EMPLOYEE DEVELOPMENT & CONTINUING EDUCATION PROGRAMS

South Florida State College

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

Email
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.

5G LEADERSHIP SKILLS

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

5G Leadership Schedule

Become 5G Certified!

5G = 5 Generations in the Workforce

3-Day Course
Community Members and Local Workforce.
To register, Call 863-453-6661.
SFSC employees, register at link below.

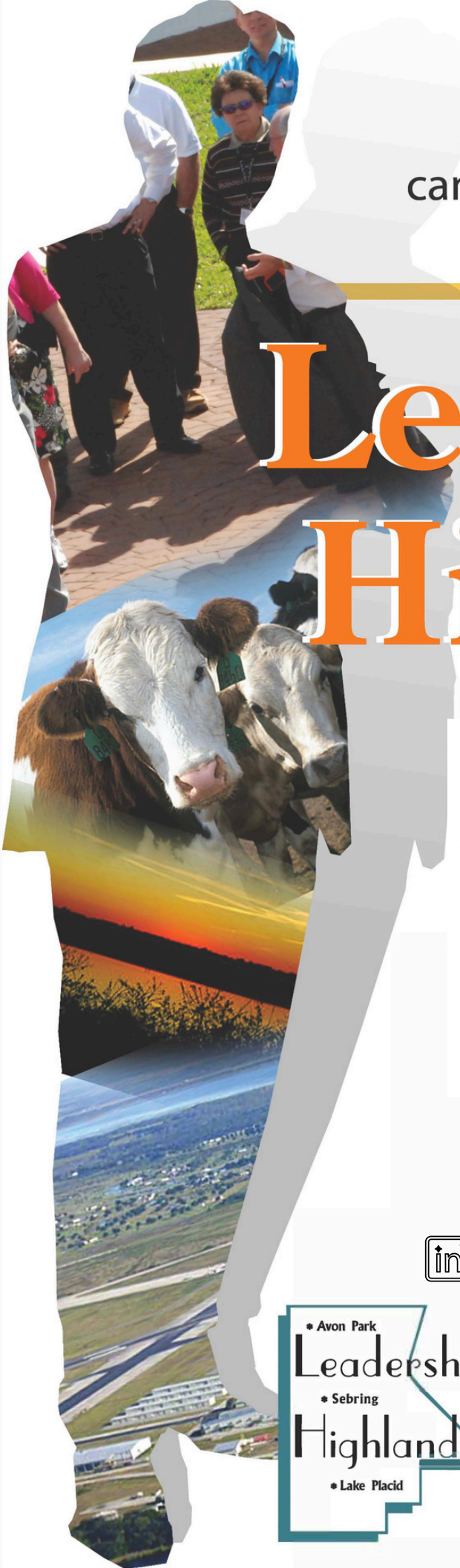


5G Leadership - $150 per day (Community Rate) BUZ-0172

Topics covered each day	Location | Room	Dates	Day	Time	CRN - Community	CRN - SFSC Employees*
1.1 Generational Intelligence 1.2 Personal Branding 1.3 Inclusive Workplaces 1.4 Synergistic Mentoring 1.5 Organizational Culture 1.6 Emotional Intelligence	Highlands | UC 203	Oct. 9, 2026	F	9 a.m. - 5 p.m.	13643	13685*
	Highlands | UC 203	Oct. 30, 2026	F	9 a.m. - 5 p.m.		13668*
	Community: This course includes all sections of pillar (1.1 - 1.6). You only need to register for the CRN listed. ***SFSC Employees:** This course includes all sections of pillar one (1.1 - 1.6). You only need to register for the CRN listed. Contact Beth Degnan to determine which sections you need (x7388).					
2.1 Leadership Communication 2.2 Body-Language Fluency 2.3 Influential Writing 2.4 Winning Mindset 2.5 Boundaries & Balance 2.6 Resilience & Adaptability 2.7 Professionalism	Highlands | UC 203	Oct. 16, 2026	F	9 a.m. - 5 p.m.	13644	13686*
	Highlands | UC 203	Nov. 6, 2026	F	9 a.m. - 5 p.m.		13669*
	Community: This course includes all sections of pillar (2.1 - 2.6). You only need to register for the CRN listed. ***SFSC Employees:** This course includes all sections of pillar two (2.1 - 2.7). You only need to register for the CRN listed. Contact Beth Degnan to determine which sections you need (x7388).					
3.1 Conflict Resolution 3.2 Business Ethics 3.3 Productivity 3.4 Dynamic Leadership 3.5 Motivation & Rewards 3.6 Stakeholder Engagement	Highlands | UC 203	Oct. 23, 2026	F	9 a.m. - 5 p.m.	13667	13642*
	Highlands | UC 203	Nov. 13, 2026	F	9 a.m. - 5 p.m.		13670*
	Community: This course includes all sections of pillar (3.1 - 3.6). You only need to register for the CRN listed. ***SFSC Employees:** This course includes all sections of pillar three (3.1 - 3.6). You only need to register for the CRN listed. Contact Beth Degnan to determine which sections you need (x7388).					

There is no charge for SFSC Employees.

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

Accepting Applications

for the 2026–27 academic year

SCAN ME

beginning May 1, 2026 through July 14, 2026, visit southflorida.edu/leadership-highlands**.**

For more information, call 863-784-7466.

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linkedin.com/company/leadership-highlands

Avon Park Leadership Sebring Highlands Lake Placid

apcc avon park Chamber of Commerce

Chamber of Commerce Lake Placid Caladium Capital of the World

Greater Sebring Chamber of Commerce

South Florida State College

AI, 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.southflorida.edu to find your course and browse other programs. Enroll anytime and access your course within 24-48 business hours.

Payment Plans Available



AI for Business Course: ChatGPT & Copilot
$795 | 36-hours
Prepare to transform your professional and personal life by changing the way you work. Learn what Generative AI platforms like ChatGPT and Microsoft Copilot are and how you can take advantage of them to become more productive. In this AI for Business course, you will learn how to write prompts (talk to AI), generate content (answers, text, photos, video), analyze data, work faster/easier in Microsoft 365 (Office) apps, and much more.

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 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 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.

Course Demo

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.

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.



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

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.

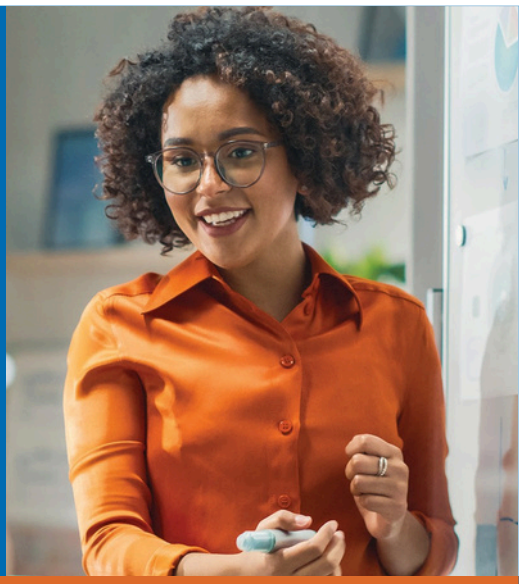
Discover key conflict resolution and change management strategies, and prepare to tackle real-world challenges in leading teams and navigating change.

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.southflorida.edu for Career Training and ed2go.com/sfsc for Quick Courses



Human Resource Professional - Certification Preparation — $1,945 | 150-hours

IN PARTNERSHIP SHRM® BETTER WORKPLACES BETTER WORLD™

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.southflorida.edu 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 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 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 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:

ed2go.com/sfsc

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**
- **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

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.

Search
careertraining.southflorida.edu
for Career Training and
ed2go.com/sfsc for
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.southflorida.edu 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.southflorida.edu 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 and search course.



COURSE FEATURES:

100% Online

24/7 Course access

6-week Instructor moderated or 3-month guided formats

Lean 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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To learn more and enroll, visit:

[ed2go.com/sfsc](#)



ADOBE
APPLICATIONS

ADVANCED CAREER TRAINING

AI AN DR ID LR PR PS

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.

South Florida State College

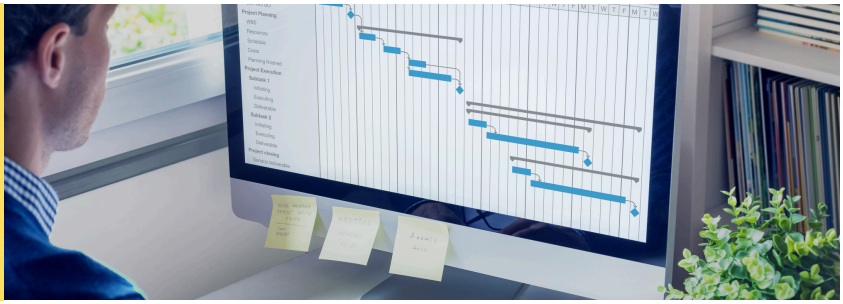
To learn more and enroll, visit:

careertraining.southflorida.edu

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.

Search careertraining.southflorida.edu for Career Training and ed2go.com/sfsc for 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.southflorida.edu 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.southflorida.edu 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.southflorida.edu 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.southflorida.edu and search course.

Course Demo

Six Sigma & Lean and International Trading

https://catalog.mindedge.com/southflorida

- **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
- Certificate of Completion
- Student Advisors Included
- Books and Materials Included
- Payment Plan
- 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.southflorida.edu and search course.

Certified Supply Chain Professional & Freight Broker/Agent Training

Course Demo

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.southflorida.edu and search course.

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

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 and search for the course.



South Florida State College

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.

Course Demo

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.

Course Demo

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.

Course Demo

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.

Course Demo

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.

To learn more and enroll, visit:
ed2go.com/sfsc

Computer Applications

Get certified at careertraining.southflorida.edu

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.southflorida.edu 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

Course Demo

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.

Microsoft Excel Certification Training

Course Demo

$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.

Microsoft Office Specialist (MOS) Expert Certification Training

POPULAR

$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.

Microsoft Access Certification Training

Course Demo

$595 | 90-hours
Certification Preparation

Earning Microsoft Offices 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.

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.

ENROLL TODAY!

Microsoft Word Certification Training

Course Demo

$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.

Microsoft PowerPoint Certification Training

Course Demo

$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.

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.

Python for AI: Create AI Apps with Flask & OpenAI

1,695 | 60-hours

This intermediate-level Python course is designed to help you build AI-powered web applications using Flask and OpenAI. Curriculum covers topics such as setting up Flask projects and integrating AIs to help with key tasks, including building and styling web forms and integrating AI for tasks like sentiment analysis. This Python for AI course is ideal for those pursuing careers in AI development, Python engineering, or web application design.



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.southflorida.edu

Information Technology

CompTIA Certifications

Get certified at
careertraining.southflorida.edu



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.southflorida.edu 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.southflorida.edu 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.southflorida.edu 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.southflorida.edu and search course.



ENROLL TODAY



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

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To learn more and enroll visit:

careertraining.southflorida.edu

Insurance Agent or Adjuster

Work At Your Own Pace Online at SFSC.oltraining.com

2-15 Health and Life Insurance Pre-Licensing

Course Demo

$154
60-hours | 3-months access
On Demand with Instructor

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 and search for course and other offerings.

2-20 Property & Casualty/ General Lines

$350
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 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 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 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** 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 get started, you must complete the required 63-hour pre-licensing course for sales associates. After finishing the course, you'll need to pass the course final exam. SFSC offers this training in person or online, available 24/7 at southflorida.edu/realestate. To qualify, you must be at least 18 years old and hold a high school diploma or GED.

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.

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.

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.eu/realestate.

All requirements met

Contact us today!

The Department of Corporate and Community Education

- 863.784.7466
- corporatetraining@southflorida.edu
- 600 W. College Dr. , Avon Park, FL 33825
- Like us on facebook at SFSCCCE
- Visit southflorida.edu/corporatetraining

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

INVEST IN YOUR FUTURE!

Real Estate Sales Associate

Online Real Estate Courses at southflorida.edu/realestate

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



Real Estate Sales Associate Courses

To start your journey toward becoming a real estate agent, the first step is enrolling in the Sales Associate course. The Florida Real Estate Principles, Practices, and Law course is a comprehensive pre-licensing program designed to prepare you for success while staying current with the latest legislative updates in Florida. The curriculum follows the course outline established by the Florida Division of Real Estate. To enroll, you must be at least 18 years old and have a high school diploma or equivalent.

SALES ASSOCIATE PRE-LICENSING COURSE - 63 Hours

- DBPR- and FREC-approved 63-hour Florida Sales Associate pre-licensing course **$299**

SALESPERSON POST-LICENSING - 45 Hours

- Post-Licensing Education for Florida Real Estate Sales Associates **$140**

CONTINUING EDUCATION

- **Florida Real Estate Continuing Education Bundle** - Complete all 14-hours of continuing education hours for Florida real estate license renewal with this convenient bundle package. The bundle includes all four required courses listed below for one low price - **$49**
- **Individual Course Pricing (À La Carte):**
  - **Fair Housing** (4-hours) — **$27**
  - **Florida Contracts** (4-hours) — **$27**
  - **Business Ethics for Florida Real Estate Professionals** (3-hours) — **$27**
  - **Florida Real Estate Core Law** (3-hours) — **$27**

EXAM PREP

- Study Guide for Sales Associate Prelicense Exam **$29**

Visit southflorida.edu/realestate to register or click the links above.

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 Continuing Education

Online Real Estate Courses at 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, 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. 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 Alloted
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 or Calling Customer Care at (888) 204-6289



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.identogo.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!

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. 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 Campus
500 East Interlake Boulevard
Lake Placid, FL 33852

South Florida State College

Crews Center
Truck Driving Academy
Construction Academy
200 U.S. Highway 27 South
Avon Park, FL 33825

southflorida.edu/corporate training

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.