Corporate and Continuing Education
Your Fall Schedule – 2013

Get certified, change your career!

Open House Event
Free Course
(see page 2)

www.broward.edu/ce
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Win a *FREE Course
Open House Event
5:15-6:30 p.m.
(Early Bird Giveaways: 5:15-5:30 p.m.)
Wednesday, August 28, 2013
Central Campus
Building 9, Room 110
3501 S.W. Davie Road
Davie, Florida 33314

Meet and greet our faculty and staff in the areas of Wedding Planning, Fashion, Decorating, Photography and Business. Enjoy an event spotlighting former student’s work.

*Attend the Open House Event and enter a drawing to win a FREE course.
Registration
Students must register and pay for each course before they attend the first class meeting. There is no application fee for Continuing Education students and tuition is the same for Florida residents and non-Florida residents. All classes listed in this brochure are non-credit and are not applied toward a degree at Broward College.

Online:  www.broward.edu/ce  Follow the directions for application, registration and payment.
1. Go to www.broward.edu/ce
2. Click “Continuing Education”
3. Click the “Register Now” button
4. Choose (Subject) under Advanced Search
5. Identify your course
6. Add to cart
7. Click “Proceed to checkout”

In person: Go to the Registration office on A. Hugh Adams Central Campus, North Campus, Judson A. Samuels South Campus or Willis Holcombe Center (Downtown Fort Lauderdale).

By phone: Call 954-201-7800 (Registration Assistance)

General Information
Cancelled Classes: Broward College reserves the right to cancel any course that does not meet student enrollment requirements. If insufficient enrollment requires cancelling of an offering, tuition fees will be fully refunded. In the event of weather emergencies, energy emergencies or other corresponding emergencies, every effort will be made to reschedule the offering.

Disabilities/ADA: Call 954-201-7545 for information and brochure.

Refund Policy: A 100 percent refund for Continuing Education courses may occur before the meeting of the first class for those classes meeting only once. A 100 percent refund for Continuing Education courses may occur before the second class period for those classes meeting more than once.

Parking: All campuses except downtown Fort Lauderdale: After registering and paying for your class(es), print out your parking permit, located online at www.broward.edu/ce/parking (your license plate number will be required). Students must park in student parking spaces.

Downtown Parking: 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).

Holidays and Days Off
Labor Day, September 2, 2013
Veteran’s Day, November 11, 2013
Thanksgiving, November 28-30, 2013

How to Read This Schedule

<table>
<thead>
<tr>
<th>Course ID</th>
<th>EDI 0465</th>
<th>Course Title</th>
<th>$299</th>
<th>Course Description</th>
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Location Key
CEN – A. Hugh Adams Central Campus
3501 S.W. Davie Road, Davie, FL 33314
CSAC – Coral Springs Academic Center
3500 N. University Drive, Coral Springs FL 33065
MTC – Miramar Town Center (2nd floor of county library)
2050 Civic Center Place, Miramar, FL 33025
NOR – North Campus
1000 Coconut Creek Boulevard, Coconut Creek, FL 33066
SOU – Judson A. Samuels South Campus
7200 Pines Boulevard, Pembroke Pines, FL 33024
PIN – Pines Center
16957 Sheridan Street, Pembroke Pines, FL 33331
TIG – Tigertail Lake Recreational Center
580 Gulfstream Way. Dania Beach, FL 33004
WES – Weston Center (2nd floor of county library)
4205 Bonaventure Boulevard, Weston, FL 33332
WHC – Willis Holcombe Center
111 East Las Olas Boulevard, Fort Lauderdale, FL 33301

Register Today! Visit Registration offices at Central, North and South campuses
### Business Development

#### Business Communication
Improve your writing and speaking skills. Learn how to express yourself clearly and correctly, improve your vocabulary, write more precisely, and be more persuasive. Develop skills in organizing, creating and editing reports, presentation and business letters.

- **EDI 0658**
  - T 10/29-11/19 6-9p NOR 467348

- **Project Management Hands on Intro**
  Gain knowledge of the project management process through planning, scheduling, estimating, documenting, and more.

- **EDI 0465**
  - M 10/7-11/4 6-9p CSAC 467202
  - W 10/23-11/20 6-9p WES 467203

#### Small Business Development

Learn the essentials to develop your business: business plan rationale, financials and record keeping, marketing strategies and leadership skills.

- **EDI 0428**
  - S 10/5-11/2 1:30-4:30p NOR 467189

- **Start Your Own Business Today!**
  Gain the knowledge you need to be able to register and incorporate your business, write a good business plan and successfully market your company.

- **EDE 0091**
  - W 10/16-11/13 6-9p SOU 467168

#### Business Law for Small Business

Avoid the legal problems that many small business owners make when setting up and operating their businesses.

- **Creating a Business Plan**
  - Creating a business plan increases your chances of financing and keeps your business focused.

- **Mastery of Business Fundamentals**
  - Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

- **Purchasing Fundamentals**
  - Improve your company’s bottom line by mastering the fundamentals of purchasing.

- **Start Your Own Consulting Practice**
  - Find out how you can earn income by sharing your training or knowledge with others.

#### Six Sigma Green Belt

Learn to implement Six Sigma tools, techniques and practices to achieve cost reduction and improve quality. Learn the processes for data collection, analysis and process mapping.

- **EDI 0619**
  - TBA $1,995

- **Six Sigma Green Belt – Online**
  - 100 hours $1,895

- **Six Sigma White Belt**
  - Learn process improvement to enhance organizational performance. The method of Define/Measure/Analyze/Develop/ Deliver (DMADD) shows managers and team leaders cutting-edge ideas.

- **EDI 0653**
  - TBA $299

- **Six Sigma Black Belt – Online**
  - 200 hours $2,695

#### Legal Assistant/Certified Paralegal Examination Preparation

Course covers all of the National Association of Legal Assistants certification exam, test-taking and essay writing techniques and memorandum drafting.

- **EDI 0621**
  - TBA $399

- **Project Management: Certified Associate**
  - Course guaranteed not to cancel. If you are just getting started as a professional in the field of project management this course will help you stand out from the crowd!

- **EDI 0584**
  - TBA $1,295

- **Project Management: PMP Exam Prep**
  - Course guaranteed not to cancel. Project Management Professional (PMP)/Certification Exam Prep. - Earn one of the top-earning certifications for working professionals in the country by fully preparing for the PMP exam. Face-to-face class.

- **EDI 0585**
  - TBA $1,595

### Customer Service

#### Customer Service Exam Prep Professional Certificate

Earn the most widely recognized Professional Certification in Customer Service.

- **EDI 0601**
  - TBA $149

- **Customer Service**
  - Good customer service representatives are in demand. Learn to recognize service opportunities and exceed customer expectations. Covers how to control your emotions, handle difficult customers, and communicate with different types of customers.

- **EDI 0659**
  - TBA $179

- **Complaints/Angry Customers**
  - Discover the best way to approach difficult and challenging situations that you encounter at work.

- **Help for the Helpdesk**
  - Learn powerful customer helpdesk skills that will enable you to resolve issues quickly and effectively.

- **Managing Customer Service**
  - Become indispensable to any organization by understanding how to identify and meet customer needs.

### Human Resources Development

#### Human Resources Development

Gain a basic understanding of human resources management.

- **EDI 0429**
  - T 9/24-10/22 6-9p NOR 467190

#### Employment Law

- Learn the basics of employment law so you can legally hire, evaluate and manage employees.

- **Human Resources Functions**
  - Learn to handle basic human resource functions to ensure the best possible results.

- **Workers’ Compensation**
  - Discover the ins and outs of the legal aspects of workers’ compensation.

#### Human Resources S/PHR Certification Prep

Get the credentials you need to enhance your career and earning potential in human resources management.

- **EDI 0536**
  - TBA $1,149

### Online Business

- **Business Communication**
  - $135

- **Growing Plants for Fun and Profit**
  - $135

- **Learn to Buy and Sell on eBay**
  - $135

- **Start Your Publishing Business**
  - $135

- **Start Your Consulting Practice**
  - $135

- **Start Your Arts and Crafts Business**
  - $135
Marketing and Sales

Social Media Marketing
Grow Your Business
Discover free marketing techniques using social media.
EDI 0486 $179
M 11/4-11/18 6:9p CEN 467310

Achieving Top Search Engine Positions
Learn proven, step-by-step strategies to achieve the highest position with the major search engines.
$1,595

Business Marketing Writing
Write or identify copy that achieves business and marketing goals.
$135

Effective Selling
Learn the secret to converting a potential customer into a long-term asset. Lay the groundwork for repeat business and your future success.
$135

Marketing Design Certificate
420 hours
$5,595
Program focuses on design for marketing and business: creating logos, advertisements, communications, and more. Learn Photoshop, Illustrator, and Microsoft PowerPoint while gaining fundamental technical and aesthetic skills.

Marketing Your Business on the Internet
Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media and more.
$135

Pay-Per-Click Marketing
Learn how to be effective in pay-per-click (PPC) marketing.
$1,495

Professional Sales Skills
Discover how to begin a successful and rewarding career in sales.
$135

Search Engine Marketing – 250 hours
Learn the essential components for understanding this unique and growing career field, including search engine optimization, pay-per-click marketing and web copywriting.
$1,195

Search Engine Optimization – 150 hours
Learn how to increase a Web site’s traffic by improving its rankings with search engines.
$135

Small Business on a Shoestring
Attract attention, woo your target audience, grow your customer base and expand your profits – all for little or no money.
$135

Web-Marketing Your Business
Find out how to market your business on the Internet, even if you have little or no money to spend!
$135
Nonprofit Management

Shelia McCann

BC Adjunct: January 2009-present  Teaches: Grant Writing Courses

Credentials: Master degrees, Tufts University and the MIT-Sloan School; Certified Grant Professional.

Shelia has produced funding for numerous nonprofit organizations. Her experience includes 30 years in the private sector, government agencies, and nonprofit organizations. She is co-author of Study Guide: Support for the Grant Professional Certification Examination and articles in the Journal of the Grant Professional Association.

Grant Writing Workshop, taught by Shelia McCann.

Learn how to successfully write grant proposals. Discover the skills and tools needed to effectively write grants in this hands-on workshop. Bring your grant idea to class and our grant professional will assist you to bring your proposal to life during the in-class grant writing process. Create a practical working template for future proposals. Leave class with your simple grant proposal.

EDI 0045  $299
W  9/11-10/16  6:30-8:30p  CEN 467185

Skills for the Workplace

Administrative Assistant
Learn to communicate in the office effectively, maintain electronic files, manage multiple assignments and more.
EDI 0367  $299
T 9/10-10/8  6-9p  NOR  467187

Public Speaking
Learn how to develop and improve your public speaking and presentation skills.
EDI 0464  $159
W 10/23-11/6  6-8p  CEN 467359

Email Gems
Develop screen savvy as you create electronic messages readers view not as junk but as gems. $99

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing. $135

Keyboarding
Use the computer program FasType for Windows to learn the basic skills of touch-typing. $135

Twelve Steps to a Successful Job Search
World-renowned author and career advisor shows you how to get the job you want quickly and easily in any economy. $135

Writers at Work: A Review

Online Workplace Skills

What’s New in Microsoft 2007

Computer Skills for the Workplace

Get Assertive

Everyday Math

Keys to Effective Communication

Success with Difficult People

Business Writing

Brilliant Business Writing
Take control of the most common issues and questions that business professionals face in the workplace. $135

Effective Business Writing
Develop powerful written documents that draw readers in and keep them motivated to continue to the end. $135

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing. $135

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. $135

Grammar: Taking the “Grr” Out of Grammar
You will enjoy learning and working with practical rules that relate to typical business writing. $135

Keys to Effective Editing
If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. $135

Mystery Writing
Learn the techniques you need to become a successful author. $135

Punctuation Brush-up
Brush up on the vital rules and proper use of various punctuation marks and points. $135

Spelling Brush-up
Take a simple 3-rule approach to spelling that will help you to quickly brush up on the main problematic spelling issues. $135

Syntax (Sentence Wording)
Produce clean, clear and concise sentences by learning how to edit your writing. $135

Writeriffic: Creativity Training for Writers
Banish writer’s block forever with these tricks from the published writer’s toolbox. $135

Writing Brush-up
This course will refresh in the basic three academic writing structures: essay, story and the research paper. $135

Writing for Business Pros
This course will teach you what to cover in your writing and how to outline to produce a better document. $135

Pleasures of Poetry
Create your best possible work, whether you’re looking to be published or simply wish to craft beautiful poems for friends. $135

Write Your Life Story
Create and distribute an inspirational and professional autobiography for family, friends, and others. $135

Writer’s Guide to Descriptive Settings
Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters. $135

Register Today!  www.broward.edu/ce or 954-201-7800  
NEW COURSE  ONLINE COURSE
**Building, Safety, Sustainability and Trade**

**Animal Control**
Provides basic instruction on areas of concern to personnel whose duties include capture, control, keeping and disposing of domestic and wild animals. Instruction includes legal procedures, veterinary considerations, and domestic animal anatomy. Use of restraint and capture equipment, report writing procedures, driver's awareness, human, public and violator relations and euthanasia considerations are among topics covered.

*Contractors' License Prep for Florida Building Codes*
Preparation for Florida Building codes knowledge on the contractors' license exam.

**EDI 0292**
TBA
$315

**Contractor's License Prep for Florida General, Building or Residential**
Preparation for day two test.

**EDI 0074**
TBA
$315

**Building Assessments**
Understand the building assessment process: visual building inspections, diagnostic testing and the home improvement process.

$695

**Building Analyst Quick Start**
Discover the principles of green buildings and performing comprehensive building assessments.

$1,195

**Carpentry – 80 hours**
Prepare for a career as a carpenter as you master basic residential construction skills, learn to read blueprints and do job site math, and get hands-on practice in three workshop projects.

$1,595

**Using restraint and capture equipment, report writing procedures, driver's awareness, human, public and violator relations and euthanasia considerations are among topics covered.**

**Certified Pool Operator Training**
Get certified to maintain the cleanliness, water quality, and chemical balance of public pools. Exam included.

*Contractor's License Prep for Florida*

**EDI 0592**
S 10/19-10/26 8a-4p CEN 467142
$275

**Certifications**

**Security Guard Training**
This certificate program meets the requirements for a class "D" license for those seeking employment as an unarmed security officer. Includes: Legal issues, Chapter 493 FL Statutes, First Aid, Emergency Procedures, Ethics and Professional Conduct, Patrol Techniques, Report Writing, and Crime/Accident Prevention/Protection.

**EDC 0704**
Coming soon!

**Administrative Professional with MS Office Master – 240 hours**
Start your career as an administrative professional. Learn administrative and communication skills, travel/event planning techniques, and more.

$1,995

**Alternative Dispute Resolution Specialist – 240 hours**
This program is in partnership with IADR GLOBAL. Dispute resolution is used in federal and local gov-

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**Business**

**Bookkeeper – 120 hours**
This program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

$1,995

**Global Business Professional 400 hours**
Program prepares you for the credential exam in four areas: global management, global marketing, supply chain management, and trade finance.

$2,495

**Mediator – 120 hours**
This program will provide you with the core skills necessary for the practice of mediation.

$1,795

**National Pharmaceutical Representative – 120 hours**
Learn skills to become a certified pharmaceutical sales representative. Program covers pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals.

$1,795

**Entrepreneurship: Start-Up Business Management – 360 hours**
Learn the keys to business planning, communication skills, marketing, and management.

$2,095

**Lean Mastery – 60 hours**
Eliminate waste from your business by learning and implementing the principles of lean business.

$1,895

**Legal Secretary – 350 hours**
Master the basics of legal terminology and procedure, management tasks, accounting, and QuickBooks skills.

$2,295

**Microsoft Office 2007**
Learn to be a successful administrative professional, as well as a master of Microsoft's suite of programs.

$1,995

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**FPL Energy Savings Essentials**
Learn how to save energy for FREE!
Broward College has partnered with Florida Power & Light (FPL) to offer free training on how you can use your online Energy Dashboard to come up with a personal energy savings plan. Take advantage of this free, one-hour course, to learn how to use these free tools from FPL.

WORKSHOPS AVAILABLE August, September, October, November and December – call 954-201-7800

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Register Today! Visit Registration offices at Central, North and South campuses
## Business

### Medical Billing and Coding
- **Medical Terminology – 300 hours**
  - This program will prepare you for an entry-level position doing medical billing or coding, and teach you proper medical terminology and spelling.
  - $1,795

### Medical Terminology – 60 hours
- Get the education you need to get started in the medical field. This program will teach you proper medical terminology and spelling.
- $795

### Medical Transcription
- **Medical Terminology – 300 hours**
  - Start a new career as a medical transcriptionist with the training provided in this program, which also includes medical terminology training.
  - $1,795

### Professional Bookkeeping with QuickBooks 2010 – 140 hours
- Master basic bookkeeping and accounting skills using QuickBooks 2010 software (software and textbook included).
- $1,895

### Project Management – 40 hours
- Improve your project management skills and prepare for certification in Project Management.
- $1,695

### Project Management with Microsoft Project 2007 – 100 hours
- Prepare for certification exam as a Project Management Professional; learn to use Microsoft Project 2007 software.
- $1,995

### Records Management Certificate – 180 hours
- This program will help you establish a successful records management program, including electronic, magnetic, and paper media.
- $1,995

### Six Sigma Black Belt – 200 hours
- The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.
- $2,695

### Six Sigma Green Belt – 100 hours
- Program including management, service delivery, design, production, and customer satisfaction.
- $1,895

### Technical Writing – 80 hours
- Develop your technical writing abilities. Learn research methods, audience considerations, style, drafting and revision techniques.
- $1,795

### Understanding Earned Value Management – 30 hours
- Learn to objectively measure your project performance using earned value concepts.
- $795

## Computer Applications

### Cisco® CCNA® Training – 100 hours
- Gain the essential knowledge you need to install, configure, and operate simple routed LANs and WANs.
- $1,995

### CompTIA™ Network+ Training – 80 Hours
- Master basic networking concepts and learn about network design, security, routing and switching.
- $1,495

### Wireless Networking
- Wireless networking is one of the fastest-growing segments of the computer industry.
- $135

### Microsoft (MCTS): SQL Server 2008
- Develop the skills and knowledge to configure, manage, and maintain a server network.
- $795

### Microsoft Access Online Certificate
- Use and design tables, forms, and queries, and link information and automate data entry.
- $595

### AutoCAD 3D
- 80 hours: $1,695

### CompTIA™ A+ Certification Training
- 80 hours: $1,495

### CompTIA™ Security+ Certification Training
- 80 hours: $1,495

### Forensic Computer Examiner
- 150 hours: $3,095

### Help Desk Analyst
- 80 hours: $1,495

### Microsoft Access 2007
- 35 hours: $595

### Microsoft Certified IT Professional: (MCITP) Enterprise Desktop Support Technician
- 200 hours: $1,995

### Microsoft Certified IT Professional: Server Administrator (MCITP)
- 240 hours: $1,995

### Microsoft Certified System Administrator
- Plus 2003 (MCSA+)
  - 340 hours: $2,195

### Microsoft Certified System Engineer 2003
- 700 hours: $3,295

### Microsoft Certified Technology Specialist: SQL Server 2005 (MCTS)
- 480 hours: $995

### Microsoft Excel 2007
- 35 hours: $595

### Microsoft Office Specialist 2007
- 240 hours: $1,995

### Microsoft Outlook 2007
- 35 hours: $595

### Microsoft PowerPoint 2007
- 35 hours: $595

### Microsoft Project 2007 (Software Included)
- 60 hours: $995

### Microsoft Web Developer
- 200 hours: $1,995

### Microsoft Windows Vista
- 35 hours: $595

### Microsoft Word 2007
- 35 hours: $595

### Web Database Developer
- 267 hours: $2,395

### Webmaster
- 150 hours: $1,795

## Leadership/Management

### Building Teams that Work
- Learn the secrets to managing successful teams in the workplace: communication and problem-solving skills that will help you.
- $135

### Business Analysis Intro
- Learn powerful techniques to improve your decision-making skills at work.
- $135

### Business Fundamentals
- Lean Mastery – 60 hours
  - Eliminate waste from your business by learning and implementing the principles of lean business.
  - $1,695

### Individual Excellence
- Master 12 career-enhancing skills including goal setting, time management, personal organization and creativity.
- $135

### Management Training
- Starting a business or pursuing an MBA? Learn the essentials here. Perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management.
- $135

### Management for IT Professionals
- 390 hours: $2,295

### Management Training
- 360 hours: $2,295

### Six Sigma Black Belt
- 200 hours: $2,695

### Six Sigma Green Belt
- 240 hours: $1,995

### Starting a business or pursuing an MBA? Learn the essentials here. Perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management.
- $135

### Supervision/Management
- Learn the people skills required to motivate and delegate, and find new tools for solving problems and resolving conflicts at work.
- $135

## Online Certifications

### Administrative Dental Assistant
- 150 hours: $1,495

### Administrative Medical Specialist with Billing and Coding + Terminology
- 360 hours: $2,495

### Coding for the Physician’s Office
- 80 hours: $1,595

### Hospital Coding and CCS Prep
- 80 hours: $1,895

### Medical Billing and Coding
- 240 hours: $1,795

### Medical Transcription
- 240 hours: $1,995

### Pharmacy Technician
- 300 hours: $1,995

### Veterinary Assistant
- 240 hours: $1,995

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Register Today! www.broward.edu/ce or 954-201-7800
**BUSINESS COURSES**

**Accounting Fundamentals**  
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

**Administrative Assistant Fundamentals**  
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

**Customer Service Management**  
Become indispensable to any organization by understanding how to identify and meet customer needs.

**Sales Management Principles**  
Master the art of managing sales teams from a sales pro.

**QuickBooks Intro**  
Learn how to quickly and efficiently gain control over the financial aspects of your business.

**Business Analysis Intro**  
Master powerful techniques to improve your decision-making skills at work.

**Peachtree Accounting Intro**  
Get the training you need to perform everyday accounting tasks using Peachtree Accounting software.

**Business Fundamentals Mastery**  
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

**Project Management Fundamentals**  
Gain the skills you'll need to succeed in the fast-growing field of project management.

**Understanding the Human Resources Function**  
Learn to handle human resource functions to ensure the best possible results.

**Employment Law Fundamentals**  
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

**Workers’ Compensation**  
Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

**Supervision and Management**  
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

**Purchasing Fundamentals**  
Improve your company's bottom line by mastering the fundamentals of purchasing.

**START YOUR OWN BUSINESS**

**Buy and Sell on eBay**  
Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

**Marketing Your Business on the Internet**  
E-commerce expert helps you develop an Internet marketing plan for your business.

**Start Your Own Consulting Practice**  
Find out how you can earn income by sharing your training or knowledge with others.

**OPERATE YOUR OWN HOME-BASED BUSINESS**

**An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.**

**Business Plan Creation**  
Turn your business ideas into a solid plan for financing and long-term success.

**HEALTH CARE**

**Physical Therapy Aide**  
Prepare for a rewarding career as a valued member of the physical therapy team.

**Optical Assistant**  
Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

**Medical Terminology**  
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

**Human Anatomy and Physiology**  
Learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, and reproduce.

**Veterinary Assistant**  
Practicing veterinarian prepares you to work in a veterinary office or hospital.

**End of Life Care** (26 contact hours)  
Understand the needs of individuals living with debilitating or terminal illnesses.

**Gerontology** (30 contact hours)  
Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

**WEB DESIGN**

**Web Pages Creation**  
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

**Dreamweaver Intro**  
Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

**Flash Intro**  
Learn how to create exciting interactive animations from a working Flash designer and author.

**COMPUTER PROGRAMMING**

**C++ Programming Intro**  
Learn to program in C++, even if you have no prior programming experience!

**C# Programming Intermediate**  
Learn to write Graphical User Interface programs in the C# Programming Language.

**Alice 2.0 Programming Intro**  
Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements.

**ISQL Intro**  
Gain a solid working knowledge of the most powerful and widely used database programming language.

**Perl Programming Intro**  
Learn a programming skill that will make you a more valuable Web developer or system administrator.

**CERTIFICATION PREP**

**CompTIA® A+ Certification Prep**  
Prepare for the CompTIA® A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3).

**CompTIA Security+ Certification Prep**  
Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate (course 2 of 3).

**CompTIA® Network+ Certification Prep**  
Prepare to take and pass the CompTIA® Network+ Exam and begin a career as a network tech. (course 3 of 3)
Computer Applications

AutoCAD Level 1
Overview of AutoCAD and 2D course designed for students interested in Architectural, Mechanical or Landscape Design.

EDI 0941 $335
S 9/14-10/19 9a-noon WHC 467184

Beyond the Blog – WordPress

EDI 0631 $99
M 10/21-11/4 6-9p NOR 467319

Computer Troubleshooting 1
Install, build, upgrade, repair, configure, troubleshoot and optimize a computer.

EDI 0644 $295
TR 10/17-10/10 6-9p CEN 467342

Computer Troubleshooting 2
Go more in depth and prepare for the A+ and Network + examination.

EDI 0643 $295
TR 10/22-11/14 6-9p CEN 467339

Website 1: Creating
Discover the basics of creating web pages using HTML.

EDC 0958 $325
R 10/10-11/14 6-9p NOR 467163

Dreamweaver 1
Create professional quality web pages and gain advanced styling skills.

EDE 0288 TBA $295

Microsoft Access
Learn to manage, store, search, analyze, and display important information you’ve collected about your business, home, or community. Discover how to use macros, create tables with fields and records, and how to retrieve exactly what you need from your database using queries and reports.

EDC 0460 $380
M 9/9-11/4 6-9p WES 467144

Microsoft Computer Skills for Work
Learn basic computer skills to survive in today's fast-changing workplace: e-mail, Word, Excel, PowerPoint and the Internet. Learn to send e-mails, use a spreadsheet, create graphs, and manage a database. This course will get you started.

EDI 0527 $295
F 9/6-10/18 9a-noon WES 467322
M 9/9-10/21 6-9p CSAC 467317
M 10/7-11/25 6-9p WES 467326
F 10/25-12/13 9a-noon WES 467324
MTWR 11/12-11/21 9a-noon NOR 467321

Microsoft Excel Fundamentals
Learn how to use MS Excel: Discover ways for setting up fully formatted worksheets quickly and efficiently, add formulas, sort data, create charts and graphs, calculate statistics, and more.

EDI 0961 $305
F 10/18-11/12 9a-noon WES 467167
T 10/29-12/10 6-9p NOR 467166

Microsoft Office Suite Intro
Word/Excel/PowerPoint. Learn step-by-step instructions to create Word documents, Excel spreadsheets, and PowerPoint presentations. Perform everyday tasks in each program: work with a filer, a budget, and a presentation as you would in real life. Discover the “nuts and bolts” of each program.

EDE 0845 $245
T 10/15-11/5 6-9p NOR 467183
M 10/7-10/28 6-9p CEN 467181
S 9/14-10/5 9a-noon NOR 467182

(En Español)

Microsoft Powerpoint
Create professional presentations formatted with themes and a variety of slide layouts. Embellish your slides with text, objects, SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks.

EDC 0456 $245
R 10/3-10/24 6-9p CEN 467137

Microsoft Word Intro
Hands-on workshop, you’ll learn how to add, move through, and edit text, change the size or appearance of text, change margins and tab settings, automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker, and save and print your documents.

EDI 0882 $345
T 9/10-10/22 6-9p WHC 467158
S 9/21-11/2 9a-noon NOR 467159
S 10/5-11/16 9a-noon WHC 467161

Basic CompTIA® A+ Certification Prep
(Course 1 of 3).

EDI 0680 $335
F 10/25-12/6 1-4 p WHC 467364

Real Estate

FREC 1 – Florida Real Estate Course
An introduction to the basic principles and theories of real property, its economic value, and the legal aspects of real estate law affecting salespersons. Successful completion qualifies a candidate to apply for the State of Florida Salesperson’s License Exam.

EDC 0590 $299
TR 9/17-11/7 6-10p NOR 467149
MW 10/7-12/4 6-10p WES 467153
R 8/29-12/12 6-10p CEN 467157

Real Estate Cram
A comprehensive review course to help prepare you for the Florida real estate license exam.

EDI 0638 TBA $129

Real Estate Sales and Brokers
Meets Florida’s 14-hour requirement for Continuing Education. Includes the required three hours of core law updates. Upon successful completion, you will have met the educational requirements to renew your Florida Real Estate Sales or Brokers License.

EDI 0640 $99
SU 9/21-9/22 8a-4p NOR 467145
SU 9/7-9/8 8a-4p CEN 467197
MT 9/9-9/17 6-10p CEN 467200

Post-License Real Estate Sales
A 45 hour post licensing real estate sales course. Includes real estate finance, appraising, property management, and the economics of real estate.

EDI 0056 $175
MR 9/23-10/29 6-10p CEN 467191

EcoBroker Certificate
The EcoBroker Certificate Course provides real estate professionals with basic information about “green” homes and business practices. The program contains three courses leading to the EcoBroker Certified® professional designation. These courses are provided online in a completely self-paced format. A live instructor is assigned to each student. The instructor provides feedback on various interactive exercises and is available for additional assistance.

EDI 0678 $395

Real Estate Law $135

Register Today! www.broward.edu/ce or 954-201-7800

Professional Development Center

NEW COURSE  ➤ ONLINE COURSE
Classes in English and Spanish

30-hour Introduction to Child Care with Behavioral Observation and Screening
This 30-hour course includes Rules & Regulations for Child Care Facilities, Child Abuse & Neglect, Health, Safety & Nutrition, Child Growth & Development and Behavioral Observation & Screening.

EDE 0099 (English)
$125
T 9/10-10/22 6-10p NOR 467086
S 9/7-10/5 9:30a-3:30p SOU 467093
Un curso de 30 horas para el cuidado personal de niños.

EDE 0104 (En Español) $125
R 9/19-10/24 6-10p CEN 467094

10-hour Child Care: Infant/Toddler
This class focuses on the skills necessary to work with children birth through 3 years of age.

EDE 0095 (English) $42
T 10/8-10/22 6-10p SOU 467080
S 11/2-11/9 9:30a-3:30p NOR 467079
Esta clase se enfoca en las habilidades de recién nacidos hasta la edad de 3 años.

EDE 0100 (En Español) $42
S 12/7-12/14 9:30a-3:30p CEN 467078

10-hour Child Care: Pre-School
This class teaches skills needed to understand and work with children ages 3 to 5.

EDE 0096 (English) $42
T 11/12-11/26 6-10p NOR 467082
W 10/23-11/6 6-10p SOU 467083
Esta clase enseña las habilidades necesarias para entender y para trabajar con niños de las edades de 3 a 5 años.

EDE 0101 (En Español) $42
F 11/8-11/22 6-10p CEN 467084

In order to be admitted into the classroom you must complete the following steps:
2. Call Broward College at 954-201-7800 to have a CE customer service staff register you for the Child Care course.
3. Purchase your books at the campus bookstore where your class is held.
Show state confirmation copy and Broward College receipt to the instructor on the first day of class.
For information, call 954-201-7800.

Para ser admitido a su clase tiene que completar los siguientes pasos:
1. Inscríbase en www.myflorida.com/childcare/training.
2. Llame a Broward College al 954-201-7800, para que un personal del Departamento de Educación Continúa servicio al cliente lo matricule para su curso de Cuidado de Niños.
3. Compre los libros en la librería del campus donde su clase se llevará a cabo.
Muestre la confirmación del estado y su recibo de pago de Broward College al maestro el primer día de clase. Para información 954-201-7800.

Note: The state requires a social security number or Florida ID number to register. If you do not have a social security number, contact the State of Florida Child Care Training Information Center at-800-352-2842.

Earn your credentials in the field of Early Childhood Education

CREDIT Program:
For CDA (Child Development Associate), Director’s Credentials or program information call 954-201-2263 or 954-201-2273.

NON-CREDIT Online Program:
Child Development Associate Training
This certificate program will allow you to earn your National Child Development Associate Certification (CDA). Online course.

$850
LINGUA now accepting international students.
Learn a new language today!

Are you a non-native speaker of English? Do you want to learn a new language for either professional or personal reasons? If so, we have the courses you need to help you gain language skills in both the English and foreign languages.

Register early, classes fill up quickly.
Registrarse temprano, las clases se llenan rápidamente.

Intensity English Program

Intensity English 1
For non-English speakers who have limited knowledge of the English language. Students will learn very basic grammar, conversation, as well as reading and writing skills. New beginning vocabulary introduced.

EDC 0751 $355
MR 8/29-11/7 6-9p CEN 467104
TR 9/5-10/18 10a-1p PIN 467103

Intensity English 2
For the intermediate English language student who has prior knowledge of English. Students will learn more advanced grammar, conversation, writing and reading skills in English. Develop additional vocabulary.

EDC 0630 $335
MR 9/9-11/5 6-9p NOR 467115
TR 9/10-10/18 10a-1p PIN 467116

Intensity English 3
For the non-native English language student at the high-intermediate level. Expand and enhance communication skills, improve grammar skills through written and verbal exercises. Practice advanced conversation, increase reading comprehension, and develop an extensive vocabulary.

EDC 0691 $355
MR 8/29-11/7 6-9p CEN 467107

Intensity English 4
Develop advanced conversation skills, practice complex reading and writing skills and increase your English vocabulary.

EDC 0849 $355
WR 8/28-10/31 6-9p CEN 467542

Accent Reduction 1
Learn to speak "American English," improve English pronunciation, articulation, and fluency skills for use in the business world or for personal use. Learn a systematic approach to improve speech habits.

EDC 0579 $165
MR 9/9-10/3 6-9p WES 466919
TR 9/10-10/3 6-9p NOR 466920
TR 11/5-12/3 6-9p NOR 466921

Accent Reduction 2
Improve your English pronunciation, articulation, intonation, rhythm, and fluency skills for use in the business world or personal use. Lift communication barriers, and learn to use speech more effectively.

EDC 0580 $165
M 10/7-12/2 6-9p WES 466922
TR 10/8-10/31 6-9p NOR 466923

English Conversation – Basic
Gain the ability to communicate more effectively in informal English conversation. (no textbook).
EDC 0071 TBA $370

English Writing for Business 1
Learn how to compose business correspondence (Course designed for non-native English speakers).
EDC 0685 TBA $165

English Writing for Business 2
Enhance your business writing skills in this intermediate to advanced course.
EDC 0818 TBA $165

Let's Talk 1
Come and converse about current events and more in this informal conversation class (no textbook).
EDI 0300 TBA $185
TW 10/1-10/30 9a-noon WES 467116

Writing for ESL
Uncover what English readers expect and learn how your writing can achieve your goals.
EDI 0569 TBA $189

Register Today! www.broward.edu/ce or 954-201-7800
### Language – Foreign

**Learn a new language TODAY!**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 0837</td>
<td>Chinese I</td>
<td>Learn the Mandarin Chinese characters, structures, and conversation skills in this beginning language course.</td>
<td>TW</td>
<td>9/17-11/6</td>
<td>6-9p CEN</td>
<td>$265</td>
</tr>
<tr>
<td>EDC 0259</td>
<td>French 1</td>
<td>Learn basic structures through conversation and media - for business, personal or vacation needs. Through interactive activities, students will learn vocabulary, idioms, and about French culture.</td>
<td>T</td>
<td>9/24-11/12</td>
<td>6-9p PIN</td>
<td>$165</td>
</tr>
<tr>
<td>EDC 0255</td>
<td>French 2</td>
<td>Advance your conversation, expand your vocabulary and improve your reading and writing skills in French.</td>
<td>TBA</td>
<td></td>
<td></td>
<td>$165</td>
</tr>
<tr>
<td>EDC 0838</td>
<td>Italian 1</td>
<td>Learn the basics of beginning Italian. Study the conversation, reading and writing skills of this beautiful Romance language. Prepare for a vacation, or develop the language skills necessary to promote your business or career.</td>
<td>W</td>
<td>9/25-11/13</td>
<td>6-9p CEN</td>
<td>$165</td>
</tr>
<tr>
<td>EDC 0918</td>
<td>Italian 2</td>
<td>Explore Italian culture and expand your communication in Italian through communication, reading, and writing.</td>
<td>TBA</td>
<td></td>
<td></td>
<td>$165</td>
</tr>
<tr>
<td>EDC 0605</td>
<td>Portuguese 1 (Brazilian)</td>
<td>Learn conversational skills for business and personal use, basic grammar structures through conversation and media. Build a vocabulary, learn about the history, culture, food, and music of Brazil. es.</td>
<td>R</td>
<td>9/5-10/24</td>
<td>6-9p NOR</td>
<td>$165</td>
</tr>
<tr>
<td>EDC 0643</td>
<td>Portuguese 2 (Brazilian)</td>
<td>Enhance and improve conversational skills for business, personal, travel and commercial use.</td>
<td>TBA</td>
<td></td>
<td></td>
<td>$165</td>
</tr>
</tbody>
</table>

### Online

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL for Business Letters/Memos</td>
<td>Learn how to better write letters and memos, course is tailored to your problem areas.</td>
<td>$145</td>
</tr>
<tr>
<td>ESL for Business Documents</td>
<td>Write and prepare special documents particular to your job with confidence.</td>
<td>$145</td>
</tr>
<tr>
<td>ESL for Email Communication</td>
<td>Improve your written communications via email; course is tailored to your problem areas.</td>
<td>$145</td>
</tr>
<tr>
<td>Learn Grammar the Easy Way</td>
<td>Get a better feel for grammar in order to strengthen your writing skills.</td>
<td>$69</td>
</tr>
<tr>
<td>Speak Smart – Oral Grammar</td>
<td>Discover practical tips in identifying speaking problems by using five parts of speech correctly: verbs, pronouns, adjectives, adverbs and prepositions.</td>
<td>$99</td>
</tr>
<tr>
<td>Spanish for Health Pros</td>
<td>Professionals (Intermediate) Self-Directed Improve your medical Spanish communication skills.</td>
<td>$99</td>
</tr>
<tr>
<td>Spanish for Law Enforcement</td>
<td>Master the fundamentals of the Spanish language and learn essential Spanish terminology for law enforcement situations.</td>
<td>$135</td>
</tr>
<tr>
<td>Spanish for Medical Pros</td>
<td>Learn medical Spanish quickly and easily; master key healthcare words and phrases.</td>
<td>$135</td>
</tr>
<tr>
<td>Spanish Language: Bloodborne</td>
<td>Learn about OSHA standards on bloodborne pathogens: getting infected and protecting yourself in the workplace.</td>
<td>$79</td>
</tr>
<tr>
<td>Speed Spanish 1</td>
<td>Learn six easy recipes to glue Spanish words together into sentences, and you’ll be speaking Spanish in no time.</td>
<td>$135</td>
</tr>
<tr>
<td>Instant Italian</td>
<td>Learn Italian from the comfort of your home in this fun and enjoyable online course.</td>
<td>$135</td>
</tr>
<tr>
<td>Conversational Japanese</td>
<td>Whether you want to learn conversational Japanese for travel or just for fun, this course is for you.</td>
<td>$135</td>
</tr>
</tbody>
</table>

Register Today! Visit Registration offices at Central, North and South campuses
Teacher Education and Test Preparation

Substitute Teacher Training

No experience in the classroom, but want to teach in Broward Schools? Take this required course and receive your certificate of completion.

EDE 0755 $79
S 9/21-9/28 8a-4p PIN 466913
TR 10/1-10/10 6-9:30p CSAC 466915
S 10/19-10/26 8a-4p SOU 466916
TR 11/5-11/14 6-9:30p CEN 466914
S 12/7-12/14 8a-4p NOR 466917

Substitute Teacher Training

Florida Teacher Certification Exam

- General Knowledge Math (FTCE-GKM)
  Brush up on your math skills to prepare for the Florida Teacher Certification Exam.
  EDI 0291 $125
  M 9/9-9/30 6-9p CSAC 466932

Survival Kit for New Teachers

- Uncover proven tools, tips and tricks to make your early years in the classroom a breeze.
  $135

Teaching Adult Learners

Learn powerful techniques for reaching and motivating adult learners in today’s student-centered classroom.

$135

Teaching Students with Autism

Help your students with high-functioning autism and Asperger’s Syndrome unlock their potential in the classroom.

$135

Teaching ESL/EFL Reading

Discover techniques for teaching reading in any ESL or EFL environment: become a more confident and effective reading teacher.

$135

Creating the Inclusive Classroom:

Strategies for Success

Course offers the training you need to reach the diverse mix of students, learning proven strategies that turn diversity into opportunity.

$135

Ready, Set, Read

Learning specialist shows you how to develop successful readers and writers.

$135

Response to Intervention:

Reading Strategies That Work

Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

$135

Instructor Spotlight

Darlene Milner
Broward College Adjunct 2006-present
Teaches: Substitute Teacher Training

Assistant Principal: Pinewood Elementary School, Broward County

Credentials: Masters Degree, Education, Florida Atlantic University; Bachelors Degree, Special Education, University of Florida; Certification: Administration and Supervision K-12, Mentally Handicapped, ESOL.

Darlene was also awarded the Five Star School Award, developed a school-wide proactive discipline plan. She has taught American Sign to adults.

This term Darlene is teaching Substitute Teaching Training.

ACT/SAT Web Enhanced

Need to review your math skills review before you take the ACT/SAT? This is the course for you.

EDI 0522 TBA $189

Algebra Refresher - ONLINE

Refresh algebra skills in a self-paced, instructor assisted, online refresher course.

EDI 0339 F 9/6-10/18 noon-12:50p SOU 466924
W 9/11-10/23 2-2:50p SOU 466925

Math Classroom Workshop Classroom

Don’t feel ready for college math? Review the math basics in this hands-on workshop.

EDI 0607 R 9/26-11/14 6-8p WHC 467117

GMAT Test Preparation

GMAT (Graduate Management Admission Test). Learn tips and techniques for taking the GMAT.

EDI 0724 S 9/28-11/16 9a-noon CEN 466933

GRE Test Preparation

GRE (Graduate Record Examinations). Review math and verbal skills as you prepare for the GRE.

EDI 0458 F 9/12-10/24 6-9p CEN 466936

LSAT Preparation

Find out what you need to know to prepare for the Law School Admission Test (LSAT) exam.

EDI 0804 TBA $395

PERT Preparation

Preparation for the Postsecondary Education Readiness Test (PERT).

EDI 0534 T 9/17-10/8 6-9p CEN 467120

GED Preparation

- (General Educational Development)
  Want to pass the GED? Develop the skills you’ll need to succeed: math, language arts, writing.

- Language Arts, Writing Test
  Prepare for the GED test on language arts and writing.

- GED Math Test Preparation
  Master the skills you’ll need to pass Test 5 in the GED test series.

- GMAT Preparation (Graduate Management Admission Test)
  Discover powerful test-taking techniques and methods for improving your score on the GMAT.

- GRE Preparation (Graduate Record Examination)
  Discover powerful strategies for success in the math, verbal and analytical sections of the GRE.

- LSAT Preparation (Law School Admission Test)
  Learn about law school entrance procedures, develop analytical reasoning skills and improve your test-taking skills.

- SAT/ACT Preparation
  Get your best possible score on the verbal, reasoning and quantitative sections of the new SAT exam.

GED Preparation

- Language Arts, Writing Test
  Prepare for the GED test on language arts and writing.

- GED Math Test Preparation
  Master the skills you’ll need to pass Test 5 in the GED test series.

- GMAT Preparation (Graduate Management Admission Test)
  Discover powerful test-taking techniques and methods for improving your score on the GMAT.

- GRE Preparation (Graduate Record Examination)
  Discover powerful strategies for success in the math, verbal and analytical sections of the GRE.

- LSAT Preparation (Law School Admission Test)
  Learn about law school entrance procedures, develop analytical reasoning skills and improve your test-taking skills.

- SAT/ACT Preparation
  Get your best possible score on the verbal, reasoning and quantitative sections of the new SAT exam.

Test Preparation

- Algebra Refresher Intermediate - ONLINE
  Gain an intermediate understanding of algebra in this algebra refresher course.

- Math Classroom Workshop Classroom
  Don’t feel ready for college math? Review the math basics in this hands-on workshop.

- GMAT Test Preparation
  GMAT (Graduate Management Admission Test). Learn tips and techniques for taking the GMAT.

- GRE Test Preparation
  GRE (Graduate Record Examinations). Review math and verbal skills as you prepare for the GRE.

- LSAT Preparation
  Find out what you need to know to prepare for the Law School Admission Test (LSAT) exam.

- PERT Preparation
  Preparation for the Postsecondary Education Readiness Test (PERT).

- ACT/SAT Web Enhanced
  Need to review your math skills review before you take the ACT/SAT? This is the course for you.

- SAT Test Preparation
  Prepare for the SAT, and review your math and verbal skills.

- TOEFL
  TOEFL (Test of English as a Foreign Language) Course is for non-native English speakers preparing to take the exam.

Register Today! www.broward.edu/ce or 954-201-7800

NEW COURSE ONLINE COURSE
Creative Arts Center

Fashion Designing
Gain knowledge of the fashion design industry: pattern making, garment knockoffs, styling, color theory, trend forecasting, marketing strategy, fashion sketching and portfolio (Croquis and Layout). This is a web-enhanced certificate program. Textbook included.

EDI 0286 $399
W 9/18-11/6 6:30-9:30p WES 466930
Taught by Asanya Davidson

Interior Decorator/Home Stager
Develop knowledge and skills to start a business. Complete successful decorating, home staging and redesigning projects. Learn coordination of colors, furnishings, flooring, lighting, accessories and decorative finishes. For aspiring business owners, gain practical business information. Learn how to stage a home. This is a web-enhanced certificate program.

EDI 0058 $495
T 9/17-11/5 6:30-9:30p WES 467109
Taught by Asanya Davidson

Wedding Experience
Gain hands-on, real-world experience, using lessons learned in the previous wedding and event planning course. Apply knowledge learned and assist in planning a real wedding.

EDI 0052 TBA $495

Wedding and Event Planner
Gain a solid foundation in wedding/event planning. Learn to coordinate weddings, special events, rites of passage, business events, etc. Course also covers the business module: vendors, contracts, and pricing your services. Certificate program included.

EDI 0038 $595
T 9/24-11/12 6-9p WES 467135

Wedding Planner, Certified – 300 hours
Program covers everything a wedding planner needs to know to work as a wedding planner or start your wedding planning business. $1,395

Media and Design
Digital Arts Certificate 420 hours
Develop technical skills and creative artistry in digital photography, imaging, and illustration. $5,595

Graphic Design With Photoshop CS5 Training – 200 hours
Prepare for a career in graphic design by mastering Photoshop CS5, the most popular application for creating and editing graphic images. $1,995

Multimedia Arts Certificate – 420 hours
Gain conceptual, technical and visual design skills to create multimedia applications and environments. Explore Adobe Photoshop, Flash, and digital video editing. $5,995

Interior Designer - Residential 120 hours
Learn the basics of residential interior design: styles and movements, materials that interior designers use. Create your own design concept. $1,995

Video Game Design and Development 500 hours
Using a comprehensive and analytical approach to game engine architectures, this program teaches you how to design and develop games. $1,995

Photography
Photography – Digital
Thinking about a career in photography? Gain an understanding of the basic fundamentals of digital photography. Discover how to prepare for the shoot, lighting techniques, photo finishing, creating your start-up portfolio, etc. Certificate program. Bring camera to class.

EDC 0037 $399
M 9/10-10/28 6:30-9:30p WES 467101

Photography – Glamour and Boudoir
Discover the art of taking beautiful fashion, glamour and boudoir pictures. Bring camera to class.

EDC 0416 $109
T 10/8-10/29 6:30-9:30p WES 466926

Mastering Digital Photography: Photographing People
Learn to take beautiful pictures of adults, children, and babies. $135

Nature Photographs
Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals and even macro shots. $135

Photoshop Elements
In this Adobe Photoshop Elements class, you’ll learn the secrets to successfully editing photos and bringing out the best in your images. $135

Register Today! Visit Registration offices at Central, North and South campuses
### Personal Enrichment

#### Creative Arts

**Guitar for Beginners**
Learn to play the types of music you enjoy today! This practical course will teach any beginner important aspects of playing guitar: chords, scales, changing strings, and customizing tone. Bring guitar to class.

- **EDE 0764**
  - **T**
  - **Location**
  - **Credit**
  - **Fee**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guitar for Beginners</td>
<td>Learn basic techniques for playing guitar, including chords, scales,</td>
<td>$125</td>
</tr>
<tr>
<td></td>
<td>changing strings, and customizing tone.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bring guitar to class.</td>
<td></td>
</tr>
</tbody>
</table>

#### Culinary

**Cake Decorating Workshop**
Learn simple and easy techniques for decorating cakes like a professional. Step-by-step techniques practiced.

- **EDI 0498**
  - **T**
  - **Location**
  - **Credit**
  - **Fee**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cake Decorating Workshop</td>
<td>Learn easy techniques for decorating cakes like a professional.</td>
<td>$199</td>
</tr>
</tbody>
</table>

**Dinner Party Services**
Turn your cooking passion into a business. Start your gourmet dinner party service for small parties and events.

- **EDI 0434**
  - **R**
  - **Location**
  - **Credit**
  - **Fee**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>Dinner Party Services</td>
<td>Turn your cooking passion into a business. Start your gourmet dinner party</td>
<td>$149</td>
</tr>
<tr>
<td></td>
<td>service for small parties and events.</td>
<td></td>
</tr>
</tbody>
</table>

**Food Safety Manager Training and Certification**
Food service managers must be certified every five years. This is the state-accepted course through the National Registry of Food Safety Professionals.

- **EDI 0448**
  - **TBA**
  - **Credit**
  - **Fee**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>Food Safety Manager Training and Certification</td>
<td>Food service managers must be certified every five years. The course</td>
<td>$125</td>
</tr>
<tr>
<td></td>
<td>is the state-accepted course through the National Registry of Food Safety</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professionals.</td>
<td></td>
</tr>
</tbody>
</table>

**Food Smart Nutrition**
This course addresses dietary and nutritional disorders, nutritional requirements in specialized populations, and food preparation with a focus on nutritional value.

- **EDI 0617**
  - **TBA**
  - **Credit**
  - **Fee**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Food Smart Nutrition</td>
<td>Address dietary and nutritional disorders, nutritional requirements in</td>
<td>$169</td>
</tr>
<tr>
<td></td>
<td>specialized populations, and food preparation.</td>
<td></td>
</tr>
</tbody>
</table>

#### Personal Finance

**Money Management Success**
Certified financial planner shows how how wealthy people build their fortunes.

- **EDI 0434**
  - **TBA**
  - **Credit**
  - **Fee**

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Money Management Success</td>
<td>Certified financial planner shows how wealthy people build their fortunes.</td>
<td>$135</td>
</tr>
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</table>

**Real Estate Investing**
Build and protect your wealth by investing in real estate.

- **EDI 0434**
  - **TBA**
  - **Credit**
  - **Fee**

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<tr>
<th>Course</th>
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<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate Investing</td>
<td>Build and protect your wealth by investing in real estate.</td>
<td>$135</td>
</tr>
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</table>

**Stock Options Intro**
Learn how stock options can help you profit in any type of market.

- **EDI 0434**
  - **TBA**
  - **Credit**
  - **Fee**

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<tr>
<td>Stock Options Intro</td>
<td>Learn how stock options can help you profit in any type of market.</td>
<td>$135</td>
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</table>

**Where Does All My Money Go?**
Learn how to get control of your money once and for all.

- **EDI 0434**
  - **TBA**
  - **Credit**
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### Additional Courses

- **Assisting Aging Parents**
- **Drawing for the Beginner**
- **Genealogy Basics**
- **Get Assertive**
- **Listen to Your Heart**
- **Music Made Easy**
- **Pleasures of Poetry**
- **Write Your Life Story**

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**NEW COURSE**

**ONLINE COURSE**
Fitness, Recreation and Water Sports

Biggest Winner Fitness Program
Develop skills for living a healthy lifestyle with ease and long term benefits.
EDI 0102  TBA  $89

Golf – Beginning/Intermediate
Learn the fundamentals of golf. Bring $6 per class for golf balls and range fees. Meets at North Campus driving range.
EDE 0964  $89
T 9/7-10/12  9-11a NOR 466934
S 10/19-11/23  9-11a NOR 466935

Personal Trainer Certification Preparation
Taught by the National Council on Strength & Fitness. Learn the latest advances in exercise, nutrition and health while preparing to take the NCSF national certification board exam. Purchase course materials prior to first class. Order from NCSF: 1-800-772-6273.
EDE 0601  $495
TR 9/17-11/7  7-9p SOU 467121

PADI Open Water Scuba Certification
Get certified to go scuba diving worldwide, bring your own mask, fins, snorkel, and wetsuit.
EDE 0853  $326
TR 9/3-9/22  7-9p TIG 467392

PADI Advanced Open Water Scuba
Enjoy underwater navigation, boat diving, drift diving, and more. Prerequisite: Open Water Scuba Diver Certification. Book not included.
EDE 0852  $365
TFSU 10/15-10/27  8a-noon TIG 467390

Windsurfing
Learn tacking and gibbing and to safely handle a board.
EDE 0543  $141
S 9/7-10/5  9a-noon TIG 467389
S 10/26-12/7  9a-noon TIG 466941

Lose Weight and Keep It Off
Learn how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.
EDC 0542  $169
S 9/7-10/5  9a-noon TIG 467381
U 9/8-10/6  9a-noon TIG 467383
S 10/26-11/23  9a-noon TIG 467386
U 10/27-11/24  9a-noon TIG 467387

Sailing
Gain hands-on sail rigging and craft handling experience.
EDC 0542  $169
S 9/7-10/5  9a-noon TIG 467381

Kids and Teens (ages 8-15)

Academic Enrichment
(See KTSC program schedule)

Tutoring: Reading, Writing and Math
Certified teacher will provide tutoring based on student's needs. Lessons will mirror concepts covered in school. Assessment to identify student's current abilities will be given on first day of class. Bring current report card to first class session.
EDI 0081  $119
M 10/7-11/4  4-6p WES 467376
S 10/19-11/16  9:30-11:30 PIN 467375
S 10/19-11/16  9:30-11:30 NOR 467377

PERT Preparation
Preparation for the Postsecondary Education Readiness Test (PERT).
EDI 0534  $139
T 9/17-10/8  6-9p CEN 467120

SAT Test Preparation
Prepare for the SAT, and improve your math and verbal skills.
EDC 0212  $169
W 9/11-10/9  6-9p SOU 467124
S 10/5-11/2  9a-noon CEN 467125

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• Monitored discussion area
• Conversational, easy to understand lessons
• Certificate of completion with a passing score

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Prepare for the SAT, and improve your math and verbal skills.

Ready, Set, Read!
A learning specialist shows you how to raise a successful reader and writer.

Understanding Adolescents
Unlock the secrets of the adolescent mind to improve relations.

Everyday Math
Gain confidence in your basic math skills and start using math to your advantage.

Algebra-Introduction
Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

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Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

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Save time and gas!
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- **Accounting**
  - Accounting Fundamentals
  - Quick Books 2007, 2012

- **Art, History, Psychology & Literature**
  - Music Made Easy
  - Enjoying European Art Online
  - Drawing for the Absolute Beginner

- **Business Administration**
  - Project Management Fundamentals
  - Supervision and Management
  - Understanding the Human Resources Function
  - Managing Costumer Service

- **Child Care & Parenting**
  - Enhancing Language Development in Childhood
  - Understanding Adolescents
  - Ready, Set, Read!

- **Courses For Teaching Professionals**
  - Solving Classroom Discipline Problems
  - The Creative Classroom
  - Survival Kit for New Teachers

- **Global Project Management Simulation**
  - PDU: 10
  - CEU: 1
  - Access time 180 days
  - In this simulation, you’ve been named the project leader for an exciting new project — the development of a knowledge sharing database for your company. The project will involve establishing processes for storing and sharing knowledge in your multinational corporation. You’ll make decisions about the project scope, schedule, budget, quality, and risk. As you make these decisions, an adaptive scoreboard will reflect the impact of your choices on project success. The goal in the simulation is to optimize positive scores across the following project management factors (as identified by the PMI® 2011 role delineation study).
  - $359

- **Health Care, Nutrition & Fitness**
  - Medical Terminology
  - Human Anatomy and Physiology
  - Luscious, Low-Fat, Lightning-Quick Meals
  - Assisting Aging Parents

- **Law & Legal Careers**
  - Employment Law Fundamentals
  - Workers’ Compensation
  - Criminal Law
  - Evidence Law
  - Real Estate Law

- **Math, Philosophy & Science**
  - Everyday Math
  - Introduction to Algebra

- **Personal Development**
  - Computer Skills for the Workplace
  - Become a Veterinary Assistant
  - Listen to your Heart, and Success Will Follow

- **Personal Enrichment**
  - Genealogy Basics
  - Wine Appreciation for Beginners
  - Write Your Life Story

- **Personal Finance & Wealth Building**
  - Real Estate Investing
  - Debt Elimination Techniques That Work
  - Building Wealth
  - Personal Finance

- **Sales & Marketing**
  - Professional Sales Skills
  - Effective Selling
  - Principles of Sales Management

- **Test Preparation**
  - SAT/ACT, GRE and LSAT Preparation
  - Grammar for ESL

- **Other Online Topics Include:**
  - Communication
  - Entrepreneurship
  - Finance
  - Human Resource Management
  - Job Search
  - Leadership and Management
  - Marketing
  - Nonprofit Management
  - Sustainable Management

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Global Project Management Simulation Simulation PDU: 10 | CEU: 1 | Access time 180 days

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Register and pay online. [www.broward.edu/ce](http://www.broward.edu/ce). Click on “Online Learning Center.” The day your course begins, return to the Online Instruction Center, choose “classroom” then log in.

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Transportation Program – Transportation programs include Automotive, Aviation, Global Trade and Logistics, and Marine. For further information, please call 954-201-8082. Aviation courses are held at the Aviation Institute on South Campus, 7200 Pines Boulevard, in Building 99. For course information, email aviation@broward.edu.

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