



# TRAIN TO GAIN

September 10 – December 15, 2012

Class Name	Date	Day	Time	Room	Cost
<b>CAREER PREPARATION &amp; READINESS</b>					
Business Grammar Made Easy	09/11	T	9am-Noon	Tigertail	\$30.00
	10/23	T	6pm-9pm	Tigertail	\$30.00
Business Writing Made Easy	09/13	TH	9am-Noon	Tigertail	\$30.00
	10/24	W	6pm-9pm	31/407	\$30.00
Resume Writing Made Easy	09/15	S	9am-Noon	33/411	\$30.00
	10/13	S	9am-Noon	33/411	\$30.00
Interviewing Skills	09/18	T	9am-Noon	31/407	\$30.00
	10/09	T	6pm-9pm	31/407	\$30.00
	11/28	W	6pm-9pm	Tigertail	\$30.00
Public Speaking Made Easy and Fearless	09/20	TH	9am-Noon	Tigertail	\$30.00
	10/10	W	6pm-9pm	31/407	\$30.00
	12/04	T	6pm-9pm	Tigertail	\$30.00
Business Math for the Workplace I	09/24	M	9am-Noon	31/407	\$30.00
	10/16	T	9am-Noon	31/407	\$30.00
	11/27	T	9am-Noon	31/407	\$30.00
Business Math for the Workplace II	09/26	W	9am-Noon	31/407	\$30.00
	10/18	TH	9am-Noon	31/407	\$30.00
	11/29	TH	9am-Noon	31/407	\$30.00
Essentials of Leading Frontline Employees	09/25	T	9am-Noon	Tigertail	\$30.00
	10/16	T	6pm-9pm	31/407	\$30.00
Skills for Today's Workforce	10/02	T	6pm-9pm	31/407	\$30.00
	11/14	W	6pm-9pm	31/407	\$30.00
Effective customer service	09/27	TH	9am-Noon	33/1208	\$30.00
	11/07	W	6pm-9pm	31/407	\$30.00

## ADMINISTRATIVE TOOLS

### Introduction to Computers

<b>Module 1:</b> Basic computer concepts, mouse skills, overview of programs installed, and basic operational functions	09/10	M	9am-Noon	33/308	\$30.00
	09/22	S	9am-Noon	33/308	\$30.00
	10/15	M	6pm-9pm	33/308	\$30.00
<b>Module 2:</b> Microsoft Windows 7 & the Internet	09/12	W	9am-Noon	33/308	\$30.00
	09/29	S	9am-Noon	33/308	\$30.00
	10/17	W	6pm-9pm	33/308	\$30.00

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<b>Microsoft Word 2010</b>					
<b>Word fundamentals:</b> Applying templates, creating documents, opening, saving, editing, copying, and and printing. Participants must have basic keyboarding skills and mouse skills	09/11	T	9am-Noon	33/308	\$30.00
	10/16	T	6pm-9pm	33/308	\$30.00
<b>Module 1:</b> Core skills for creating word documents	09/17	M	9am-Noon	33/308	\$30.00
	10/13	S	9am-Noon	33/308	\$30.00
	10/22	M	6pm-9pm	33/308	\$30.00
<b>Module 2:</b> Tables, mail merge, graphs	09/19	W	9am-Noon	33/308	\$30.00
	10/20	S	9am-Noon	33/308	\$30.00
	10/24	W	6pm-9pm	33/308	\$30.00
<b>Module 3:</b> Enhanced formatting & document management. Text formatting, track changes, revisions, comments	09/21	F	9am-Noon	33/308	\$30.00
	10/27	S	9am-Noon	33/308	\$30.00
	10/29	M	6pm-9pm	33/308	\$30.00
<b>Module 4:</b> Advanced features, multiple pages, macros	09/24	M	9am- Noon	33/308	\$30.00
	10/31	W	6pm-9pm	33/308	\$30.00
	11/03	S	9am-Noon	33/308	\$30.00
<b>Microsoft Excel 2010</b>					
<b>Excel fundamentals:</b> Spreadsheet design & usage	09/13	TH	9am-Noon	33/308	\$30.00
	10/18	TH	6pm-9pm	33/308	\$30.00
<b>Module 1:</b> Core skills for managing excel data	09/18	T	9am-Noon	33/308	\$30.00
	10/23	T	6pm-9pm	33/308	\$30.00
	11/10	S	9am-Noon	33/308	\$30.00
<b>Module 2:</b> Charts, pivot tables, conditional formatting, Smart Arts, screenshots	09/20	TH	9am-Noon	33/308	\$30.00
	10/25	TH	6pm-Noon	33/308	\$30.00
	11/17	S	9am-Noon	33/308	\$30.00
<b>Module 3:</b> Formulas & functions	09/25	T	9am-Noon	33/308	\$30.00
	10/30	T	6pm-9pm	33/308	\$30.00
	12/01	S	9am-Noon	33/308	\$30.00
<b>Module 4:</b> Advanced formulas & functions	09/27	TH	9am-Noon	33/308	\$30.00
	11/01	TH	6pm-9pm	33/308	\$30.00
	12/08	S	9am-Noon	33/308	\$30.00
<b>Module 5:</b> Macros, data analysis, calculation of formulas across worksheets, importing & exporting, data validation feature	10/02	T	9am-Noon	33/308	\$30.00
	11/06	T	6pm-Noon	33/308	\$30.00
	12/15	S	9am-Noon	33/308	\$30.00
<b>Microsoft Access 2010</b>					
<b>Module 1:</b> Core skills for database structure	10/01	M	9am-Noon	33/308	\$30.00
	11/05	M	6pm-9pm	33/308	\$30.00
<b>Module 2:</b> Queries & forms	10/03	W	9am-Noon	33/308	\$30.00
	11/07	W	6pm-9pm	33/308	\$30.00

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<b>Module 3:</b> Reports	10/05	F	9am-Noon	33/308	\$30.00
	11/09	F	6pm-9pm	33/308	\$30.00
<b>Module 4:</b> Advanced user features	10/08	M	9am-Noon	33/308	\$30.00
	11/14	W	6pm-9pm	33/308	\$30.00
<b>Module 5:</b> Database management & macros	10/10	W	9am-Noon	33/308	\$30.00
	11/28	W	6pm-9pm	33/308	\$30.00
<b>Microsoft PowerPoint 2010</b>					
<b>Module 1:</b> Core skills to develop presentations	10/09	T	9am-Noon	33/308	\$30.00
	11/13	T	6pm-9pm	33/308	\$30.00
<b>Module 2:</b> Crafting your presentation for maximum impact	10/11	TH	9am-Noon	33/308	\$30.00
	11/15	TH	6pm-9pm	33/308	\$30.00
<b>Module 3:</b> Designing a visual and interactive presentation	10/16	T	9am-Noon	33/308	\$30.00
	11/27	T	6pm-9pm	33/308	\$30.00

### **COMPUTER TECHNOLOGY**

#### **Adobe Photoshop CS6**

<b>Module 1:</b> Getting started	09/15	S	9am-Noon	33/509	\$30.00
<b>Module 2:</b> Working with layers and adjusting images	06/22	S	9am-Noon	33/509	\$30.00
<b>Module 3:</b> Retouching and resizing images	09/29	S	9am-Noon	33/509	\$30.00
<b>Module 4:</b> Preparing finished images	10/06	S	9am-Noon	33/509	\$30.00
<b>Module 5:</b> Fills, overlays, and masks	10/13	S	9am-Noon	33/509	\$30.00
<b>Module 6:</b> Creating image effects, web & video images	10/20	S	9am-Noon	33/509	\$30.00

#### **Adobe Illustrator CS6**

<b>Module 1:</b> Getting started	10/27	S	9am-Noon	33/509	\$30.00
<b>Module 2:</b> Applying colors and drawing paths	11/03	S	9am-Noon	33/509	\$30.00
<b>Module 3:</b> Working with text, fills, colors, and layers	11/10	S	9am-Noon	33/509	\$30.00
<b>Module 4:</b> Typography and advanced vector and raster text	11/17	S	9am-Noon	33/509	\$30.00
<b>Module 5:</b> Manipulating paths, enhancing fills, and strokes	12/01	S	9am-Noon	33/509	\$30.00
<b>Module 6:</b> Transforming shapes, effects, and graphic styles. Web files & graphs	12/08	S	9am-Noon	33/509	\$30.00

**Locations:****Willis Holcombe Center**

111 East Las Olas Blvd. (Bldg. 33, Rooms 308, 411, 509, and 1208)

225 East Las Olas Blvd. (Bldg. 31, Room 407)

Fort Lauderdale, FL 33301

For parking information, contact us at [traintogain@broward.edu](mailto:traintogain@broward.edu) or 954-201-7803

**Tigertail Lake Center**

580 Gulfstream Way

Dania Beach, FL 33304

Free parking