

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	9/10	9 a.m. - Noon	WHC 33/308
Module 1: Basic computer concepts, mouse skills, overview of programs installed, and basic operational functions	9/22	9 a.m. - Noon	WHC 33/308
	10/15	6-9 p.m.	WHC 33/308
Module 2: Microsoft Windows & the Internet	9/12	9 a.m. - Noon	WHC 33/308
	9/29	9 a.m. - Noon	WHC 33/308
	10/17	6-9 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.	9/11	9 a.m. - Noon	WHC 33/308
	10/16	6-9 p.m.	WHC 33/308
Module I: Core skills for creating word documents	9/17	9 a.m. - Noon	WHC 33/308
	10/13	9 a.m. - Noon	WHC 33/308
	10/22	6-9 p.m.	WHC 33/308

ADMINISTRATIVE TOOLS

Class	Date	Time	Bldg./Room
MICROSOFT WORD 2010			
Module 2: Tables, mail merge, graphs	9/19	9 a.m. - Noon	WHC 33/308
	10/20	9 a.m. - Noon	WHC 33/308
	10/24	6-9 p.m.	WHC 33/308
Module 3: Enhanced formatting and document management. Text formatting, track changes, revisions, comments	9/21	9 a.m. - Noon	WHC 33/308
	10/27	9 a.m. - Noon	WHC 33/308
	10/29	6-9 p.m.	WHC 33/308
Module 4: Advanced features, multiple pages and macros	9/24	9 a.m. - Noon	WHC 33/308
	10/31	6-9 p.m.	WHC 33/308
	11/3	9 a.m. - Noon	WHC 33/308
MICROSOFT EXCEL 2010			
Excel Fundamentals: Spreadsheet design and usage	9/13	9 a.m. - Noon	WHC 33/308
	10/18	6-9 p.m.	WHC 33/308
Module 1: Core skills for managing excel data	9/18	9 a.m. - Noon	WHC 33/308
	10/23	6-9 p.m.	WHC 33/308
	11/10	9 a.m. - Noon	WHC 33/308
Module 2: Charts, pivot tables, conditional formatting, smart arts, screenshots	9/20	9 a.m. - Noon	WHC 33/308
	10/25	6-9 p.m.	WHC 33/308
	11/17	9 a.m. - Noon	WHC 33/308
Module 3: Formulas and functions	9/25	9 a.m. - Noon	WHC 33/308
	10/30	6-9 p.m.	WHC 33/308
	12/1	9 a.m. - Noon	WHC 33/308
Module 4: Advanced formulas and functions	9/27	9 a.m. - Noon	WHC 33/308
	11/1	6-9 p.m.	WHC 33/308
	12/8	9 a.m. - Noon	WHC 33/308
Module 5: Macros, data analysis, calculations of formulas across worksheets, importing and exporting, data validation feature	10/2	9 a.m. - Noon	WHC 33/308
	11/6	6-9 p.m.	WHC 33/308
	12/15	9 a.m. - Noon	WHC 33/308
MICROSOFT ACCESS 2010			
Module 1: Core skills for database structure	10/1	9 a.m. - Noon	WHC 33/308
	11/5	6-9 p.m.	WHC 33/308
Module 2: Queries and forms	10/3	9 a.m. - Noon	WHC 33/308
	11/7	6-9 p.m.	WHC 33/308
Module 3: Reports	10/5	9 a.m. - Noon	WHC 33/308
	11/9	6-9 p.m.	WHC 33/308
Module 4: Advanced user features	10/8	9 a.m. - Noon	WHC 33/308
	11/14	6-9 p.m.	WHC 33/308
Module 5: Database management and macros	10/10	9 a.m. - Noon	WHC 33/308
	11/28	6-9 p.m.	WHC 33/308
MICROSOFT POWERPOINT			
Module 1: Core skills to develop presentations	10/9	9 a.m. - Noon	WHC 33/308
	11/13	6-9 p.m.	WHC 33/308

ADMINISTRATIVE TOOLS

Class	Date	Time	Bldg./Room
MICROSOFT POWERPOINT 2010			
Module 2: Crafting your presentation for maximum impact	10/11 11/15	9 a.m. - Noon 6-9 p.m.	WHC 33/308 WHC 33/308
Module 3: Designing a visual and interactive presentation	10/16 11/27	9 a.m. - Noon 6-9 p.m.	WHC 33/308 WHC 33/308

COMPUTER TECHNOLOGY

ADOBE PHOTOSHOP CS6

Module 1: Getting started	9/15	9 a.m. - Noon	WHC 33/509
Module 2: Working with layers and adjusting images	9/22	9 a.m. - Noon	WHC 33/509
Module 3: Retouching and resizing images	9/29	9 a.m. - Noon	WHC 33/509
Module 4: Preparing finished images	10/6	9 a.m. - Noon	WHC 33/509
Module 5: Fills, overlays, and masks	10/13	9 a.m. - Noon	WHC 33/509
Module 6: Creating image effects, web and video images	10/20	9 a.m. - Noon	WHC 33/509

ADOBE ILLUSTRATOR CS6

Module 1: Getting started	10/27	9 a.m. - Noon	WHC 33/509
Module 2: Applying colors and drawing paths	11/3	9 a.m. - Noon	WHC 33/509
Module 3: Working with text, fills, colors and layers	11/10	9 a.m. - Noon	WHC 33/509
Module 4: Typography and advanced vector and raster text	11/17	9 a.m. - Noon	WHC 33/509
Module 5: Manipulating paths, enhancing fills, and strokes	12/1	9 a.m. - Noon	WHC 33/509
Module 6: Transforming shapes, effects, and graphic styles. Web files and graphs.	12/8	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