

Institute for Economic Development

Train to Gain



Winter Schedule

Improve your
career skills and
increase your
competitive
advantage

- Translate your skills onto a stellar resume
- Find your perfect career with a FREE interest and skills assessment
- Learn from highly trained business professionals at a very affordable price

TRAIN TO GAIN CLASSES IN:

Career Preparation
Administrative Tools
Computer Technology

Contact:
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954-201-7803



Classes are held at the Willis Holcombe Center, 111 E. Las Olas Blvd., Bldg. 33, Fort Lauderdale, and Tigertail Lake Recreational Center, 580 Gulfstream Way, Dania Beach.

ALL CLASSES \$30.00.

CAREER PREPARATION AND READINESS

Class	Date	Time	Bldg./Room
Business Grammar Made Easy	1/16	9 a.m. - Noon	Tigertail
	3/27	1-4 p.m.	Tigertail
Business Writing Made Easy	1/23	9 a.m. - Noon	Tigertail
	4/3	6-9 p.m.	Tigertail
Resume Writing Made Easy	1/30	9 a.m. - Noon	Tigertail
	4/10	9 a.m. - Noon	Tigertail
Interviewing Skills	2/6	9 a.m. - Noon	Tigertail
	4/17	6-9 p.m.	Tigertail
Effective Customer Service	2/13	9 a.m. - Noon	Tigertail
	4/24	6-9 p.m.	Tigertail
Presentation Skills Made Easy and Fearless	2/20	9 a.m. - Noon	Tigertail
	5/1	9 a.m. - Noon	Tigertail
Skills for Today's Workforce	2/27	9 a.m. - Noon	Tigertail
	5/8	9 a.m. - Noon	Tigertail
Essentials of Leadership	3/13	9 a.m. - Noon	Tigertail
	5/15	1-4 p.m.	Tigertail

ADMINISTRATIVE TOOLS

INTRODUCTION TO COMPUTERS	1/15	9 a.m. - Noon	WHC 33/308
Module 1: Basic computer concepts, mouse skills, overview of programs installed, and basic operational functions	2/12	6-9 p.m.	WHC 33/308
	3/19	1-4 p.m.	WHC 33/308
Module 2: E-mail & and the Internet in the Workplace	1/17	9 a.m. - Noon	WHC 33/308
	2/14	6-9 p.m.	WHC 33/308
	3/21	1-4 p.m.	WHC 33/308
MICROSOFT WORD 2010			
Word Fundamentals: Applying templates, creating documents, opening, saving, editing, copying, and printing. Participants must have basic keyboarding and mouse skills.	1/22	9 a.m. - Noon	WHC 33/308
	2/19	6-9 p.m.	WHC 33/308
	3/26	1-4 p.m.	WHC 33/308
Module I: Core skills for creating word documents	1/29	9 a.m. - Noon	WHC 33/308
	2/26	6-9 p.m.	WHC 33/308
	4/2	1-4 p.m.	WHC 33/308

ADMINISTRATIVE TOOLS

Class	Date	Time	Bldg./Room
MICROSOFT WORD 2010			
Module 2: Tables, mail merge, graphs	2/5	9 a.m. - Noon	WHC 33/308
	3/12	6-9 p.m.	WHC 33/308
	4/9	1-4 p.m.	WHC 33/308
Module 3: Enhanced formatting and document management. Text formatting, track changes, revisions, comments	2/12	9 a.m. - Noon	WHC 33/308
	3/19	6-9 p.m.	WHC 33/308
	4/16	1-4 p.m.	WHC 33/308
Module 4: Advanced features, multiple pages and macros	2/19	9 a.m. - Noon	WHC 33/308
	3/26	6-9 p.m.	WHC 33/308
	4/23	1-4 p.m.	WHC 33/308
MICROSOFT EXCEL 2010			
Excel Fundamentals: Spreadsheet design and usage	1/24	9 a.m. - Noon	WHC 33/308
	2/21	6-9 p.m.	WHC 33/308
	3/28	1-4 p.m.	WHC 33/308
Module 1: Core skills for managing excel data	1/31	9 a.m. - Noon	WHC 33/308
	2/28	6-9 p.m.	WHC 33/308
	4/4	1-4 p.m.	WHC 33/308
Module 2: Charts, pivot tables, conditional formatting, smart arts, screenshots	2/7	9 a.m. - Noon	WHC 33/308
	3/14	6-9 p.m.	WHC 33/308
	4/11	1-4 p.m.	WHC 33/308
Module 3: Formulas and functions	2/14	9 a.m. - Noon	WHC 33/308
	3/21	6-9 p.m.	WHC 33/308
	4/18	1-4 p.m.	WHC 33/308
Module 4: Advanced formulas and functions	2/21	9 a.m. - Noon	WHC 33/308
	3/28	6-9 p.m.	WHC 33/308
	4/25	1-4 p.m.	WHC 33/308
Module 5: Macros, data analysis, calculations of formulas across worksheets, importing and exporting, data validation feature	2/28	9 a.m. - Noon	WHC 33/308
	4/4	6-9 p.m.	WHC 33/308
	5/2	1-4 p.m.	WHC 33/308
MICROSOFT ACCESS 2010			
Module 1: Core skills for database structure	1/28	1-4 p.m.	WHC 33/308
	3/11	9 a.m. - Noon	WHC 33/308
Module 2: Queries and forms	2/4	1-4 p.m.	WHC 33/308
	3/18	9 a.m. - Noon	WHC 33/308
Module 3: Reports	2/11	1-4 p.m.	WHC 33/308
	3/25	9 a.m. - Noon	WHC 33/308
Module 4: Advanced user features	2/18	1-4 p.m.	WHC 33/308
	4/1	9 a.m. - Noon	WHC 33/308
Module 5: Database management and macros	2/25	1-4 p.m.	WHC 33/308
	4/8	9 a.m. - Noon	WHC 33/308
MICROSOFT POWERPOINT			
Module 1: Core skills to develop presentations	1/30	1-4 p.m.	WHC 33/308
	2/20	9 a.m. - Noon	WHC 33/308

ADMINISTRATIVE TOOLS

Class	Date	Time	Bldg./Room
MICROSOFT POWERPOINT 2010			
Module 2: Crafting your presentation for maximum impact	2/6	1-4 p.m.	WHC 33/308
	2/27	9 a.m. - Noon	WHC 33/308
Module 3: Designing a visual and interactive presentation	2/13	1-4 p.m.	WHC 33/308
	3/13	9 a.m. - Noon	WHC 33/308

COMPUTER TECHNOLOGY

ADOBE PHOTOSHOP CS6

Module 1: Getting started	1/26	9 a.m. - Noon	WHC 33/509
Module 2: Working with layers and adjusting images	2/2	9 a.m. - Noon	WHC 33/509
Module 3: Retouching and resizing images	2/9	9 a.m. - Noon	WHC 33/509
Module 4: Preparing finished images	2/16	9 a.m. - Noon	WHC 33/509
Module 5: Fills, overlays, and masks	2/23	9 a.m. - Noon	WHC 33/509
Module 6: Creating image effects, web and video images	3/2	9 a.m. - Noon	WHC 33/509

ADOBE ILLUSTRATOR CS6

Module 1: Getting started	3/16	9 a.m. - Noon	WHC 33/509
Module 2: Applying colors and drawing paths	3/23	9 a.m. - Noon	WHC 33/509
Module 3: Working with text, fills, colors and layers	3/30	9 a.m. - Noon	WHC 33/509
Module 4: Typography and advanced vector and raster text	4/6	9 a.m. - Noon	WHC 33/509
Module 5: Manipulating paths, enhancing fills, and strokes	4/13	9 a.m. - Noon	WHC 33/509
Module 6: Transforming shapes, effects, and graphic styles. Web files and graphs.	4/20	9 a.m. - Noon	WHC 33/509

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Locations:

Willis Holcombe Center 111 East Las Olas Blvd. (Bldg. 33, Rooms 308 and 509), Fort Lauderdale, FL 33301

Tigertail Lake Recreational Center, 580 Gulfstream Way, Dania Beach, FL 33304