

Institute for Economic Development

Train to Gain



Summer 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
- Make your resume stand out from the competition
- Learn from highly trained business professionals at a very affordable price

TRAIN TO GAIN CLASSES IN:

Career Preparation
Administrative Tools
Computer Technology

Phone: 954-201-7803 / Fax: 954-201-7087 / Email: traintogain@broward.edu

Locations:

Willis Holcombe Center 111 East Las Olas Blvd. (Bldg. 33, Rooms 308 and 509)
Park on the first two levels of the City Parking Garage, located north of 111 East Las Olas Blvd.
Pay at the parking kiosks (charge \$1.25/hour).

Tigertail Lake Recreational Center, 580 Gulfstream Way, Dania Beach, FL 33304
Parking is free.

Contact:
traintogain@broward.edu
954-201-7800



Classes are held at the Willis Holcombe Center, Fort Lauderdale, 111 E. Las Olas Blvd., Bldg. 33, 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	5/22	9 a.m. - Noon	Tigertail
	6/26	1-4 p.m.	Tigertail
Business Writing Made Easy	5/29	9 a.m. - Noon	Tigertail
	7/10	1-4 p.m.	Tigertail
Resume Writing Made Easy	4/10	1-4 p.m.	Tigertail
	6/5	9 a.m. - Noon	Tigertail
Interviewing Skills	4/17	1-4 p.m.	Tigertail
	7/17	9 a.m. - Noon	Tigertail
Effective Customer Service	6/12	9 a.m. - Noon	Tigertail
	8/7	1-4 p.m.	Tigertail
Presentation Skills Made Easy and Fearless	6/19	9 a.m. - Noon	Tigertail
	7/31	1-4 p.m.	Tigertail
Skills for Today's Workforce	5/8	1-4 p.m.	Tigertail
	7/24	9 a.m. - Noon	Tigertail
Essentials of Leadership	5/15	1-4 p.m.	Tigertail
	8/14	9 a.m. - Noon	Tigertail

ADMINISTRATIVE TOOLS

INTRODUCTION TO COMPUTERS

Module 1: Basic computer concepts, mouse skills, overview of programs installed, and basic operational functions	5/4	9 a.m. - Noon	WHC 33/308
	5/14	9 a.m. - Noon	WHC 33/30
	6/11	6-9 p.m.	WHC 33/30
Module 2: E-mail & and the Internet in the Workplace	5/11	9 a.m. - Noon	WHC 33/308
	5/16	9 a.m. - Noon	WHC 33/308
	6/13	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.	5/18	9 a.m. - Noon	WHC 33/308
	5/21	9 a.m. - Noon	WHC 33/308
	6/18	6-9 p.m.	WHC 33/308
Module 1: Core skills for creating word documents	5/25	9 a.m. - Noon	WHC 33/308
	5/28	9 a.m. - Noon	WHC 33/308
	6/25	6-9 p.m.	WHC 33/308
Module 2: Tables, mail merge, graphs	6/1	9 a.m. - Noon	WHC 33/308
	6/4	9 a.m. - Noon	WHC 33/308
	7/9	6-9 p.m.	WHC 33/308
Module 3: Enhanced formatting and document management. Text formatting, track changes, revisions, comments	6/8	9 a.m. - Noon	WHC 33/308
	6/11	9 a.m. - Noon	WHC 33/308
	7/16	6-9 p.m.	WHC 33/308

ADMINISTRATIVE TOOLS

Class	Date	Time	Bldg./Room
MICROSOFT WORD 2010 Module 4: Advanced features, multiple pages and macros	6/15	9 a.m. - Noon	WHC 33/308
	6/18	9a.m. - Noon	WHC 33/308
	7/23	6-9 p.m.	WHC 33/308
MICROSOFT EXCEL 2010 Excel Fundamentals: Spreadsheet design and usage	5/23	9 a.m. - Noon	WHC 33/30
	6/20	6-9 p.m.	WHC 33/308
	6/22	9 a.m. - Noon	WHC 33/308
Module 1: Core skills for managing excel data	5/30	9 a.m. - Noon	WHC 33/308
	6/27	6-9 p.m.	WHC 33/308
	6/29	9 a.m. - Noon	WHC 33/308
Module 2: Charts, pivot tables, conditional formatting, smart arts, screenshots	6/6	9 a.m. - Noon	WHC 33/308
	7/11	6-9 p.m.	WHC 33/308
	7/13	9 a.m. - Noon	WHC 33/308
Module 3: Formulas and functions	6/13	9 a.m. - Noon	WHC 33/308
	7/18	6-9 p.m.	WHC 33/308
	7/20	9 a.m. - Noon	WHC 33/308
Module 4: Advanced formulas and functions	6/20	9 a.m. - Noon	WHC 33/308
	7/25	6-9 p.m.	WHC 33/308
	7/27	9 a.m. - Noon	WHC 33/308
Module 5: Macros, data analysis, calculations of formulas across worksheets, importing and exporting, data validation feature	6/27	9 a.m. - Noon	WHC 33/308
	8/1	6-9 p.m.	WHC 33/308
	8/3	9 a.m. - Noon	WHC 33/308
MICROSOFT ACCESS 2010 Module 1: Core skills for database structure	6/5	9 a.m. - Noon	WHC 33/308
	7/10	6-9 p.m.	WHC 33/308
Module 2: Queries and forms	6/12	9 a.m. - Noon	WHC 33/308
	7/17	6-9 p.m.	WHC 33/308
Module 3: Reports	6/19	9 a.m. - Noon	WHC 33/308
	7/24	6-9 p.m.	WHC 33/308
Module 4: Advanced user features	6/26	9 a.m. - Noon	WHC 33/308
	7/31	6-9 p.m.	WHC 33/308
Module 5: Database management and macros	7/10	9 a.m. - Noon	WHC 33/308
	8/7	6-9 p.m.	WHC 33/308
MICROSOFT POWERPOINT Module 1: Core skills to develop presentations	6/7	9 a.m. - Noon	WHC 33/308
	7/15	6-9 p.m.	WHC 33/308
Module 2: Crafting your presentation for maximum impact	6/14	9 a.m. - Noon	WHC 33/308
	7/22	6-9 p.m.	WHC 33/308
Module 3: Designing a visual and interactive presentation	6/21	9 a.m. Noon	WHC 33/308
	7/29	6-9 p.m.	WHC 33/308