

SOUTH FLORIDA STATE COLLEGE

Corporate Education

CURRENT SCHEDULE
OF CLASSES

Discover a New World



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



SOUTH FLORIDA STATE COLLEGE - CORPORATE TRAINING SCHEDULE

AGRICULTURE - HIGHLANDS CAMPUS

CRN	PREFIX	CR	COURSE NAME	RM	DAY	TIME	FEES	INSTRUCTOR	DATES	
TBA	AGZ 0001	10	Certified Crop Advisor's Seminar ALL DAY SESSION	T20		8:00am - 6:00pm			TBA	

Contact Lorrie Key at 863-784-7033 or email CorporateTraining@southflorida.edu for more informatio.

BUSINESS AND TECHNOLOGY - HIGHLANDS CAMPUS

CRN	PREFIX	CR	COURSE NAME	RM	DAY	TIME	FEES	INSTRUCTOR	DATES	
20724	CGZ 0218	4	Introduction to MS Excel 2013	I207	W	5:30pm - 7:30pm	\$85.00	Stevens, C.	1/21/2015	1/28/2015

Learn to create, format, save, and print basic spreadsheets, formulas, and charts.

20480	CGZ 0320	4	Introduction to QuickBooks 2014	I218	R	7:00pm - 9:00pm	\$149.99	Small, L.	01/22/15	01/29/15
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Learn how to create a new company file, work with lists, set up your items, track customers and sales, track vendors and expenses, and track sales tax. *Class is offered in 2 evening sessions.

20725	CGZ 0224	4	Intermediate MS Excel 2013	I207	W	5:30pm - 7:30pm	\$85.00	Stevens, C.	2/4/2015	2/11/2015
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Take your Excel spreadsheets to the next level; learn to sort and filter data, create cross-sheet formulas, and more!

21039	CGZ 0321	4	Intermediate QuickBooks 2014	I218	R	7:00pm - 9:00pm	\$149.99	Small, L.	02/05/15	02/12/15
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Learn how to customize QuickBooks, track time, set up and use payroll, pay liabilities and taxes, purchase and manage inventory, build inventory assemblies, track sales orders and back orders, work with reports, and integrate with Excel. *Class is offered in 2 evening sessions.

21353	CGZ 0231	4	Intro to PIXLR	I207	W	5:30pm - 7:30pm	\$55.00	Stevens, C.		02/18/15
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No need to buy expensive graphics software: discover PIXLR a free online photo and graphics application! In this class participants will learn the basics of PIXLR for photo correction and enhancement, merging images together, creating PowerPoint presentation backgrounds, manipulating text, enhancing old documents and photographs, and more!

21354	CGZ 0104	4	Intro to MS Publisher 2013	I207	W	5:30pm - 7:30pm	\$55.00	Stevens, C.		02/25/15
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In this workshop you will learn to create visually rich, professional-looking publications quickly and easily. With more than 1600 installed templates, Publisher can help you create attractive, professional newsletters, calendars, business cards, greeting cards, brochures, flyers, award certificates and more! In this workshop, you will learn to create professional publications which integrate images, text, tables, and other page elements.

21355	CGZ 0220	4	Intro to MS PowerPoint 2013	I207	W	5:30pm - 7:30pm	\$55.00	Stevens, C.		03/04/15
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Learn to create, dazzling PowerPoint presentations! Introduction to MS PowerPoint 2010. Class will cover layouts, how to apply background and template designs, graphics and animation.

21356	CGZ 0356	4	Intro to Adobe Photoshop 6.0	I207	W	5:30pm - 7:30pm	\$85.00	Stevens, C.	3/11/2015	3/25/2015
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Isn't it time for you to learn the basics of Adobe Photoshop 6.0, the most popular graphics software in the world? In this workshop you will learn to utilize basic Photoshop tools, how to adjust/correct photographs & combine photographic elements together, how to use layers, transparency, image resizing, plus many other Photoshop features.

SOUTH FLORIDA STATE COLLEGE - CORPORATE TRAINING SCHEDULE

BUSINESS AND TECHNOLOGY - HIGHLANDS CAMPUS

CRN	PREFIX	CR	COURSE NAME	RM	DAY	TIME	FEES	INSTRUCTOR	DATES	
21357	CGZ 0312	4	Intro to Adobe InDesign 6.0	I207	W	5:30pm - 7:30pm	\$85.00	Stevens, C.	04/01/15	04/08/15

Adobe InDesign 6.0 is the premier desktop publishing software used to create & design documents such as posters, flyers, brochures, magazines, newspapers and books. In this workshop, you will learn the basics of document preparation, page layout, graphics & object integration, formatting, and text editing.

21195	CGZ 0320	4	Introduction to QuickBooks 2014	204	R	7:00pm - 9:00pm	\$149.99	Small, L.	02/19/15	02/26/15
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Learn how to create a new company file, work with lists, set up your items, track customers and sales, track vendors and expenses, and track sales tax. *Class is offered in 2 evening sessions.

21361	CGZ 0321	4	Intermediate QuickBooks 2014	204	R	7:00pm - 9:00pm	\$149.99	Small, L.	03/26/15	04/02/15
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Learn how to customize QuickBooks, track time, set up and use payroll, pay liabilities and taxes, purchase and manage inventory, build inventory assemblies, track sales orders and back orders, work with reports, and integrate with Excel. *Class is offered in 2 evening sessions.

BUSINESS AND TECHNOLOGY - HARDEE CAMPUS

CRN	PREFIX	CR	COURSE NAME	RM	DAY	TIME	FEES	INSTRUCTOR	DATES	
TBA	CGZ 0320	4	Introduction to QuickBooks 2014	204			\$149.99	Small, L.	TBA	TBA

Learn how to create a new company file, work with lists, set up your items, track customers and sales, track vendors and expenses, and track sales tax. *Class is offered in 2 evening sessions.

TBA	CGZ 0321	4	Intermediate QuickBooks 2014	204			\$149.99	Small, L.	TBA	TBA
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Learn how to customize QuickBooks, track time, set up and use payroll, pay liabilities and taxes, purchase and manage inventory, build inventory assemblies, track sales orders and back orders, work with reports, and integrate with Excel. *Class is offered in 2 evening sessions.

CHILD DEVELOPMENT - HIGHLANDS CAMPUS

CRN	PREFIX	CR	COURSE NAME	RM	DAY	TIME	FEES	INSTRUCTOR	DATES	
TBA	CCZ 0411	40	Introduction to Child Care						TBA	TBA

This course is intended to provide new child care personnel in child care facilities with the basic skills to provide a safe learning environment for children in a child care facility. The course includes State and Local Rules and Regulations; Child Abuse and Neglect; Health, Safety and Nutrition, Child Growth and Development, Behavioral Observation and Screening; and Developmentally Appropriate Practices for children with Special Needs. This course meets the minimum mandatory DCF/State training required to work in a child care facility. **Must have a minimum of ten students to run class; price includes all six manuals. Contact Debbie Gutierrez at 863-784-7032 or email Deborah.Gutierrez@southflorida.edu for more information.*

TBA	CCZ 0421	60	FCCPC I English	T05	T / R	6:00pm - 10:00pm	\$300.00	Clanton, D.	TBA	TBA
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Completion of both the FCCPC I and II courses are key elements to earning a Florida Child Care Professional Credential (FCCPC), which assists early childhood caregivers in expanding their career opportunities. FCCPC I and II address eight core areas of knowledge and skill associated with delivery of quality education to preschool children, and build upon the content of the state-mandated training courses previously completed by the caregiver. **Must have a minimum of ten students to run class. Contact Debbie Gutierrez at 863-784-7032 or email Deborah.Gutierrez@southflorida.edu for more information.*

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CHILD DEVELOPMENT - HIGHLANDS CAMPUS

CRN	PREFIX	CR	COURSE NAME	RM	DAY	TIME	FEES	INSTRUCTOR	DATES	
TBA	CCZ 0422	60	FCCPC I English	T05	T / R	6:00pm - 10:00pm	\$300.00	Clanton, D.	TBA	TBA

Completion of both the FCCPC I and II courses are key elements to earning a Florida Child Care Professional Credential (FCCPC), which assists early childhood caregivers in expanding their career opportunities. FCCPC I and II address eight core areas of knowledge and skill associated with delivery of quality education to preschool children, and build upon the content of the state-mandated training courses previously completed by the caregiver. *Must have a minimum of ten students to run class. *Contact Debbie Gutierrez at 863-784-7032 or email Deborah.Gutierrez@southflorida.edu for more information.*

TBA	CCZ 0420	45	FCCPC Renewal Online (English)	Distance Learning Online					TBA	TBA
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This course is strictly online, self-paced, no exams and no class meetings. Student must notify Debbie Gutierrez via email ONLY when they have registered and paid in order to gain online access. Email Address: **SPECIAL NOTE: Class is also available in Spanish contact Debbie Gutierrez 863-784-7032 or email Deborah.Gutierrez@southflorida.edu for more information.*

TBA	CCZ 0423	45	Director's Credential Renewal Online (English)	Distance Learning Online					TBA	TBA
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This course is strictly online, self-paced, no exams and no class meetings. Student must notify Debbie Gutierrez via email ONLY when they have registered and paid in order to gain online access. **SPECIAL NOTE: Class is also available in Spanish contact Debbie Gutierrez 863-784-7032 or email Deborah.Gutierrez@southflorida.edu for more information.*

TBA	EEZ 0002	45	Program Management Online	Distance Learning Online					TBA	TBA
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This is a **NON-CREDIT** Program Management course (we do not offer ANY credit courses in Child Care). This is an Independent Study/hybrid course through Panther Central. This course is the DCF approved course for anyone seeking their Directors Credential. *Contact Debbie Gutierrez at 863-784-7032 or email Deborah.Gutierrez@southflorida.edu for more information.*

TBA	CCZ 0447	6	Early Childhood Education Conference	UC					Coming Soon!	
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Earn .6 CEU's 6 hours of in-service training credit by attending. *Contact Debbie Gutierrez at 863-784-7032 or email Deborah.Gutierrez@southflorida.edu for more information.*

ALLIED HEALTH - HIGHLANDS CAMPUS

CRN	PREFIX	CR	COURSE NAME	RM	DAY	TIME	FEES	INSTRUCTOR	DATES	
TBA	VHZ 0604	30	IV Therapy for Licensed Practical Nurses	T20	M-F	8:00am - 2:30pm	\$195.99*	Schumacher, R.		TBA

This 30 hour class satisfies the requirement for licensed practical nurses. **COURSE PREREQUISITE: Must be a Licensed Practical Nurse *Additional cost of coursebook required. For more for information call Lorrie Key @ 863-784-7033 or email CorporateTraining@southflorida.edu*

20753	DHZ 0003	60	Local Anesthesia Administration for Dental Hygienists	30 hr Online Didactic Component 14 hr Observation Component 16 hr Clinical Component			\$1,175.00	Dowd, N. Milliken, D.	01/12/15	03/10/15
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This 60 hour contact course designed to meet the requirements outlined by Florida Statute 466.017 for Administration of Local Anesthesia by Dental Hygienists. **SPECIAL COURSE PREREQUISITES: Must have current Florida Dental Hygiene License, current CPR certification. *Additional cost of coursebooks required. For more for information or to request an information/registration packet call Lorrie Key @ 863-784-7033 or email CorporateTraining@southflorida.edu*

TBA	VHZ 0506	75	Home Health Aide						Coming Soon!	
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This program prepares Certified Nursing Assistants for employment with a home health agency as a Home Health Aide providing care to clients in a home setting. Upon successful completion of the program you will receive a Home Health Aide certificate. This course meets the guidelines established by the Florida Department of Education. **SPECIAL COURSE PREREQUISITES: Must have a current State of Florida CNA certificate and current CPR certification. *Additional cost of course books required. For more for information call Lorrie Key @ 863-784-7033 or email CorporateTraining@southflorida.edu*

SOUTH FLORIDA STATE COLLEGE - CORPORATE TRAINING SCHEDULE

ALLIED HEALTH - HIGHLANDS CAMPUS

CRN	PREFIX	CR	COURSE NAME	RM	DAY	TIME	FEES	INSTRUCTOR	DATES	
20499	CCZ 0507	4	C P R	CC120	S	8:00am - 12:00pm	\$40.00	Smith, G.		01/10/15
20507	CCZ 0507	4	C P R	CC120	R	6:00pm - 10:00pm	\$40.00	Smith, G.		01/15/15
20497	CCZ 0507	4	C P R	CC120	S	8:00am - 12:00pm	\$40.00	Smith, G.		02/14/15
20789	CCZ 0507	4	C P R	CC120	R	6:00pm - 10:00pm	\$40.00	Smith, G.		02/19/15
20498	CCZ 0507	4	C P R	CC120	S	8:00am - 12:00pm	\$40.00	Smith, G.		03/07/15
21428	CCA 0507	4	C P R	CC120	R	6:00pm - 10:00pm	\$40.00	Smith, G.		03/12/15
20503	CCA 0507	4	C P R	CC120	S	8:00am - 12:00pm	\$40.00	Smith, G.		04/11/15
21429	CCA 0507	4	C P R	CC120	R	8:00am - 12:00pm	\$40.00	Smith, G.		04/16/15

Learn Basic Life Support (BLS) through the American Heart Association with a Certified BLS Instructor. Course provides training for designated first responders, or individuals needing credentialed training for job or regulatory requirements. Learn how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. Students will participate in simulated clinical scenarios and learning stations, skills practice and skills testing, and complete a written exam.

21036	CCA 0505	4	First Aid	CC120	S	1:00pm - 5:00pm	\$40.00	Smith, G.		01/10/15
21037	CCA 0505	4	First Aid	CC120	S	1:00pm - 5:00pm	\$40.00	Smith, G.		02/14/15
21393	CCA 0505	4	First Aid	CC120	S	1:00pm - 5:00pm	\$40.00	Smith, G.		03/07/15
21394	CCA 0505	4	First Aid	CC120	S	1:00pm - 5:00pm	\$40.00	Smith, G.		04/11/15

Course provides training for designated first responders, or individuals needing credentialed training for job or regulatory requirements. This course covers first aid basics, medical, injury and environmental emergencies and AID use. Students must complete a written exam.

TRADE & INDUSTRY - HIGHLANDS CAMPUS

CRN	PREFIX	CR	COURSE NAME	RM	DAY	TIME	FEES	INSTRUCTOR	DATES	
TBA	CWZ 0120	14	Contractor's Recertification - 2 Day	T20	T / W	8:30am - 4:30pm	\$300.00	Miller, C.		TBA
TBA	CWZ 0120	7	Contractor's Recertification <i>(Day 1 Only)</i>	T20	T	8:30am - 4:30pm	\$200.00	Miller, C.		TBA
TBA	CWZ 0120	7	Contractor's Recertification <i>(Day 2 Only)</i>	T20	W	8:30am - 4:30pm	\$200.00	Miller, C.		TBA

For more for information or to request an information/registration packet call Lorrie Key @ 863-784-7033 or email CorporateTraining@southflorida.edu

	ADZ 0010	8	EPA Test				\$52.75	Tom Bush		<i>*SEE NOTE</i>
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**Note: For more information contact Instructor, Tom Bush 863-784-7117 or 863-784-7162.*

21454	TIZ 0014	10	OSHA Training - Construction	T24	R / F	12:00pm - 5:00pm	\$159.00	Bush, T.	3/5/2015	3/6/2015
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The OSHA Outreach Training Program for the Construction Industry provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in the construction industry. The program also provides information regarding workers' rights and employer responsibilities. Through this program, workers can attend a 10-hour class delivered by SFSC OSHA-authorized trainers. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contribute to our nation's productivity.

SOUTH FLORIDA STATE COLLEGE - CORPORATE TRAINING SCHEDULE

TRADE & INDUSTRY - HIGHLANDS CAMPUS (CREWS CENTER)

CRN	PREFIX	CR	COURSE NAME	RM	DAY	TIME	FEES	INSTRUCTOR	DATES
21455	TIZ 0014	10	OSHA Training - General Industry	T24	R / F	12:00pm - 5:00pm	\$159.00	Bush, T.	3/12/2015 3/13/2015

The OSHA Outreach Training Program for General Industry provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contribute to our nation's productivity. **NOTE: This is a voluntary program and does not meet training requirements for any OSHA standards.**

CDL Refreshers and CDL Exams are scheduled by appointment only. Contact Lorrie Key at 863-784-7033 for more information.

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

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

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

South Florida State College offers many programs to help you meet your individual educational goals and needs. We are committed to providing high-quality, innovative and flexible learning opportunities. The College also provides specialized services for business and industry. Contact SFSC Corporate and Community Education Department to schedule a customized class to meet your employee training needs. For more information contact Lorrie Key, Director at 863-784-7033 or email CorporateTraining@southflorida.edu

Register for classes in Building B, at the Highlands Campus, Avon Park or any SFSC campus/center, or you may also register by phone, call 863-784-7405 or 863-784-7134 or 863-784-7416

All classes subject to change or cancellation; no refunds will be given after class begins.



HIGHLANDS CAMPUS
600 West College Drive
Avon Park, FL 33825
863-453-6661

HARDEE CAMPUS
2968 U.S. 17 North
Bowling Green, FL 33834
863-773-3081

DESOTO CAMPUS
2251 N.E. Turner Avenue
Arcadia, FL 34266
863-993-1757

LAKE PLACID CENTER
500 East Interlake Boulevard
Lake Placid, FL 33852
863-465-3003

South Florida State College is an equal access/equal opportunity institution. SFSC is accredited by the Commission on Colleges of the 1866 Southern Association of Colleges and Schools to award baccalaureate and associate degrees. Contact the Commission on Colleges at Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the accreditation of SFSC. Inquiries about SFSC, such as admission requirements, financial aid, or educational programs, should be directed to the college and not the Commission on Colleges.



**SOUTH
FLORIDA**
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