPA-approved test to earn Section 608 Technician Certification. The tests are specific to the type of equipment the technician seeks to work on. Tests must be administered by an EPA-approved certifying organization. Section 608 Technician Certification credentials do not expire. This exam is offered every semester and times vary.

To schedule, call **863-784-7117**.

Search [careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc) for Career Training and  
[Ed2go.com/sfsc](https://ed2go.com/sfsc) for Quick Courses



# Become a Certified Fiber Optic Technician

## Certified Fiber Optics Bootcamp

South Florida State College has partnered with BDI DataLynk to facilitate training courses for anyone interested in becoming a certified fiber optics technician. Join us at the Highlands Campus for a comprehensive bootcamp that combines hands-on activities with essential theory to prepare you for a career in fiber optics.

### Certified Fiber Optics Technician (CFOT) - \$995\*

**BCZ 0109**

Campus	Building/ Room	CRN	Dates	Days	Time
Highlands	UC 0108	27177	Feb. 10 - 12, 2025	M-W	Mon. & Tues. 8a.m. - 5 p.m. Wed. 8 a.m. - noon
Highlands	UC 0108	34540	June 16 - 18, 2025	M-W	Mon. & Tues. 8a.m. - 5 p.m. Wed. 8 a.m. - noon
Highlands	UC 0108	T.B.A.	Nov. 3 - 5, 2025	M-W	Mon. & Tues. 8a.m. - 5 p.m. Wed. 8 a.m. - noon

This introductory three-day fiber optic tech course is designed for anyone interested in becoming a Certified Fiber Optic Technician. This Fiber Optic Training combines theory and 85% hands-on activities to prepare the student to take the CFOT (Certified Fiber Optic Technician) test that is sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. The student must pass both the written and hands-on exams to successfully pass this course. Course fee includes all books, study materials, exams and one-year membership to the FOA.

To register, call **863-453-6661**.

### Certified Fiber Optics Specialist In Testing and Maintenance (CFOS/T) - \$895\*

**BCZ 0110**

Campus	Building/ Room	CRN	Dates	Days	Time
Highlands	UC 0108	27179	Feb. 12 - 13, 2025	W,R	Wed. 1 - 5 p.m. Thurs. 8 a.m. - 5 p.m.
Highlands	UC 0108	34538	June 18 - 19, 2025	W,R	Wed. 1 - 5 p.m. Thurs. 8 a.m. - 5 p.m.
Highlands	UC 0108	T.B.A.	Nov. 5 - 6, 2024	W,R	Wed. 1 - 5 p.m. Thurs. 8 a.m. - 5 p.m.

This two-day course is designed to offer advanced training to anyone involved with the testing and maintenance of fiber optics networks. This comprehensive course explains the variety of testing standards, equipment and technological approaches used in fiber network testing and splicing and how to choose among them. Along with chapter tests, class discussions and substantial hands-on activities, the Specialist Fiber Optics Certification Test (both written and practical) is given and graded at the end of the class. Students will receive a Certificate of Completion at the end of the program.

*Prerequisite: Students are encouraged to register for all courses being offered with the understanding that the CFOT course must be successfully completed prior to attending any of the other subsequent courses. Students MUST have successfully passed the basic fiber optic training course (CFOT) within the preceding 12 months or have renewed their FOA membership within that time frame prior to attending the CFOS/T.*

To register, call **863-453-6661**.

### Certified Fiber Optics Splicing Specialist (CFOS/S) - \$995\*

**BCZ 0111**

Campus	Building/ Room	CRN	Dates	Days	Time
Highlands	UC 0108	27178	Feb. 14, 2025	F	Fri. 8 a.m. - 5 p.m.
Highlands	UC 0108	34539	June 20, 2025	F	Fri. 8 a.m. - 5 p.m.
Highlands	UC 0108	T.B.A.	Nov. 7, 2025	F	Fri. 8 a.m. - 5 p.m.

This one-day advanced specialist fiber optic course includes a complete PowerPoint presentation explaining the importance of high performance splicing and further details the points necessary to achieve these splices. The depth of this presentation is much greater than most textbooks and provides background information about splicing that is very important to the student. The CFOS/S test is given and graded at the end of the class. A hands-on practical exam is given to insure student is proficient in installing and making mechanical and fusion splices according to industry standards.

*Prerequisite: Students are encouraged to register for all courses being offered with the understanding that the CFOT course must be successfully completed prior to attending any of the other subsequent courses. Students MUST have successfully passed the basic fiber optic training course (CFOT) within the preceding 12 months or have renewed their FOA membership within that time frame prior to attending the CFOS/T and CFOS/S courses. There are no exceptions.* To register, call **863-453-6661**.

**Can't make it to the upcoming class? Check back for more information on future bootcamps.**

# LEED Green Building

<https://catalog.mindedge.com/southflorida>

## LEED GREEN BUILDING

LEED is an established, growing and high-demand category for continuing education.



**LEED stands for Leadership in Energy and Environmental Design.**



**Evaluate the environmental performance of a building and see the impact its operations have on its surroundings.**



**LEED is the most widely used green building rating system in the world.**

### **LEED Green Building**

14-hours \$299 | Access Time: 180 Days

#### Learning Outcomes

- Understand the structure and requirements of the LEED Green Associate Exam.
- Explain and apply the key concepts found in the LEED rating systems.
- Differentiate green building practices and their associated environmental, economic, and social benefits.
- Begin your preparation to earn your LEED Green Associate accreditation with confidence.

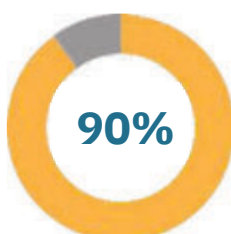
**Click on course title in orange to access the course.**

### **Why LEED Green Building Training?**

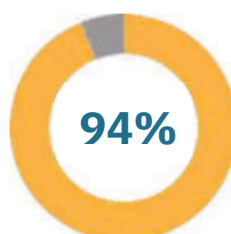
Obtaining a LEED professional credential signals that an individual is a leader in environmentally friendly and sustainable design. Perfect for those in architecture, contracting, construction, and engineering, our courses give you the tools you need to obtain your LEED® Green Associate v4™ accreditation.

### **Learners agree that our online courses:**

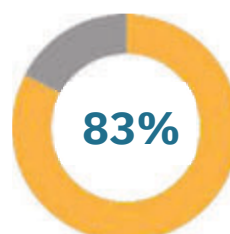
**Are Effective**



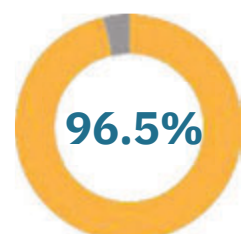
**Meet Learning Objectives**



**Had a positive effect on their career/life**



**Worth Recommending to a Friend**



\*Based on 2019-2020 MindEdge Learner Feedback surveys.



# SOLAR TECHNOLOGIES

Advanced Career Training

## South Florida State College

Solar is a fast-growing industry, and the cost of solar panels continues to fall. Solar Photovoltaics (PV) is a great focus for anyone interested in working in an in-demand field.



### **NABCEP PV Associate - 40-hours | \$1,095**

Take the first step toward earning an internationally recognized solar certification. This training program will instantly qualify you to sit for the PV Associate exam offered through the North American Board of Certified Energy Practitioners (NABCEP).



### **NABCEP PV Design Specialist - 40-hours | \$1,395**

Become a Certified Solar PV System Designer with this NABCEP PV Design Specialist training program by Everblue. This NABCEP-approved curriculum aligns perfectly with the educational prerequisites to sit for the NABCEP PVDS exam and provides an in-depth analysis of solar PV system design considerations.



### **NABCEP PV Installation Professional - 70-hours | \$2,195**

Become a certified solar panel installer with this NABCEP PV Installation Professional training program by Everblue. This NABCEP-approved curriculum aligns perfectly with the educational prerequisites to sit for the NABCEP PVIP exam and provides an overview of installation, design, sales, and safety concepts.

### COURSE FEATURES:



24/7 Access



Books and Materials Included



Certificate of Completion



Financial Assistance Available Student



Advisors Included



Industry Recognized Certifications

To learn more and enroll, visit:  
[careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc)

# BUILDING INFORMATION MANAGEMENT



## South Florida State College

### Blueprint Basics and SketchUp

#### **Blueprint Reading Basics 30-hours | \$795**

Learn how blueprint drawings are organized and how information is referenced throughout a set of construction blueprint drawings.

#### **SketchUp Pro Basics 60-hours | \$1,495**

Learn the fundamentals of SketchUp to create individual 3D models, components, topography, and landscaping in a series of professional projects.

#### **Fundamentals of Blueprint Reading and Construction Estimating 50-hours | \$1,195**

Learn how blueprint drawings are organized and how information is referenced throughout a set of construction blueprint drawings. Demonstrate an understanding of the inter-relationship between the construction drawings and a quantity-takeoff cost estimate.

### AutoCAD

#### **AutoCAD Basics 60-hours | \$1,595**

This course will introduce you to the fundamentals of using AutoCAD for Computer-Aided Design (CAD). Create drafting symbols, kitchen and bath fixtures, a floor plan, and bring everything together on a deliverable printed sheet.

#### **AutoCAD Certification Training 140-hours | \$2,995**

The skills learned are state-of-the-art professional workflows and prepare you for the Autodesk AutoCAD User certification exam.

#### **Civil 3D Certification Training 150-hours | \$2,995**

This course is a hands-on, real-world, project-based course designed to teach you the fundamentals of AutoCAD and Civil 3D. It prepares you to develop intermediate-level Civil 3D skills and create a set of construction documents.

#### **Intermediate Civil 3D Training 90-hours | \$2,295**

This is a hands-on, real-world, project-based course designed to teach you the fundamentals of AutoCAD and Civil 3D. Prepare to develop intermediate-level Civil 3D skills and create a set of construction documents.

### Revit

#### **Revit Basics 60-hours | \$1,595**

Revit is the world's-leading Building Information Modeling (BIM) software program. In this BIM course, you will start at the beginning. The Revit Basics course is an introduction to the use of Revit and its involvement in Building Information Modeling (BIM).

#### **Revit Certification Training in Architecture 140-hours | \$2,995**

The Revit Architecture Professional course is a comprehensive online training course that covers fundamental and intermediate BIM concepts.

#### **Revit MEP Certified Professional 140-hours | \$2,995**

The Revit MEP Certified Professional course provides hands-on online training for careers in mechanical, electrical, and plumbing (MEP). Begin with Revit and BIM basics, then move to MEP-specific tools and workflows.

#### **Revit Structure Certified Professional 140-hours | \$2,995**

The Revit Structure Certified Professional course helps you develop skills critical for a career in the structural engineering field.

### COURSE FEATURES:



24/7 Access



Books and Materials  
Included



Certificate of Completion



Financial Assistance  
Available



Student Advisors Included



Industry Recognized  
Credentials

To learn more and enroll, visit:

**[careertraining.ed2go.com/sfsc](https://careertraining.ed2go.com/sfsc)**



# MSHA NEW MINER & ANNUAL REFRESHER TRAINING IN HARDEE COUNTY

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For More Information  
Regarding Mine Safety &  
Health Administration  
(MSHA) Training:  
Call 863-784-7466 or  
Email [corporatetraining@  
southflorida.edu](mailto:corporatetraining@southflorida.edu)

In-Person Course Disclaimer: Students that are registered and paid 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.



# Schedule for Mine Safety and Health Administration

## Become MSHA Certified!

- **New Miner Training**
- **Refresher Training**



### MSHA New Miner - \$200

**TIZ 0050**

This 24-hr course is the initial class required by Mine Safety Health Administration (MSHA) to obtain the MSHA 5000.23. The 5000.23 is needed for access to the mine sites in Central Florida Phosphate industry. To register, call **863-453-6661**.

Campus	Building/ Room	CRN	Dates	Days	Time
Hardee	B/0104	27259	May 16 - 17, 2025	F, S	7 a.m. - 7 p.m.

### Annual Refresher - \$150

**TIZ 0151**

This 8-hr class will update the MSHA 5000.23 certification. Participants are required to present their old MSHA 5000.23 form. To register, call **863-453-6661**.

Campus	Building/ Room	CRN	Dates	Days	Time
Hardee	B/0104	27252	Jan. 24, 2025	F	8 a.m. - 5 p.m.
Hardee	B/0104	27253	Feb. 21, 2025	F	8 a.m. - 5 p.m.
Hardee	B/0104	27254	March 21, 2025	F	8 a.m. - 5 p.m.
Hardee	B/0104	27255	April 25, 2025	F	8 a.m. - 5 p.m.
Hardee	B/0104	27256	May 23, 2025	F	8 a.m. - 5 p.m.
Hardee	B/0104	27257	June 20, 2025	F	8 a.m. - 5 p.m.
Hardee	B/0104	27258	July 25, 2025	F	8 a.m. - 5 p.m.

### Personal Enrichment Courses at SFSC

At SFSC, we provide a diverse selection of personal enrichment courses, workshops, hobbies, and special programs aimed at improving your quality of life and expanding your skillset. Whether you're eager to explore a new hobby or learn something new, our classes are tailored to suit a variety of interests.

### Course Formats and Offerings

Our classes are available in both face-to-face and online formats, although not all classes are available in both formats. We offer a diverse selection of topics, including:

- Specialized art instruction (e.g., clay sculpting)
- Conversational Spanish
- Computer classes
- Healthy living
- Digital photography

Much more!

### Specialized Programs/Courses

The Lifetime Learners Institute (LLI) at South Florida State College offers engaging, non-credit educational sessions that encourage the exchange of ideas and experiences in a dynamic, collegiate atmosphere. Perfect for those seeking short-term learning opportunities in a vibrant community setting. (Schedule will be available the week prior to Thanksgiving.

### Costs and Duration

The cost of our Community Education classes varies based on the length of the program and the materials required. We strive to provide affordable and accessible learning opportunities for everyone. Explore our courses today and discover new ways to enrich your life with SFSC!

**Online Course Disclaimer:** The fees for online courses may vary. The tuition stated reflects the cost at the time the catalog was created.

**In-Person Course Disclaimer:** Students that are registered and paid 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.



[COMMUNITYEDUCATION@SOUTHFLORIDA.EDU](mailto:COMMUNITYEDUCATION@SOUTHFLORIDA.EDU)



600 W. COLLEGE DR. AVON PARK, FL 3825



863-784-7034



# Personal Interest

## Photography

**FOCUS ON THE FUNDAMENTALS!**

### ONLINE PHOTOGRAPHY Courses



#### COURSE FEATURES:



**100% Online**



**24/7 Course  
access**



**6 Week  
instructor-moderated or  
3-month self-guided  
formats**



**Learn from industry  
experts**



**Receive a certificate  
of completion**

#### PHOTOGRAPHY BASICS

##### [Discovering Digital Photography](#) 24-hours \$115

An informative introduction to the fascinating world of digital photography.

##### [Mastering your Digital SLR or Mirrorless Camera](#) 24-hours \$115

Take your photography to the next level by learning how to master lenses, apertures, shutter speed, exposure settings, and more on your digital SLR or mirrorless camera.

##### [Photography Suite](#) 72-hours \$335

Learn everything from photography fundamentals to advanced portrait techniques to advance your photography hobby or turn it into a business.

##### [Photographing People with your Digital Camera](#) 24-hours \$115

Learn to take beautiful pictures of adults, children, and babies.

##### [Photographing Nature with your Digital Camera](#) 24-hours \$115

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

##### [Secrets of Better Photography](#) 24-hours \$125

Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.

#### ADOBE PHOTOSHOP FOR PHOTOGRAPHY

##### [Photoshop CC for the Digital Photographer](#) 24-hours \$115

Learn how to use Adobe Photoshop Creative Cloud (also called Photoshop CC) to edit and enhance your photographic images.

##### [Photoshop Elements for the Digital Photographer](#) 24-hours \$115

Learn how to use the tools and features of Adobe Photoshop Elements for editing and fixing your digital photos and images.

##### [Photoshop Elements for the Digital Photographer II](#) 24-hours \$115

Learn how to use the tools and features of Adobe Photoshop Elements for editing and fixing your digital photos and images.

## South Florida State College

To learn more and enroll, visit:

[ed2go.com/sfsc](http://ed2go.com/sfsc)





# South Florida State College

Break down the language barrier and learn useful, conversational Spanish that will help you in your personal or professional life. Our **100% online courses** allow you to quickly build confidence speaking Spanish in a variety of everyday contexts.

## FEATURED COURSES:



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



Master essential Spanish strategies to excel in any Spanish-speaking situation. From perfecting pronunciation to navigating past and future tenses, possessive expressions, and more, our unique Speed Spanish courses stand apart from the rest. Choose between instructor-moderated or self-guided options and start your journey toward fluency today!

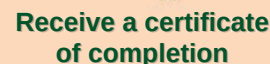
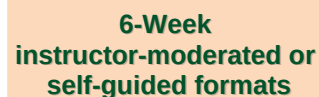
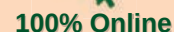


Build basic medical phrases to help you better communicate with the Spanish-speaking community.



Gain the language skills to help you handle situations that involve Spanish-speaking victims, witnesses, or criminals.

### COURSE FEATURES:



**More Spanish Courses Available on our site!**

To learn more and enroll, visit:  
[ed2go.com/sfsc](https://ed2go.com/sfsc)

# Personal Interest

## Fitness and Fun in DeSoto

PROMOTE WELLNESS WITH

# YOGA

Discover a path to better health and tranquility by joining a yoga class at South Florida State College! Whether you're a beginner or an experienced yoga, our classes offer the perfect opportunity to unwind, relax, and recharge your mind and body.



**Yoga isn't just about physical flexibility; it's a holistic approach to wellness that offers countless benefits:**

- **Reduce Stress:** Learn how to quiet your mind and release tension through mindful breathing and gentle stretching.
- **Improve Circulation:** Enhance blood flow and oxygen delivery throughout your body, promoting overall vitality.
- **Calm the Emotions:** Experience a sense of inner peace and balance as you practice mindfulness and meditation techniques.
- **Stimulate Weight Loss:** Engage in sequences that boost your metabolism and help you shed unwanted pounds.
- **Re-Align Posture:** Correct bad habits and strengthen your core to improve your posture and prevent discomfort.

**Join us at South Florida State College and take the first step towards a healthier, more balanced lifestyle. Our experienced instructors will guide you through each pose, ensuring a safe and supportive environment for all fitness levels.**

Campus	Building/ Room	CRN	Dates	Day	Time
Desoto	A 218	27282	Jan. 7 - 28, 2025	T	5:30–6:45 p.m.
Desoto	A 218	27313	Feb. 4 - 25, 2025	T	5:30–6:45 p.m.
Desoto	A 218	27323	March 4 - 25, 2025	T	5:30–6:45 p.m.
Desoto	A 218	27324	April 8 - 29, 2025	T	5:30–6:45 p.m.
Desoto	A 218	27325	March 6 - 27, 2025	T	5:30–6:45 p.m.

**Embrace the journey to wellness—sign up for a yoga class today!**

Corporate and Community Education Department 863-784-7034 Email: [communityeducation@southflorida.edu](mailto:communityeducation@southflorida.edu)

Online catalog: [southflorida.edu/communityedschedule](https://southflorida.edu/communityedschedule)

Community Ed 114200; Driver's Ed 114207; TAG 114217; Tech 120035 - 03.07.25 - tg

# Personal Interest

<https://catalog.mindedge.com/southflorida>

- **Learn for Fun**
- **Unleash Your Creativity**
- **Discover New Hobbies**



## Why Personal Enrichment Training?

While often pushed aside for overtime work, family responsibilities, or streaming services, hobbies are important for the well-being of each individual and should be prioritized. Our Personal Enrichment courses give learners the opportunity to explore new interests writing books, writing for yourself, or gardening. Maybe they'll even inspire you to pick up an old hobby you left behind. Take the opportunity to learn something new and reignite the love for learning we all have inside of us.

**Explore the basics of writing poetry, children's books, or memoirs to spark creativity, fuel passion, and develop a rewarding lifelong hobby. Discover other hobbies to explore as well!**

**For Course List, visit [Personal Enrichment](#):**

- 1:** MindEdge Studio: Knitting Basics | 1-hour \$39 - 90 day access
- 2:** MindEdge Studio: Introduction to Drawing | 3.5-hours \$39 - 90 day access
- 3:** MindEdge Studio: Personal Fitness at Home | 1-hour \$39 - 90 day access
- 4:** MindEdge Studio: Introduction to Mixology | 3-hours \$39 - 90 day access
- 5:** Creative Writing: Children's Books | 1.5-hours \$29 - 90 day access
- 6:** Creative Writing: Memoir | 1.5-hours \$29 - 90 day access
- 7:** Creative Writing: Poetry | 1.5-hours \$29 - 90 day access
- 8:** Gardening in Small Spaces | 1.5-hours \$29 - 90 day access
- 9:** Taking Better Photographs | 2-hours \$49 - 90 day access

**Click on personal enrichment category in orange to access the course.**





# Personal Interest

## Art



Students utilize clay and pottery tools (excluding the clay wheel) to explore different techniques in this sculptural medium. Glazes are applied, and projects are fired in a kiln. The class fee covers all necessary supplies.

### Hand Building Clay and Ceramics - \$150

**TAG-0213**

Campus	Building	Room	CRN	Prefix	Dates	Day	Time
Highlands	A	10	10953	TAG0213	Oct. 23 - Dec. 11, 2024	W	9 a.m. - noon
Highlands	A	10	26617	TAG0213	Jan. 8 - Feb.19, 2025	W	9 a.m. - noon
Highlands	A	10	26532	TAG0213	March 19, - April 30, 2025	W	9 a.m. - noon
Highlands	A	10	27181	TAG0213	May 7, - June 18, 2025	W	9 a.m. - noon

**South Florida State College**

Call 863-453-6661 to register

Corporate and Community Education Department ▪ 863-784-7034 ▪ Email: [communityeducation@southflorida.edu](mailto:communityeducation@southflorida.edu) ▪

Online catalog: [southflorida.edu/communityedschedule](https://southflorida.edu/communityedschedule) ▪

Community Ed 114200; Driver's Ed 114207; TAG 114217; Tech 120035 - 02.03.2025 - tg



# Personal Interest

## Computers, Software, Smartphones, and Tablets



Our in-person courses are designed specifically for beginners stepping into the tech world, focusing on computers, software, smartphones, and tablets. We understand that many people receive electronic devices as gifts to help them stay connected with friends and family, but navigating this new technology can be overwhelming. Our classes provide a welcoming and supportive environment where participants can learn the basics at their own pace. From setting up a device and understanding essential functions to exploring useful apps and online safety, we cover everything needed to build confidence and stay connected in today's digital age.

### Basic Home Computer I - \$20

Our "Introduction to Computer Basics" course is perfect for beginners looking to gain confidence with technology. You'll learn how to turn on a computer, use the mouse and keyboard, explore key internal components, and navigate your desktop with ease. We'll guide you through managing files and folders, customizing your computer settings, and understanding essential applications. Additionally, you'll discover how to search your computer efficiently, connect with peripheral devices, and safely explore the internet. Join us to master the essentials and feel empowered in the digital world! Bring your laptop or a loaner will be provided. To register, call 863-453-6661.

Campus	Building	Room	CRN	Prefix	Dates	Day	Time
Highlands	H	110	27022	CED 0735	Feb. 27, 2025	R	10:30 - 11:45 a.m.

### Smartphone Training - \$20

Join us for a hands-on class featuring a series of discussions on the basic features and benefits of smartphones and tablets, followed by live demonstrations displayed on a large video screen. Participants will receive handouts with illustrations of typical smartphone and tablet screens and buttons to help them follow along. Through instructor-led demonstrations, you'll learn how to confidently navigate your handheld devices, making the learning experience both engaging and effective. You must bring your smartphone. To register, call 863-453-6661.

Campus	Building	Room	CRN	Prefix	Dates	Day	Time
Highlands	H	110	26230	CED 0735	Jan. 23, 2025	R	10:30 - 11:45 a.m.

## South Florida State College

# Personal Interest

## Driving

- **First Time Driver Course**
- **Traffic Citation**
- **Insurance Discount**
- **Court Ordered**



### Alcohol Drug Accident Prevention Training (ADAPT) - \$55

**DRV-0642**

The Alcohol Drug Accident Prevention Training (ADAPT) four-hour course is for first-time driver's license applicants. This course is required prior to taking learner's permit exam. Pre-registration is required for courses offered on campus. The \$55 fee may be paid by cash, check, or credit card. Participants may register at the Welcome Center (Building B) on the Highlands Campus or at any SFSC campus or center. Please bring a photo identification reflecting current address to class. If you bring a high school photo identification card please bring proof of address (any piece of mail with address identified). You must know the last four numbers of your social security number or alien registration number. After completion of course, please allow 3-5 business days for your course to be registered in the state system and for DMV to receive notice. To register, call **863-453-6661**.

Campus	Building/ Room	Prefix / CRN	Dates	Day	Time
Highlands	UC 109	DRV062 11209	Jan. 29, 2025	W	5-9 p.m.
Hardee	A 118	DRV062 11192	Feb. 6, 2025	R	5-9 p.m.
Highlands	UC 109	DRV062 11213	Feb. 19, 2025	W	5-9 p.m.
Hardee	A 118	DRV062 11196	March 6, 2025	R	5-9 p.m.
Hardee	UC 109	DRV062 27150	March 26, 2025	W	5-9 p.m.
Highlands	A 118	DRV062 27065	April 10, 2025	R	5-9 p.m.
Hardee	UC 109	DRV062 27154	April 30, 2025	W	5-9 p.m.
Hardee	A 204	DRV062 34600	May 8, 2025	R	5-9 p.m.
Hardee	A 204	DRV062 34601	June 12, 2025	R	5-9 p.m.
Hardee	UC 104	DRV062 34605	July 10, 2025	R	5-9 p.m.
Highlands	UC 109	DRV062 TBA	July 30, 2025	W	5-9 p.m.
Highlands	UC 109	DRV062 TBA	Aug. 20, 2025	W	5-9 p.m.

### Advanced Driver Improvement

The 12-hour advanced driver improvement course for drivers who have a suspended license, have too many points, or are court ordered to take this class. Visit SFSC's online driver courses, anytime, at [southflorida.edu/driverclass](https://southflorida.edu/driverclass). If you are required to take the course in a traditional classroom setting due to a court order, please call for price quote. Students must complete the entire course to receive their certificate of completion. Call 863-784-7034 to learn more about this class.

### Online Driver Education Courses

Visit SFSC's online driver courses, anytime, at [southflorida.edu/driverclass](https://southflorida.edu/driverclass). The following classes are offered in English and Spanish: Four-Hour Florida Basic Driver Improvement, \$20; DMV Permit Test, \$29; and Four-Hour Florida First Time Driver Course, \$29. In English only, SFSC offers the 12-Hour Florida Advanced Driver Improvement Course, \$63; Eight-Hour Florida Basic Driver Improvement Course, \$59; and Florida Six-Hour Mature Driver Course, \$15.

# Personal Interest

## Driver Education

### First Time Driver Course • Traffic Citation • Insurance Discount • Court Ordered

This four-hour course is for drivers who have received a traffic citation, court order to attend, or were involved in a traffic accident and were issued a ticket. This course can also be taken for the possibility of a discount on car insurance. Students are responsible for checking with their own individual insurance companies to explore if discounts are extended. Pre-registration is required for courses offered on campus. The \$55 fee may be paid by cash, check, or credit card. Participants may register at the Welcome Center (Building B) on the Highlands Campus or at any SFSC campus or center. Please bring a photo identification reflecting current address to class. If you bring a high school photo identification card please bring proof of address (any piece of mail with address identified). You must know the last four numbers of your social security number or alien registration number. You must also bring a copy of your citation or court papers. After completion of course, please allow 3-5 business days for your course to be registered in the state system and for DMV to receive notice. To register, call 863-453-6661.

### Safe Driving Accident Prevention Program (SDAPP) - \$55 DRV-0488

Campus	Category	Building Room	Prefix / CRN	Dates	Day	Time
Highlands	Insurance Elective	UC 109	DRV0488 34141	May 14, 2025	W	5-9 p.m.
Highlands	Court Ordered	UC 109	DRV0393 34142	May 14, 2025	W	5-9 p.m.
Highlands	Traffic Accident/ Citation	UC 109	DRV0519 34143	May 14, 2025	W	5-9 p.m.
Hardee	Insurance Elective	A 204	DRV0488 34599	May 22, 2025	R	5-9 p.m.
Hardee	Court Ordered	A 204	DRV0393 34594	May 22, 2025	R	5-9 p.m.
Hardee	Traffic Accident/ Citation	A 204	DRV0519 34598	May 22, 2025	R	5-9 p.m.
Highlands	Insurance Elective	UC 109	DRV0488 33986	May 28, 2025	W	5-9 p.m.
Highlands	Court Ordered	UC 109	DRV0393 33983	May 28, 2025	W	5-9 p.m.
Highlands	Traffic Accident/ Citation	UC 109	DRV0519 33987	May 28, 2025	W	5-9 p.m.
Highlands	Insurance Elective	UC 109	DRV0488 34209	June 25, 2025	W	5-9 p.m.
Highlands	Court Ordered	UC 109	DRV0393 33985	June 25, 2025	W	5-9 p.m.
Highlands	Traffic Accident/ Citation	UC 109	DRV0519 TBA	June 25, 2025	W	5-9 p.m.
Hardee	Insurance Elective	A 204	DRV0488 34604	June 26, 2025	R	5-9 p.m.
Hardee	Court Ordered	A 204	DRV0393 34602	June 26, 2025	R	5-9 p.m.
Hardee	Traffic Accident/ Citation	A 204	DRV0519 34603	June 26, 2025	R	5-9 p.m.
Highlands	Insurance Elective	UC 109	DRV0488 TBA	July 16, 2025	W	5-9 p.m.
Highlands	Court Ordered	UC 109	DRV0393 TBA	July 16, 2025	W	5-9 p.m.
Highlands	Traffic Accident/ Citation	UC 109	DRV0519 TBA	July 16, 2025	W	5-9 p.m.
Hardee	Insurance Elective	A 204	DRV0488 34606	July 24, 2025	R	5-9 p.m.
Hardee	Court Ordered	A 204	DRV0393 34609	July 24, 2025	R	5-9 p.m.
Hardee	Traffic Accident/ Citation	A 204	DRV0519 34607	July 24, 2025	R	5-9 p.m.
Highlands	Insurance Elective	UC 109	DRV0488 TBA	Aug. 06, 2025	W	5-9 p.m.
Highlands	Court Ordered	UC 109	DRV0393 TBA	Aug. 06, 2025	W	5-9 p.m.
Highlands	Traffic Accident/ Citation	UC 109	DRV0519 TBA	Aug. 06, 2025	W	5-9 p.m.

# Personal Interest

## Parent Education and Family Stabilization

### PROMOTE HEALTHY RELATIONSHIPS

## Parent Education and Family Stabilization

### Are you experiencing a separation or divorce?

This course fulfills the requirements of the administrative order for the Parent Education and Family Stabilization Course as mandated by Section 61.21 of the Florida Statutes in the 10th Judicial Circuit.

- [4-Hour Florida Parenting Course \(Divorce\)](#) (\$25)
- [4-Hour Florida Parenting Course – En Español](#) (\$25)

For more information, call 863-784-7388, or email [CommunityEducation@southflorida.edu](mailto:CommunityEducation@southflorida.edu).



The "Parents, Children, and Divorce" course is available in most Florida counties and is offered conveniently online in English or Spanish by South Florida State College. For more information, visit [southflorida.edu/family](http://southflorida.edu/family).

## Empower Your Wellness: Discover Holistic Health for Mind, Body, and Spirit

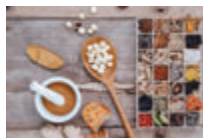
### [Introduction to Natural Health and Healing](#)

[Online 24 hour course - \\$125](#)

Take charge of your own health and healing by discovering how to achieve total health of the mind, body, and spirit. This course allows you to explore a variety of methods including diet, hydrotherapy, positive attitude, relaxation, yoga, chiropractic, natural remedies and more to achieve total health.



[Certificate in Spirituality, Health,  
and Healing](#)  
[25-hours - \\$229](#)



[Certificate in Holistic and Integrative  
Health: Foundations 1](#) [13-hours -  
\\$120](#)



[Certificate in Holistic and Integrative  
Health: Foundations 2](#)  
[10 hour - \\$115](#)



[Certificate in Holistic and  
Integrative Health: Foundations 3](#)  
[9.5-hours- \\$69](#)

To learn more and enroll: click on course or visit [ed2go.com/sfsc](http://ed2go.com/sfsc)

Corporate and Community Education Department 863-784-7034 Email: [communityeducation@southflorida.edu](mailto:communityeducation@southflorida.edu)

Online catalog: [southflorida.edu/communityedschedule](http://southflorida.edu/communityedschedule)

Community Ed 114200; Driver's Ed 114207; TAG 114217; Tech 120035 - 02.03.2025 - tg



Instructor-Moderated Online

# YOUTH COURSES



## South Florida State College

Our instructor-moderated online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly.



### [Drawing for the Absolute Beginner](#)

24-hours \$115

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!



### [Introduction to Microsoft Word](#)

24-hours \$147

Learn how to create and modify documents with the world's most popular word processor.



### [Introduction to Microsoft PowerPoint](#)

24-hours \$147

Build impressive slide presentations filled with text, images, video, audio, charts, and more.



### [Introduction to Microsoft Publisher](#)

24-hours \$147

Find out how to use this software to design, develop, and publish newsletters, Web sites, and brochures.



### [Creating Web Pages](#)

24-hours \$129

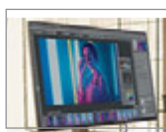
Learn the basics of HTML so you can design, create, and post your very own site on the Web.



### [Blogging and Podcasting for Beginners](#)

24-hours \$125

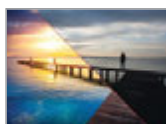
Learn how to create your very own blog and add a podcast too using the tools you already have on your computer.



### [Introduction to Photoshop CC](#)

24-hours \$129

Learn how to use Photoshop, the world's best graphics program, to edit and process photos and create original images.



### [Photoshop Elements for the Digital Photographer](#)

24-hours \$129

Master the secrets of correcting digital photos, and bring out the best in all your photographs!



### [Secrets of Better Photography](#)

24-hours \$125

Discover strategies and tricks for taking excellent pictures no matter what or where you're shooting.



### [Discover Digital Photography](#)

24-hours \$115

Explore the fascinating world of digital photography equipment.



### [SAT/ACT Preparation Series \(1 and 2\)](#)

48-hours \$225

Get your best possible score on the verbal and reasoning sections of the new SAT exam.



### [Introduction to Algebra](#)

24-hours \$129

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

## COURSE FEATURES:



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24/7 Course  
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6-Week instructor-moderated  
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courses 24/7.

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POSSIBLE**



## FUNDAMENTALS COURSES

## ONLINE COURSES



Gain new personal and professional skills with FUNDAMENTALS COURSES. These are a 6-week format with weekly lessons averaging 24 work hours, and you get to learn with a cohort taking the course at the same time as you.

**ARTS AND DESIGN**

Adobe Premiere Pro Training  
 Creating Web Pages Designing Effective  
 Websites Drawing for the Absolute Beginner  
 How to Get Started in Game Development  
 Intermediate Skills:  
     Digital Painting with Photoshop  
 Intermediate WordPress Websites  
 Introduction to Digital Scrapbooking  
 Introduction to Guitar  
 Introduction to InDesign CC  
 Introduction to Interior Design  
 Introduction to Lightroom Classic CC  
 Introduction to Photoshop CC  
 Mastering Your SLR or Mirrorless Camera  
 Music Made Easy  
 Photographing Nature  
     With Your Digital Camera  
 Photographing People  
     With Your Digital Camera  
 Photoshop CC  
     for the Digital Photographer  
 Photoshop Elements  
     for the Digital Photographer

Photoshop Elements  
     for the Digital Photographer II  
 Secrets of Better Photography  
 UI/UX Design

**BUSINESS**

A to Z Grant Writing II - Beyond the Basics  
 Accounting Fundamentals  
 Accounting Fundamentals II  
 Achieving Success with Difficult People  
 Achieving Top Search Engine Positions  
 Administrative Assistant Applications  
 Administrative Assistant Fundamentals  
 Advanced Grant Proposal Writing  
 Becoming a Grant Writing Consultant  
 Blogging and Podcasting for Beginners  
 Building Teams That Work  
 Business and Marketing Writing  
 Business Budgeting for Beginners  
 Business Finance  
     for Non-Finance Personnel  
 Collaborative Problem Solving  
 Computer Skills for the Workplace  
 Creating a Successful Business Plan  
 Distribution and Logistics Management

Diversity Training  
     for Employees and Managers  
 Effective Business Writing  
 Effective Selling  
 Fundamentals of Supervision  
     and Management  
 Fundamentals of Supervision  
     and Management II  
 Get Assertive!  
 Get Grants!  
 Goal Setting and Workplace  
     Efficiency Training  
 Growing Plants for Fun and Profit  
 Growing Your Business  
     with Digital Marketing  
 High Performance Organization  
 High Speed Project Management  
 Individual Excellence  
 Interpersonal Communication  
 Introduction to Business Analysis  
 Introduction to Nonprofit Management  
 Introduction to Stock Options  
 Keys to Effective Communication  
 Keys to Successful Money Management  
 Leadership  
 Learn to Buy and Sell on eBay



Listen to Your Heart,  
 and Success Will Follow  
 Managing Customer Service  
 Managing Remote Teams  
 Marketing Your Nonprofit  
 Mastering Public Speaking  
 Mastery of Business Fundamentals  
 Nonprofit Fundraising Essentials  
 Personal Finance  
 Professional Sales Skills  
 Project Management Applications  
 Project Management Fundamentals  
 Project Management Fundamentals II  
 Project Management Professional  
 (PMP®) Prep  
 Purchasing Fundamentals  
 Real Estate Investing  
 Resume Writing Workshop  
 Six Sigma: Total Quality Applications  
 Skills for Making Great Decisions  
 Small Business Marketing on a Shoestring  
 Start and Operate Your Own  
 Home-Based Business  
 Start Your Own Arts and Crafts Business  
 Start Your Own Edible Garden  
 Start Your Own Gift Basket Business  
 Start Your Own Online Business  
 Start Your Own Small Business  
 Starting a Consulting Practice  
 Starting a Nonprofit  
 Stocks, Bonds, and Investing: Oh, My!  
 Supply Chain Management Fundamentals  
 Talent and Performance Management  
 The Analysis and Valuation of Stocks  
 Total Quality Fundamentals  
 Twelve Steps to a Successful Job Search  
 Understanding the  
 Human Resources Function  
 Using Social Media in Business  
 Where Does All My Money Go?

Winning RFP Responses Writing  
 Effective Grant Proposals

## COMPUTER APPLICATIONS

Advanced Microsoft Excel 2016  
 Advanced Microsoft Excel 2019  
 Getting Started With Google Workspace  
 Intermediate Microsoft Access 2016  
 Intermediate Microsoft Access 2019  
 Intermediate Microsoft Excel 2016  
 Intermediate Microsoft Excel 2019  
 Intermediate Microsoft Word 2016  
 Intermediate Microsoft Word 2019  
 Intermediate QuickBooks 2019  
 Intermediate QuickBooks Online  
 Introduction to Microsoft Access 2016  
 Introduction to Microsoft Access 2019  
 Introduction to Microsoft Excel 2016  
 Introduction to Microsoft Excel 2019  
 Introduction to Microsoft Outlook 2019  
 Introduction to Microsoft  
 PowerPoint 2016  
 Introduction to Microsoft  
 PowerPoint 2019  
 Introduction to Microsoft Project 2019  
 Introduction to Microsoft Word 2016  
 Introduction to Microsoft Word 2019  
 Introduction to PC Troubleshooting  
 Introduction to QuickBooks 2019  
 Introduction to Windows 10  
 Keyboarding  
 Microsoft Excel – Pivot Tables

## COMPUTER SCIENCE

Advanced PHP Database Integration  
 Advanced Web Pages  
 Blockchain Fundamentals  
 Creating Mobile Apps with HTML5  
 Intermediate Java Programming

Intermediate PHP and MySQL  
 Intermediate SQL  
 Intermediate Visual Basic  
 Introduction to Artificial Intelligence  
 Introduction to C# Programming  
 Introduction to C++ Programming  
 Introduction to CSS3 and HTML5  
 Introduction to Java Programming  
 Introduction to JavaScript  
 Introduction to Machine Learning  
 Introduction to MySQL for PHP Developers  
 Introduction to PHP  
 Introduction to Programming  
 Introduction to Python 2.5 Programming  
 Introduction to Python 3 Programming  
 Introduction to SQL  
 Introduction to Visual Basic  
 Introduction to XML

## CONSTRUCTION AND TRADES

Manufacturing Applications  
 Manufacturing Fundamentals

## HEALTH AND WELLNESS

Anxiety Disorders:  
 An Integrative Approach  
 Aromatherapy:  
 The Healing Power of Scent  
 Certificate in Brain Health  
 Certificate in Complementary  
 and Integrative Health  
 Certificate in End of Life Care  
 Certificate in Energy Medicine  
 Certificate in Food, Nutrition, and Health  
 Certificate in Gerontology  
 Certificate in Global Healing Systems  
 Certificate in Healing Environments  
 for Body, Mind, and Spirit  
 Certificate in Healthy Aging



Certificate in Holistic  
and Integrative Health

Certificate in Holistic and Integrative  
Health: Foundations 1

Certificate in Holistic and Integrative  
Health: Foundations 2

Certificate in Holistic and Integrative  
Health: Foundations 3

Certificate in Infectious Diseases  
and Infection Control

Certificate in Integrative Behavioral Health

Certificate in Legal and Ethical Issues  
in Healthcare

Certificate in Medical Cannabis

Certificate in Meditation

Certificate in Mindful Relationships

Certificate in Mindfulness

Certificate in Music Therapy  
and Sound Healing

Certificate in Nutrition, Chronic Disease,  
and Health Promotion

Certificate in Pain Assessment  
and Management

Certificate in Perinatal Issues

Certificate in Spirituality, Health,  
and Healing

Certificate in Starting Your Own Business  
in Health and Healing

Certificate in Stress Management

Certificate in Violence Prevention  
and Awareness

Certificate in Wellness  
and the Environment

Certificate in Women's Health Issues

Depression: An Integrative Approach

Energy Healing

Explore a Career  
as a Pharmacy Technician

Food and Mood: What's the Connection?

Genealogy Basics

Holistic Stress Management

Introduction to Natural Health  
and Healing

Lose Weight and Keep It Off

Luscious, Low-Fat, Lightning-Quick Meals

Mindfulness Meditation

Music Therapy and Sound Healing

Nutrition, Stress, and Immune Function

Wire Your Brain for Happiness

## HEALTHCARE AND MEDICAL

Become a Physical Therapy Aide

Become an Optical Assistant

Introduction to the Medical Laboratory

Explore a Career  
as a Clinical Medical Assistant

Explore a Career  
as an Administrative Medical Assistant

Explore a Career in Medical Coding

Explore a Career in Medical Transcription

Explore a Career in Medical Writing

Explore a Career in Nursing

Medical Math

Medical Terminology II:  
A Focus on Human Disease

Medical Terminology:  
A Word Association Approach

Handling Medical Emergencies

HIPAA Compliance

Spanish for Medical Professionals

Spanish for Medical Professionals II

## HOSPITALITY

Secrets of the Caterer

Start a Pet Sitting Business

## INFORMATION TECHNOLOGY

Intermediate Networking

Introduction to Networking

Introduction to PC Security

Understanding the Cloud

Wireless Networking

## LANGUAGE

Beginning Conversational French

Conversational Japanese

Creating WordPress Websites

Discover Sign Language

Discover Sign Language II

Get Funny!

Grammar for ESL

Instant Italian

Spanish for Law Enforcement

Spanish in the Classroom

Speed Spanish

Speed Spanish II

Speed Spanish III

Writing for ESL

## LAW AND LEGAL

Administrative Law

Bankruptcy Law

Business Entity Formation

Civil Litigation

Constitutional Law Contracts

Contracts for Business Owners

Corporate Document Drafting

Employment Law Fundamentals

Explore a Career as  
a Paralegal

Introduction to Business Law  
Transactions

Introduction to Criminal Law

Law Office Management

Legal Aspects of Contracts

Legal Nurse Consultant

Legal Terminology

Legal Research

Legal Writing

Probate Law and Estate Planning

Real Estate Law

Torts  
Workers' Compensation

## MATH AND SCIENCE

Human Anatomy and Physiology  
Human Anatomy and Physiology II  
Introduction to Algebra  
Introduction to Biology  
Introduction to Chemistry  
Introduction to Statistics  
Math Refresher

## TEACHING AND EDUCATION

A Guide to Bloom's Taxonomy and Cognitive Thinking  
A Guide to Webb's DOK: Understanding Rigor  
Aligning Homework to Instruction  
An Introduction to Logical Fallacies  
Asociado de Desarrollo Infantil para Estudiantes de Inglés (Español)  
Assessment Tools to Support Online Learning  
Behavior Contract Design  
Behavior Strategies for Improved Testing Performance  
Building Effective Writing Prompts for All Students  
Building Reading and Writing Fluency  
Checking for Understanding in Elementary Math  
Choosing the Right Assessments for Your Students  
Claim-Evidence Reasoning (CER) in the Science Classroom  
Classroom Management Processes  
Collaborative Learning in the Classroom  
Counseling for College Prep  
Creating a Classroom Website  
Creating a Structured Classroom for Students with Autism  
Creating Classroom Centers

Creating the Inclusive Classroom: Strategies for Success  
Designing a Quality Sub Folder  
Designing IEP Goals  
Diagnostic Assessments: An Overview  
Differentiated Instruction in the Classroom  
Differentiating K-12 Assessments  
Educating Diverse Student Populations in Your Classroom  
Empowering Students With Disabilities  
Enhancing Language Development in Childhood  
Explicit Instruction in Elementary Reading  
Expository Writing and Embedded Grammar Instruction  
Flipped Learning in the Classroom  
Fostering Divergent Thinking for Student Creativity  
Grouping English Language Learners  
Growth Mindset in the Gifted Classroom  
Guided Reading and Writing: Strategies for Maximum Student Achievement  
Guided Reading: Strategies for the Differentiated Classroom  
Inquiry-Based Teaching and Learning  
Inspire Family Engagement with Positive Communication  
Instructional Strategies and Learning Activities  
Instructionally-Aligned Field Trips  
Integrating Technology with Blended Learning  
Integrating Technology in the Classroom  
Introduction to Response to Intervention (RTI)  
Introduction to Active Monitoring and Data Collection  
Introduction to Classroom Documentation  
Introduction to Online Learning  
Literacy Stations for PreK-2nd Grade  
Maintaining and Improving Professionalism on Campus

Maintaining Appropriate Teacher-Student Boundaries  
Making the Most of Your Limited Planning Time  
Math Stations for PreK-2nd Grade  
Measuring Growth in Writing Using Rubrics  
Memorization Using the Memory Palace Technique  
Peer Tutoring for English Language Learners  
Planning for Differentiation in Every Classroom  
Practical Action Research in the Classroom  
Productive Methods of Struggle for Students  
Professionalism Through Positive Personality  
Project-Based Learning  
Ready, Set, Read!  
Recitation Through Rote Memorization of Text  
Response to Intervention: Reading Strategies That Work  
Retrieval Practice for Understanding Math  
Simple ELL Vocabulary Strategies  
Simple Ideas to Promote Student Engagement  
Social-Emotional Support for Gifted Students  
Solving Classroom Discipline Problems  
Solving Classroom Discipline Problems II  
Strategies and Tools for Co-Teaching  
Strategies to Check for Understanding  
Student-Led Classroom Management  
Supporting Reading Instruction for K-5 Students  
Survival Kit for New Teachers  
Teaching Adult Learners  
Teaching Effective Problem-Based Lab Reports  
Teaching High School Students  
Teaching Math: Grades 4-6

Teaching Methods  
for Solving Word Problems

Teaching Preschool:  
A Year of Inspiring Lessons

Teaching Proper Text Annotations  
and Evidence

Teaching Science: Grades 4-6

Teaching Smarter With SMART Boards

Teaching Students  
With Learning Disabilities

Teaching Students With ADHD

Teaching Students With Autism:  
Strategies for Success

Teaching the Notecard System

Teaching Writing: Grades 4-6

Teaching Writing: Grades K-3

The Creative Classroom

The Differentiated Instruction and  
Response to Intervention Connection

The Gradual Release  
of Responsibility Model

The Science Poster for the GT Student

Transforming Traditional Lessons  
to Online Learning

Trauma-Informed Teaching Strategies  
for Grades 6-12

Trauma-Informed Teaching Strategies  
for PreK-5th Grade

Understanding Adolescents

Understanding and Supporting  
Students with ADHD

Understanding and Supporting  
Students with Dyslexia

Understanding Students  
at Risk of Dropping Out

Universal Design for Learning  
(UDL) Principles

Using Graphic Organizers  
with Bloom's Taxonomy

Using the Internet in the Classroom

Writing Effective Learning Objectives

Writing Support  
for English Language Learners

## TEST PREPARATION

CompTIA A+ Certification Prep 1:  
Hardware

CompTIA A+ Certification Prep 2:  
Software

CompTIA A+ Certification Prep 3:  
Network Security

Praxis Core Preparation

Prepare for the GED® Math Test

Prepare for the GED® Math Test

Prepare for the GED® Test

Prepare for the GED® Test

## VETERINARY

Become a Veterinary Assistant

Become a Veterinary Assistant II:  
Canine Reproduction

Become a Veterinary Assistant III:  
Practical Skills

Veterinary Medical Terminology

## WRITING AND EDITING

A to Z Grant Writing

Advanced Fiction Writing

Beginning Writer's Workshop

Fundamentals of Technical Writing

Grammar Refresher

Grammar Refresher II

How to Make Money From Your Writing

Introduction to Journaling

Introduction to Screenwriting

Mystery Writing

Research Methods for Writers

Romance Writing

The Craft of Magazine Writing

The Keys to Effective Editing

Travel Writing

Write and Publish Your Nonfiction Book

Write Effective Web Content

Write Fiction Like a Pro

Writeriffic: Creativity Training for Writers

Writing Essentials

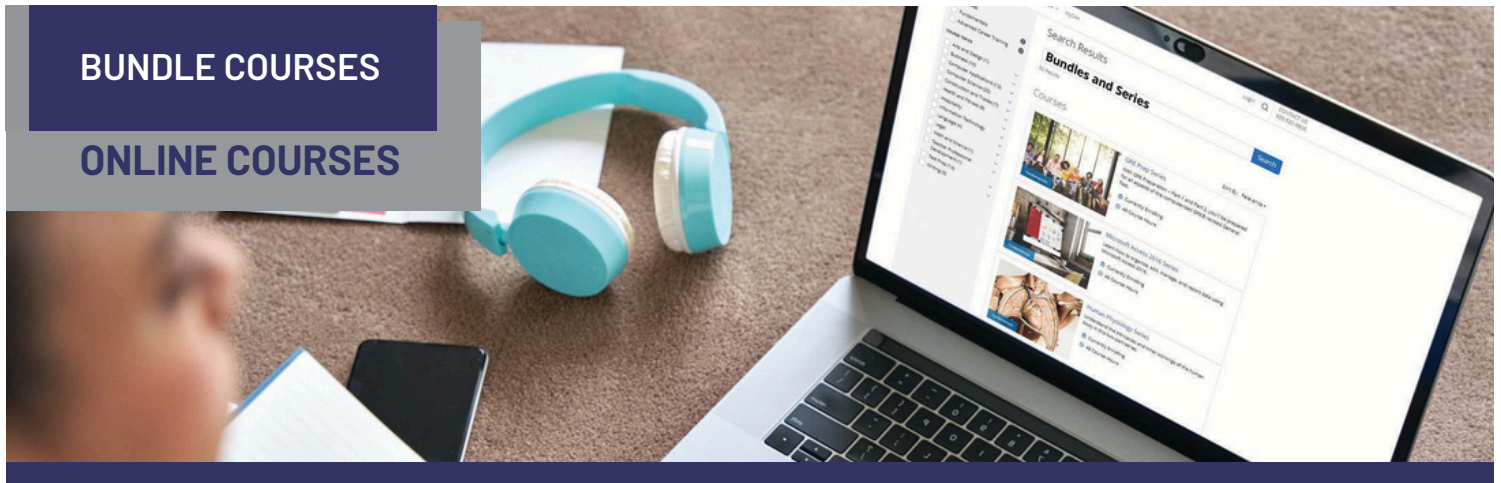
Writing for Children

Writing the Fantasy Novel

Writing Young Adult Fiction

## BUNDLE COURSES

## ONLINE COURSES



**BUNDLE COURSES** allow you to take multiple instructor-moderated courses consecutively at a discounted price. They help you gain an in-depth understanding of the subject area.

### ARTS AND DESIGN

Creating WordPress Websites Series  
Photography Suite  
Web Design Value Suite

### BUSINESS

A to Z Grant Writing Series  
Accounting Fundamentals Series  
Accounting with QuickBooks Online Suite  
Administrative Assistant Suite  
Basic Computer Skills Suite  
Digital Marketing Suite  
Entrepreneurship Suite  
Financial Analyst Suite  
Financial Planning Suite  
Google and Small Business Management Suite  
Grant Writing Suite  
Human Resource Management Suite  
Leadership Suite  
Managing Remote Teams  
New Career Suite  
New Manager Suite

Nonprofit Management and Grant Writing Suite  
Nonprofit Suite  
Online Marketing Communications Suite  
Presentation Skills Suite  
Project Management Fundamentals Series  
Project Management Suite  
Real Estate Suite  
Sales Training Suite  
Self-Improvement Suite  
Small Business Suite  
Soft Skills Suite  
Stock Trading Suite  
Supervision and Management Series  
Supervisor Suite  
Supply Chain Suite  
Written Communication for Business Suite

### COMPUTER APPLICATIONS

Accounting with Microsoft Excel 2016 Suite  
Accounting with Microsoft Excel 2019 Suite  
Microsoft Access 2016 Series  
Microsoft Access 2019 Series

Microsoft Excel 2016 Series  
Microsoft Excel 2019 and Statistics Suite  
Microsoft Excel 2019 Value Suite  
Microsoft Excel and Access 2019 Suite  
Microsoft Excel and Project 2019 Suite  
Microsoft Office 2016 Value Suite  
Microsoft Office 2019 Value Suite  
Microsoft Word 2016 Series  
Microsoft Word 2019 Series  
QuickBooks Online Series

### COMPUTER SCIENCE

Artificial Intelligence and Machine Learning Suite  
Java Developer Suite  
Java Programming Series  
SQL Series  
Visual Basic Series

### HEALTH AND FITNESS

Aging and Health Bundle  
Global Health and Healing Bundle  
Health Care Entrepreneurship Bundle  
Health and Well-Being Bundle



Healthy Living Suite

Mind-Body Therapies Bundle

NASM Certified Personal Trainer +

Home Gym Design + Virtual Coaching  
Specialization Bundle

NASM Certified Personal Trainer  
+ Sports Nutrition Coach + Youth  
Exercise Specialization Bundle

NASM Certified Personal Trainer and  
Senior Fitness Specialization Bundle

NASM Certified Personal Trainer and  
Women's Fitness Specialization Bundle

NASM Corrective Exercise Specialist and  
Senior Fitness Specialization Bundle

NASM Weight Loss Coach and Women's  
Fitness Specialization Bundle

Nutrition and Health Bundle

Pain Management and End of Life Bundle

Women's Health Bundle

## HEALTHCARE AND MEDICAL

Explore a Career in Healthcare Suite

Health Care Entrepreneurship Bundle

Medical Office Basics Suite

Medical Secretary Suite

Medical Spanish Series

Medical Terminology Series

Medical Writer Suite

## INFORMATION TECHNOLOGY

Computer Networking Suite

## LANGUAGE

Speed Spanish Series

## LAW AND LEGAL

Introduction to Law Suite Law

Enforcement Suite Workplace Law

Essentials Value Suite

## MATH AND SCIENCE

Human Physiology Series

## TEACHING AND EDUCATION

Classroom Technology Suite

Educator's Fundamentals Series

Reading Strategies Suite

## TEST PREPARATION

CompTIA A+ Certification Prep Series

Prepare for GED Test Series

TEAS Prep Series

## VETERINARY

Animal Lovers Suite

Veterinary Assistant Series

## WRITING AND EDITING

Creative Writing Value Suite

Explore Fiction Writing Genres Suite

Explore Non-Fiction Writing Suite

Grammar Refresher Series

Technical Writing Suite

Writing and Editing Value Suite

Writing Fiction Series

## SELF-GUIDED COURSES

## ONLINE COURSES



**SELF-GUIDED** courses are taught by industry experts and deliver specific skills and knowledge that help to advance personal or professional development. Start a course at any time and get access to all lessons immediately. You'll have three-month course access for flexible learning around your schedule.

### ARTS AND DESIGN

Adobe Animate CC Training  
 Adobe Illustrator CC  
 Advanced Web Pages  
 Color Theory  
 Creating Web Pages  
 Creating WordPress Websites  
 Designing Effective Websites  
 Discover Digital Photography  
 How to Get Started in Game Development  
 Instructional Design Training Intermediate  
 WordPress Websites  
 Introduction to InDesign CC  
 Introduction to Photoshop CC  
 Managing Web Design Projects  
 Mastering Your Digital SLR  
 or Mirrorless Camera  
 Music Made Easy  
 Photographing Nature  
 With Your Digital Camera  
 Photographing People  
 With Your Digital Camera

Photoshop CC  
 for the Digital Photographer  
 Photoshop CC  
 for the Digital Photographer II  
 Secrets of Better Photography  
 Typography  
 UI/UX Design

### BUSINESS

A to Z Grant Writing  
 A to Z Grant Writing II - Beyond the Basics  
 Accounting Fundamentals  
 Accounting Fundamentals II  
 Achieving Success with Difficult People  
 Administrative Assistant Applications  
 Administrative Assistant Fundamentals  
 Blogging and Podcasting for Beginners  
 Building Teams That Work  
 Business and Marketing Writing  
 Business Budgeting for Beginners  
 Business Finance  
 for Non-Finance Personnel  
 Collaborative Problem Solving  
 Computer Skills for the Workplace  
 Creating a Successful Business Plan  
 Customer Service Training

Distribution and Logistics Management  
 Diversity Training for Employees  
 and Managers  
 Effective Selling  
 Efficiency Training  
 Fundamentals of Supervision  
 and Management  
 Fundamentals of Supervision  
 and Management II  
 Get Assertive!  
 Goal Setting and Workplace  
 Efficiency Training  
 Growing Plants for Fun and Profit  
 High Performance Organization  
 High Speed Project Management  
 Individual Excellence  
 Intermediate QuickBooks 2018  
 Introduction to Business Analysis  
 Introduction to Interior Design  
 Introduction to Nonprofit Management  
 Introduction to QuickBooks Onlin  
 Leadership  
 Learn to Buy and Sell on eBay  
 Listen to Your Heart,  
 and Success Will Follow

Managing Customer Service  
 Marketing Your Business on the Internet  
 Marketing Your Nonprofit  
 Mastering Public Speaking  
 Mastery of Business Fundamentals  
 Nonprofit Fundraising Essentials  
 Organizational Development and Change  
 Persuasive Communication  
 Productivity and Benchmarking  
 Professional Sales Skills  
 Project Management Applications  
 Project Management Fundamentals  
 Project Management Fundamentals II  
 Project Management Professional  
 (PMP®) Prep  
 Purchasing Fundamentals  
 Six Sigma: Total Quality Applications  
 Small Business Marketing on a Shoestring  
 Start and Operate Your Own  
 Home-Based Business  
 Start Your Own Edible Garden  
 Start Your Own Online Business  
 Start Your Own Small Business  
 Supply Chain Management Fundamentals  
 Talent and Performance Management  
 Total Quality Fundamentals  
 Understanding the  
 Human Resources Function  
 Using Social Media in Business  
 Winning RFP Responses  
 Writing Effective Grant Proposals

## COMPUTER APPLICATIONS

Advanced Microsoft Excel 2016  
 Advanced Microsoft Excel 2019  
 Intermediate Microsoft Access 2016  
 Intermediate Microsoft Access 2019  
 Intermediate Microsoft Excel 2016  
 Intermediate Microsoft Excel 2019

Intermediate Microsoft Word 2016  
 Intermediate Microsoft Word 2019  
 Intermediate QuickBooks Online  
 Introduction to Microsoft Access 2016  
 Introduction to Microsoft Access 2019  
 Introduction to Microsoft Excel 2016  
 Introduction to Microsoft Excel 2019  
 Introduction to Microsoft Outlook 2019  
 Introduction to Microsoft  
 PowerPoint 2016  
 Introduction to Microsoft  
 PowerPoint 2019  
 Introduction to Microsoft Project 2019  
 Introduction to Microsoft Word 2016  
 Introduction to Microsoft Word 2019  
 Introduction to PC Troubleshooting  
 Introduction to SharePoint 2019  
 Introduction to Windows 10  
 Introduction to Windows 11  
 Keyboarding  
 Master VLOOKUP in Microsoft Excel  
 Microsoft Excel - Pivot Tables

## COMPUTER SCIENCE

Advanced JavaScript Concepts Advanced  
 Python Blockchain Fundamentals  
 Creating Mobile Apps with HTML5  
 Django Training for Python Developers  
 Intermediate C# Programming  
 Intermediate Java Programming  
 Intermediate SQL  
 Intermediate Visual Basic  
 Introduction to Artificial Intelligence  
 Introduction to Bootstrap Training  
 Introduction to C# Programming  
 Introduction to C++ Programming  
 Introduction to CSS3 and HTML5

Introduction to Creating, Styling,  
 and Validating Forms  
 Introduction to Java Programming  
 Introduction to JavaScript  
 Introduction to jQuery  
 Introduction to Machine Learning  
 Introduction to Programming  
 Introduction to Python 2.5 Programming  
 Introduction to Python 3 Programming  
 Introduction to SQL  
 Introduction to Visual Basic  
 Introduction to Vue.js Training  
 Introduction to XML  
 Oracle PL/SQL Training  
 Oracle SQL Training  
 Python Data Analysis with JupyterLab  
 React Training  
 Sass Training  
 Things Every Developer Should Know

## CONSTRUCTIONS AND TRADES

Manufacturing Applications  
 Manufacturing Fundamentals

## HEALTH AND WELLNESS

Certificate in Brain Health  
 Certificate in Complementary  
 and Integrative Health  
 Certificate in End of Life Care  
 Certificate in Energy Medicine  
 Certificate in Food, Nutrition, and Health  
 Certificate in Gerontology  
 Certificate in Global Healing Systems  
 Certificate in Healing Environments  
 for Body, Mind, and Spirit  
 Certificate in Healthy Aging  
 Certificate in Holistic  
 and Integrative Health  
 Certificate in Infectious Diseases  
 and Infection Control

Certificate in Integrative Behavioral Health  
 Certificate in Legal and Ethical Issues in Healthcare  
 Certificate in Meditation  
 Certificate in Mindful Relationships  
 Certificate in Mindfulness  
 Certificate in Nutrition, Chronic Disease, and Health Promotion  
 Certificate in Pain Assessment and Management  
 Certificate in Perinatal Issues  
 Certificate in Starting Your Own Business in Health and Healing  
 Certificate in Stress Management  
 Certificate in Violence Prevention and Awareness  
 Certificate in Women's Health Issues  
 Genealogy Basics  
 Lose Weight and Keep It Off

## HEALTHCARE AND MEDICAL

Become a Physical Therapy Aide  
 Explore a Career as a Clinical Medical Assistant  
 Explore a Career as an Administrative Medical Assistant  
 Explore a Career in Medical Coding  
 Explore a Career in Medical Transcription  
 Explore a Career in Medical Writing  
 Explore a Career in Nursing  
 Grammar and Writing Skills for the Health Professional  
 Handling Medical Emergencies  
 HIPAA Compliance  
 Human Anatomy and Physiology  
 Human Anatomy and Physiology II  
 Introduction to the Medical Laboratory  
 Legal Nurse Consultant  
 Medical Assistant  
 Medical Math  
 Medical Terminology II: A Focus on Human Disease

Medical Terminology:  
 A Word Association Approach  
 Spanish For Medical Professionals  
 Spanish for Medical Professionals II

## HOSPITALITY

Secrets of the Caterer  
 Start a Pet Sitting Business

## INFORMATION TECHNOLOGY

Intermediate Networking  
 Introduction to Cybersecurity  
 Introduction to Networking  
 Introduction to PC Security  
 Understanding the Cloud  
 Wireless Networking

## LANGUAGE

Beginning Conversational French  
 Conversational Japanese  
 Discover Sign Language  
 Discover Sign Language II  
 Get Funny!  
 Instant Italian  
 Spanish for Law Enforcement  
 Speed Spanish  
 Speed Spanish II  
 Speed Spanish III  
 Writing for ESL

## LAW AND LEGAL

Administrative Law  
 Bankruptcy Law  
 Business Entity Formation  
 Civil Litigation  
 Civil Procedure  
 Constitutional Law  
 Contracts  
 Contracts for Business Owners

Corporate Document Drafting  
 Employment Law Fundamentals  
 Introduction to Business Law (Transactions)  
 Introduction to Criminal Law  
 Law Office Management  
 Legal Aspects of Contracts  
 Legal Research  
 Legal Terminology  
 Legal Writing  
 Probate Law and Estate Planning  
 Real Estate Law  
 Torts  
 Transactional Drafting  
 Workers' Compensation

## TEACHING AND EDUCATION

A Review of Boundaries, Communication, and Professionalism in the Classroom  
 AI for Students: Ensuring Appropriate and Effective Use  
 AI for Teachers: Increasing Productivity and Improving Instruction  
 Brain Breaks in the Classroom: Giving Students a Mental Break During Rigorous Classwork  
 Creating a Classroom Website  
 Creating Classroom Centers  
 Creating the Inclusive Classroom: Strategies for Success  
 Creativity in Your Gifted Students  
 Differentiated Instruction in the Classroom  
 Empowering Students With Disabilities  
 Guided Reading and Writing: Strategies for Maximum Student Achievement  
 Guided Reading: Strategies for the Differentiated Classroom  
 Homeschool With Success  
 Integrating Technology in the Classroom  
 Introduction to Algebra  
 Merrill Ream Speed Reading



Model Drawing for Grades 1-6

Move To Learn

Planning for Lab Investigations  
in the Science Classroom

Praxis Core Preparation

Providing Actionable Feedback  
to Students

Reading Strategies That Work

Ready, Set, Read!

Response to Intervention:

Singapore Math Strategies:

Singapore Math: Number Sense  
and Computational Strategies

Solving Classroom Discipline Problems

Solving Classroom Discipline Problems II

Spanish in the Classroom

Supporting Reading Instruction  
for Middle School Learners

Survival Kit for New Teachers

Teaching Adult Learners

Teaching Math: Grades 4-6

Teaching Preschool:  
A Year of Inspiring Lessons

Teaching Science: Grades 4-6 Teaching

Smarter With SMART Boards Teaching

Students With ADHD Teaching Students  
With Autism:  
Strategies for Success

Teaching Students  
With Learning Disabilities

Teaching Writing: Grades 4-6

Teaching Writing: Grades K-3

The Creative Classroom

Understanding Adolescents

Using the Internet in the Classroom

Varied Assessment Methods  
for Gifted Students

## TEST PREPARATION

Grammar Refresher

Grammar Refresher II

Math Refresher

Prepare for the GED® Math Test

Prepare for the GED® Test TEAS

Prep 1 TEAS Prep 2

## VETERINARY

Become a Veterinary Assistant

Become a Veterinary Assistant II:  
Canine Reproduction

Become a Veterinary Assistant III:  
Practical Skills

Veterinary Medical Terminology

## WRITING AND EDITING

Fundamentals of Technical Writing

How to Make Money From Your Writing

Introduction to Journaling

Introduction to Screenwriting

Research Methods for Writers

The Craft of Magazine Writing

The Keys to Effective Editing

Write and Publish Your Nonfiction Book

Write Fiction Like a Pro

Writeriffic: Creativity Training for Writers

Writing the Fantasy Novel

Write Your Life Story

## ADVANCED CAREER TRAINING

### ONLINE COURSES

**ADVANCED CAREER TRAINING** courses prepare you for a new career or delivers in-demand job skills. Many courses are aligned to prepare you to sit for nationally-recognized certification exams. Start course at any time and learn from experts in the field. The courses come with Student Advisors to help you navigate and complete the course. Many courses include a voucher to take the certification exam as part of the overall cost. Courses range from 3 to 18 months and our admissions team can help enroll you into appropriate courses. Financial workforce or military assistance may be available.

#### ARTS AND DESIGN

Adobe Certified Professional  
in Video Design (Vouchers Included)

Adobe Certified Professional  
in Visual Design (Vouchers Included)

Certified Residential Interior Designer

Digital Arts Certificate

Digital Game Artist Certificate

Graphic Design with Photoshop  
(Software Included)

Marketing Design Certificate

Multimedia Arts Certificate

#### BUSINESS

Accounts Payable Manager Certification  
(Exam Cost Included)

Accounts Payable Specialist Certification  
(Exam Cost Included)

Accounts Payable Specialist Certification  
with Microsoft Excel (Voucher Included)

Advertising and Outreach Specialist

Agile Analyst Certification  
(AAC) Prep (Voucher Included)

Business Coach

Business Operations Specialist

Career Counselor

Career Counselor and Life Coach

Certificate in Product Ownership Analysis  
(CPOA) Prep (Voucher Included)

Certification of Capability in  
Business Analysis (CCBA) Prep Course

Certified Administrative Professional  
(Voucher Included)

Certified Administrative Professional  
with Microsoft Office Specialist (MOS)  
Associate (Vouchers Included)

Certified Administrative Professional with  
Microsoft Office Specialist (MOS) Expert  
(Vouchers Included)

Certified Bookkeeper (Vouchers Included)

Certified Bookkeeper  
with Microsoft Excel 2019  
(Voucher Included)

Certified Brand Strategist

Certified Business Analysis Professional  
(CBAP) Prep Course

Certified Business Data Analytics  
(CBDA) Prep (Voucher Included)

Certified Credit Counselor  
(Exam Cost Included)

Certified Credit Counselor and  
Certified Financial Health Counselor  
(Exam Cost Included)

Certified E-Commerce Specialist

Certified Financial Health Counselor  
(Exam Cost Included)

Certified Internal Auditor

Certified Internal Auditor  
with Microsoft Excel (Voucher Included)

Certified Persuasive Copywriting

Certified Six Sigma Black Belt

Certified Six Sigma Green Belt

Certified Six Sigma Green Belt  
and Black Belt

Certified Social Media Manager

Certified Supply Chain Professional (CSCP)

Certified Supply Chain Professional  
+ Freight Broker/Agent Training

Certified Virtual Assistant

Chartered Tax Professional

Chartered Tax Professional  
for California Residents

Digital Marketing Strategist

Entrepreneurship: Start-Up and Business  
Owner Management (Voucher Included)

Entry Certificate in Business Analysis  
(ECBA) Prep (Voucher Included)

Executive Assistant (Voucher Included)

Executive Assistant  
with Microsoft Specialist (MOS)  
Associate (Vouchers Included)

Executive Assistant  
with Microsoft Specialist (MOS) Expert  
(Vouchers Included)

Financial and Career Coach  
(Exam Cost Included)

Freight Broker/Agent Training

Human Resources Manager

Human Resources Professional

Human Resources Professional  
with Payroll Practice and Management

Human Resources Senior Manager

Lean Six Sigma Black Belt  
(Exam Cost Included)

Lean Six Sigma Black Belt  
with 1-on-1 Project Coaching  
(Exam Cost Included)

Lean Six Sigma Green Belt  
(Exam Cost Included)

Lean Six Sigma Green Belt and Black Belt  
(Exam Cost Included)

Lean Six Sigma Green Belt with Black Belt  
with 1-on-1 Project Coaching  
(Exam Cost Included)

Lean Six Sigma Yellow Belt and Green Belt  
(Exam Cost Included)

Lean Training (Exam Cost Included)

Management Training Mastering

Project Management  
with PMP® Prep

Nonprofit Manager

Nonprofit Manager  
and Professional Grant Writing  
(Voucher Included)

Office Manager (Voucher Included)

Procure-to-Pay Manager (Exam Included)

Procure-to-Pay Specialist (Exam Included)

Payroll Manager

Payroll Practice and Management

Payroll Practice and Management  
with Microsoft Excel 2019  
(Voucher Included)

Procurement and  
Purchasing Management

Professional Consulting Practice

Professional Grant Writing  
(Voucher Included)

Project Management Essentials  
with CAPM® Prep

Sales Manager

Sales Representative

Senior Professional In Human Resources

Senior Professional In Human Resources  
with Payroll Practice and Management

Student Loan Counselor  
(Exam Cost Included)

The Complete Project Manager  
with CAPM® and PMP® Prep

## COMPUTER APPLICATIONS

Civil 3D Certification Training

Crystal Reports

Fundamentals of Blueprint  
Reading and Estimating

Intermediate Civil 3D Training

Microsoft Access Certification Training  
(Voucher Included)

Microsoft Excel Certification Training  
(Voucher Included)

Microsoft Office Specialist (MOS) Associate  
Certification Training (Vouchers Included)

Microsoft Office Specialist (MOS) Expert  
Certification Training (Voucher Included)

Microsoft Outlook Certification Training  
(Voucher Included)

Microsoft PowerPoint Certification Training  
(Voucher Included)

Microsoft SharePoint 2019

Microsoft Word Certification Training  
(Voucher Included)

Professional Bookkeeping  
with QuickBooks Online  
(Voucher Included)

Professional Bookkeeping  
with QuickBooks with Payroll  
Practice and Management  
(Voucher Included)

Revit Architecture Professional

Revit Fundamentals

Revit MEP Professional

Revit Structure Professional

SketchUp Pro Fundamentals

## COMPUTER SCIENCE

C++ Programmer

Front-End Web Developer

Full Stack Software Developer

Java Programmer

Java Programmer + Python Developer

JavaScript Developer

Oracle SQL and PL/SQL  
+ Python Developer

Oracle SQL and PL/SQL  
+ Python Developer + Java Programmer

Oracle SQL and PL/SQL Developer

Oracle SQL and PL/SQL Developer  
+ Java Programmer

Oracle SQL and PL/SQL Developer  
+ Python Developer

Video Game Design and Development

Web Applications Developer

Web Applications Developer Plus

Web Design Professional

## CONSTRUCTION AND TRADES

Biofuel Production Operations

Certified Additive Manufacturing-  
Fundamentals (CAM-F)  
(Voucher Included)

Certified Additive Manufacturing-  
Technician (CAM-T)(Voucher Included)

Certified Manufacturing Associate (CMfgA)  
(Voucher Included)

Certified Manufacturing Engineer (CMfgE)  
(Voucher Included)

Certified Manufacturing Technologist  
(CMfgT)(Voucher Included)

Chemical Plant Operations

CNC Machinist

CNC Machinist with VR Training  
(VR Headset Included)

Composites Technician

Die Setter

Electrical Technician (Tools Included)

Electric Vehicle Fundamentals (EVF)  
(Voucher Included)

Engineering Technician

Engineering Technician with VR Training  
(VR Headset Included)

Foundations of Plumbing (Tools Included)

Home Inspection Certificate

HVAC/R Certified Technician  
(Voucher Included)

HVAC/R Certified Technician  
(Voucher and Tools Included)

HVAC/R Controls/Building  
Automation Systems

HVAC/R Simulations for Field Technicians

HVAC/R Technician  
(Voucher and Tools Included)

Leadership in Energy  
and Environmental Design (LEED)  
(Exam Cost Included)

Maintenance Technician

Maintenance Technician (Tools Included)

Maintenance Technician with VR Training  
(VR Headset Included)

Manual Machinist

Mechatronics

NABCEP Certification - PV Associate  
(Exam Cost Included)

NABCEP Certification - PV Design Specialist

NABCEP Certification -  
PV Installation Professional

Natural Gas Plant Operations

Oil Refinery Operations

Power Plant Operations

Press Operator: Cold Stamping

Press Operator: Hot Stamping

Process Technician

Programa de Certificado de Conocimiento  
Básico de HVACR NATE Core  
(Vale y Herramientas Incluidas)

Quality Inspector

Quality Inspector with VR Training  
(VR Headset Included)

Residential Electrician (Tools Included)

Robotics in Manufacturing Fundamentals  
(RMF)(Voucher Included)

Robotics Technician

Solar Design Training

Solar Sales Training

Técnico Electrico

Técnico HVAC/R (De Español a Inglés)  
(Incluye Cupón)

Técnico HVAC/R para  
Estudiantes de Inglés (Español)

Tool and Die Maker

Toolmaker

Welder Technician (Tools Included)

## HEALTH AND FITNESS

ACE Personal Trainer

ACE Personal Trainer with Fitness  
and Health Internship

ACSM Certified Exercise Physiologist

ACSM Certified Exercise Physiologist  
with Fitness and Health Internship

ACSM Personal Training

ACSM Personal Training with Fitness  
and Health Internship

Activity Director

AFAA Group Fitness Instructor  
(Voucher Included)

Certified Physical Therapy Aide  
(Voucher Included)

Certified Professional Life Coach

Fitness Business Management

NASM Certified Nutrition Coach  
(Exam Cost Included)

NASM Certified Nutrition Coach  
+ Weight Loss Specialist (CNC, WLS)  
(Vouchers Included)

NASM Certified Personal Trainer + AFAA  
Group Fitness Instructor  
(Vouchers Included)

NASM Certified Personal Trainer  
+ Corrective Exercise  
(Vouchers Included)

NASM Certified Personal Trainer +  
Performance Enhancement  
(Vouchers Included)

NASM Certified Personal Trainer  
and Exam Preparation  
(Voucher Included)

NASM Certified Personal Trainer (Spanish)  
(Voucher Included)

NASM Certified Sports Nutrition Coach  
(Exam Cost Included)

NASM Certified Weight Loss Coach  
(CPT, CNC, WLS)(Vouchers Included)

NASM Corrective Exercise Specialist (CES)  
(Exam Cost Included)

NASM Group Personal  
Training Specialization

NASM Home Gym Design Specialization

NASM Performance Enhancement  
Specialist (PES)(Exam Cost Included)

NASM Senior Fitness Specialization

NASM Virtual Coaching Specialization

NASM Weight Loss Specialist (WLS)  
(Voucher Included)

NASM Women's Fitness Specialization

NASM Youth Exercise Specialization

NCSF Certified Strength Coach  
(Voucher Included)

NCSF Sports Nutrition Specialist  
(Voucher Included)

Nutrition for Optimal Health,  
Wellness, and Sports



Peer Support Specialist  
Social Service Assistant

## HEALTHCARE AND MEDICAL

Administrative Dental Assistant Advanced  
Hospital Coding and CCS Prep (Voucher Included)  
Advanced Medical Interpreter Certified  
Clinical Medical Assistant (CCMA) (Voucher Included)  
Certified Clinical Medical Assistant (CCMA) + Certified Electronic Health Records Specialist (CEHRS) (Vouchers Included)  
Certified Clinical Medical Assistant for the Experienced CMAA (Voucher Included)  
Certified EKG Technician (Voucher and Lab Included)  
Certified EKG Technician (Voucher Included)  
Certified Electronic Health Records Specialist (CEHRS)  
Certified Electronic Health Records Specialist + Medical Terminology (Voucher Included)  
Certified Health Unit Coordinator Certification Training (Voucher Included)  
Certified Inpatient Coder (Voucher Included)  
Certified Medical Administrative Assistant (CMAA) (Voucher Included)  
Certified Medical Administrative Assistant (CMAA) + Medical Terminology (Voucher Included)  
Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist and Medical Terminology (Vouchers Included)  
Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)  
Certified Medical Assistant for English Learners (Voucher Included)  
Certified Nursing Assistant  
Certified Outpatient Coder (Voucher Included)  
Certified Pharmaceutical Sales Representative (Exam Cost Included)

Certified Phlebotomy Technician (Voucher + Lab Included)  
Certified Professional Medical Auditor (Voucher Included)  
Certified Risk Adjustment Coder (Voucher Included)  
Clinical Dental Assistant (Vouchers Included)  
Dental Office Manager  
EKG Technician (Voucher Included)  
Home Health Aide ICD-10  
Medical Coding Medical Billing and Coding (Voucher Included)  
Medical Billing Specialist with Electronic Health Records (Vouchers Included)  
Medical Interpreter (Spanish/English)  
Medical Office Manager (CPPM) (Vouchers Included)  
Optical Manager Optician  
Certification Training Patient Access Representative (Vouchers Included)  
Patient Care Technician (Voucher Included)  
Patient Care Technician Certification for Spanish to English Learners (Exam Included)  
Personal Care Aide  
Pharmacy Technician (Voucher Included)  
Professional Recovery Coach  
Sterile Processing Technician (Voucher Included)  
**HOSPITALITY**  
Ama de Casa Bilingüe Basic  
Housekeeping Catering  
Professional Certified COVID  
Hospitality Compliance Officer (CHCO)  
Certified Destination Wedding Planner  
Certified Master Wedding and Event Planner  
Certified Model Know How  
Certified Wedding Planner

Corporate Event Planner  
COVID Readiness for Servers and Waitstaff  
Diseños Florales de Lujo El Curso  
Especializado de Diseño de Bodas y Eventos de Preston Bailey  
Event Management and Design  
Executive Housekeeper  
Fundamentos de Preston Bailey para el Diseño Floral  
Hotel Management  
Hotel Management with Executive Housekeeper  
Household Manager  
Household Manager with Executive Housekeeper  
Master Event Design  
Plan de Estudios del Curso de Certificación de Organización de Bodas y Eventos  
Preston Bailey's Fundamentals of Floral Design  
Preston Bailey's Intermediate Floral Design  
Preston Bailey's Signature Wedding and Event Design  
Restaurant Management  
Travel Agent Training (Exam Cost Included)  
Virtual Hybrid Event Planning

## INFORMATION TECHNOLOGY

AZ-104: Microsoft Azure Administrator (Voucher Included)  
AZ-900 and 104: Microsoft Azure Fundamentals and Administrator (Vouchers Included)  
AZ-900 and 500: Microsoft Azure Fundamental and Security Technologies (Vouchers Included)  
AZ-900: Microsoft Azure Fundamentals (Voucher Included)  
Certified AWS Cloud Practitioner and Developer (Vouchers Included)  
Certified AWS Cloud Practitioner and Solutions Architect (Vouchers Included)

Certified AWS Cloud Practitioner  
and SysOps Administrator  
(Vouchers Included)

Certified AWS Developer (Voucher Included)

Certified AWS Solutions Architect  
(Voucher Included)

Certified AWS SysOps Administrator  
(Voucher Included)

Certified Ethical Hacker (Voucher Included)

Certified Information Systems Security  
Professional (CISSP)

Certified Kubernetes Administrator (CKA)  
(Voucher Included)

Certified Network Defender (CND)  
(Voucher Included)

Certified Penetration Testing Professional  
(CPENT)(Voucher Included)

Cisco CCNP Enterprise ENCOR and ENARSI  
(Vouchers Included)

Cisco CCNP Enterprise ENCOR  
and ENWLSI (Vouchers Included)

Cloud Engineer IT Professional Program  
(Vouchers Included)

CompTIA® A+ Certification Training  
(Vouchers Included)

CompTIA® Advanced Security Practitioner  
(CASP)(Voucher Included)

CompTIA® Certification Training:  
ITF+ and A+ (Vouchers Included)

CompTIA® Certification Training:  
Network+, Security+ (Vouchers Included)

CompTIA® CySA+ (Voucher Included)

CompTIA® Certification Training:  
A+, Network+, Security+  
(Vouchers Included)

CompTIA® ITF+ Certification Training  
(Voucher Included)

CompTIA® Linux+ (Voucher Included)

CompTIA® Network+  
Certification Training (Voucher Included)

CompTIA® PenTest+ Training Boot Camp

CompTIA® Project+  
Certification Training (Voucher Included)

CompTIA® Security+ Certification Training  
(Voucher Included)

Computer Hacking Forensics Investigator  
(CHFI)(Voucher Included)

IC3 Certification in Digital Literacy GS6  
(Voucher Included)

Linux Foundation Certified System  
Administrator (LFCS)  
(Voucher Included)

Management for IT Professionals

SSCP Systems Security  
Certified Practitioner

VMware vSphere ICMv7.0  
for the Real World

## IT BOOT CAMPS

(ISC) CAP® Training Boot Camp (ISC)

CCSP® Training Boot Camp (ISC) CISSP®

Training Boot Camp Cisco CCNA

Associate and CyberOps  
Associate Training Boot Camp

Cloud Engineer Boot Camp  
(Vouchers Included)

CompTIA® A+ Training Boot Camp

CompTIA® Cloud+ Training Boot Camp

CompTIA® CySA+ Training Boot Camp

CompTIA® Data+ Training Boot Camp

CompTIA® Network+ Training Boot Camp

CompTIA® Security+ Training Boot Camp

Cybersecurity Boot Camp Data Analytics and  
Visualization Boot Camp

EC Council Certified Ethical Hacking (CEH)  
Training Boot Camp

Full Stack Web Development Boot Camp

ISACA CISA Training Boot Camp

Microsoft Azure Dual Certification  
Boot Camp

Software Engineering Boot Camp

## LANGUAGE

EnGen English Learning Pathways

Professional Interpreter

Professional Translator

## LAW AND LEGAL

Certificate in Family Mediation

Certificate in Healthcare and Eldercare

Certificate in Mediation  
and Restorative Justice

Certificate in Mediation and Arbitration

Certified Legal Secretary

Certified Paralegal (Voucher Included)

Court Interpreter (Spanish/English)

Digital Court Reporter

Digital Court Reporter  
with Legal Transcription

Federal Court Interpreter

Immigration Court Interpreter  
(Spanish/English)

Legal Terminology

Legal Transcriptionist

## TEACHER PROFESSIONAL DEVELOPMENT

120-Hour TEFL Certification 220-Hour

Advanced TEFL Certification

Asociado de Desarrollo Infantil –  
Base central (De Español a Inglés)

Child Development Associate –  
Center Based (Voucher Included)

Child Development Professional  
(Voucher Included)

Teacher's Aide with ParaPro Prep

## VETERINARY

Horse Care Management

Veterinary Assistant

Veterinary Assistant  
with Horse Care Management

Veterinary Office Manager

## WRITING

Certified Technical Writer

Fiction Writer Course

Professional Editor Course

Technical Writing Manager

# Offering Business Growth Solutions & Personal Enrichment Courses

## Business Categories

- Agile - Project Management
- Banking
- Business Analysis
- Business Math
- Career Building
- Change Management
- Communication
- Computer Applications
- Creativity & Innovation
- Cybersecurity & CISSP®
- Data Analytics
- Design
- Emergency Management
- Entrepreneurship
- Finance
- HR Management
- International Trade
- Leadership
- LEED Green Building
- Management
- Marketing
- Nonprofit Management
- Online Learning
- Operations
- Project Management
- Remote Work
- Security Awareness
- Six Sigma & Lean
- Small Business Management
- Women in Business



## Personal Enrichment

- **MindEdge Studio: Knitting Basics**  
1-hour \$39 - 90 day access
- **MindEdge Studio: Introduction to Drawing**  
3.5-hours \$39 - 90 day access
- **MindEdge Studio: Personal Fitness at Home**  
1-hour \$39 - 90 day access
- **MindEdge Studio: Introduction to Mixology**  
3-hours \$39 - 90 day access
- **Creative Writing: Children's Books**  
1.5-hours \$29 - 90 day access
- **Creative Writing: Memoir**  
1.5-hours \$29 - 90 day access
- **Creative Writing: Poetry**  
1.5-hours \$29 - 90 day access
- **Gardening in Small Spaces**  
1.5-hours \$29 - 90 day access
- **Taking Better Photographs**  
2-hours \$49 - 90 day access



Follow the link



<https://catalog.mindedge.com/southflorida>

# SFSC Corporate & Community Education

Serving Highlands, Hardee and DeSoto counties for almost 60 years!

## Career Path Planning

01

### Self-Assessment

- Resume Building.
- Dress for Success.
- Practice Interview Skills.
- Know your strengths and weaknesses.

02

### Research Career Options

- Explore the right career path for you!
- Take a free assessment at [sfsc.kuder.com](http://sfsc.kuder.com). Activation Code: J6568273NVJ

03

### Build Skills to Succeed

- Identify short-term training and long-term goals, including soft skills and technical skills.
- No college application or FAFSA required for these short-term programs.

04

### Network Building

- Explore Job Opportunities: Develop and maintain industry connections through networking events, career fairs, professional organizations, and a strong LinkedIn presence.
- Keep up with continuing education and professional development.



## SFSC Campus and Center Locations

### Highlands Campus

600 West College Drive  
Avon Park, FL 33825

### Hardee Campus

2968 U.S. 17 North  
Bowling Green, FL 33834

### DeSoto Campus

2251 N.E. Turner Avenue  
Arcadia, FL 34266

### Lake Placid Center

500 East Interlake Boulevard  
Lake Placid, FL 33852



### Crews Center

Truck Driving Academy  
Construction Academy

200 U.S. Highway 27 South  
Avon Park, FL 33825

 [southflorida.edu/corporate training](http://southflorida.edu/corporate%20training)

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.