

Continuing Education/Workforce Development

The Institute for Economic Development

Continuing Education

Center for Business and Industry

Industry Based Training

WINGS Program

Health Science Continuing Education and Workforce
Development

Continuing Education/Workforce Development

The Institute for Economic Development

The Institute for Economic Development is a vital part of the total program at Broward Community College. The Institute emphasizes the community by extending the College into the community through noncredit offerings and programs reaching beyond the traditional limits of the College. The Institute for Economic Development houses the following departments.

- The Continuing Education Department
- The Center for Business and Industry
- Industry Based Training (IBT)
- W.I.N.G.S.

Continuing Education

www.broward.edu (954) 201-7800

The Continuing Education Department offers non-credit courses that provide continuing professional education (CPE) for individuals wishing to upgrade their present skills, to explore new occupational fields, personal education, intellectual enrichment, and or specialty programs.

Continuing Education courses vary in structure and length. Non-credit courses are offered at all BCC campuses (North, A. Hugh Adams Central, Judson A. Samuels South), Tigertail Lake Facility, Pines Center, Commercial Boulevard Center, Willis Holcombe Downtown Center/Higher Education Complex and other community locations.

Continuing Professional Education

Aviation
 Building Construction
 Business Management
 Classroom
 Online
 Cabling Technology
 Child Care Certification
 Computer Training
 Classroom
 Online
 Doula Training
 Financial Training
 Insurance
 Languages
 Classroom English
 Classroom ESOL
 Classroom Foreign
 Online Spanish
 Real Estate
 Security Officer
 Certified Personal Trainer

Personal Education

Around the World
 Art and Culture
 Culinary

Notary Training Classes
 Personal Enrichment
 Online
 Recreation and Water Sports
 Active Adults +50

Education Preparation

English for Speakers of Other Languages
 Payroll
 Technical Certification
 Test Preparation
 Classroom
 Online
 Young Peoples Summer College

Specialty Continuing Education Programs

Accounting: Continuing Professional Education (CPE) Seminars for CPAs led by nationally recognized speakers.

Children and Divorce: a court mandated, four-hour educational course for divorcing parents who have minor children. This course focuses on the concerns parents have regarding their decision to divorce and the impact this process will have on their children.

Insurance Program: provides courses for people interested in sitting for General Insurance Agents, Adjustors, and Life, Health and Annuity State Licensing Examinations. Continuing education courses for licensed insurance agents and National Professional Insurance Courses are also offered.

Real Estate Program: provides continuing education credits for real estate salespersons, brokers, and community association managers to enable them to maintain their active license status. Mortgage broker tests are given monthly at BCC.

Young People's Summer College: Children eight to sixteen years of age are introduced to Broward Community College educational options, giving them a positive summer experience. Topics are interesting so kids have fun while they learn, and have a chance to become familiar with the college campus environment. Classes are offered in Computers, Drawing, Golf, Paper Mache, Jazz/Hip Hop, Calligraphy, Aviation, Aquatic Science, Play Production, Word Processing, Spanish, Fashion Art, Safe Sitters, Cartooning, Kung Fu, Photography, Cheernastics, Snorkeling, Tennis, Musical Instrument Instruction, Summer Fun with Food, Magic, Memory Power, and Creative Writing.

Information Technology: The Institute meets the computer training needs of the Broward County business community including labor, industry, and government. Our non-credit courses are presented in state-of-the-art laboratories on BCC campuses and our own computer laboratory in the FAU/BCC Building at 1515 W. Commercial Boulevard. Programs for certification include A+, N+, MCSE, MCDBA, MCSA,

CCNA, CIW, and CCNT. Programs are continually added with the advancement of technology and for the growing need of the workforce.

The Institute has three methods for providing workshops in a range of popular microcomputer programs.

1. Computer seminars scheduled on a regular basis at our own state-of-the-art microcomputer laboratory. These seminars are designed to provide basic skills in a short time that will be used immediately upon return to the work place. These seminars are limited to 16 participants, each of whom has the exclusive use of a computer during the seminar.
2. Non-scheduled seminars as above are offered to companies seeking custom training but arranged on a contractual basis. Admission to these classes is limited to the enrollment contracted for in the Training Agreements.
3. Online Internet courses are offered for individuals who prefer to learn from home or office. A wide variety of course topics are scheduled monthly, and curriculum is available for viewing at website www.broward.edu.

Center for Business and Industry
www.broward.edu
 (954) 201-7814

The Center for Business and Industry (CBI) at Broward Community College's Institute for Economic Development works to support the economic well-being of Broward County's work force. CBI provides design, development, delivery and evaluation of training programs as well as professional consultation to address workplace problems. Established in 1990, CBI has structured, diverse, competency-based programs for industries and organizations focused on enhancing the skill and information base of employees. Programs are delivered by qualified trainers, business practitioners, and experienced educators to guarantee timeliness and quality.

CBI's programs are offered at all campuses and centers. Options include:

- Customized training at business and industry sites
- Short-term training at all campuses and centers
- Existing seminars and workshops
- High Impact Adventure Training Ropes Courses

Customized on-site training means an end to generic, expensive and time-consuming seminars and extensive travel. Customized programs are designed to meet specific needs of a company without requiring travel from the comfort and convenience of the firm's location. Practitioners and consultants with successful business and industry backgrounds help define training needs. Technical skills, management skills and team-building programs are tailored to the culture of the business and the learning styles of employees. Customized training offers a choice of formats best suited to employees and employers.

Short or long-term programming, lasting from a few hours to several months, is available.

Industry Based Training

Industry Based Training (IBT), is designed to bridge the gap between local labor market needs and the abilities of the workforce through the delivery of customized training services and on-the-job training. Major employers provide up-front commitments to hire. IBT recruits individuals for these companies and provides customized, competency-based training leading to specific jobs in these workplaces. The length of training is a minimum of four weeks and is full time. How the training is delivered is dependent upon the specific jobs. For example, school bus drivers are trained in a classroom setting for three weeks, followed by road training in the school bus, for a total of about six weeks. Each program offered is unique. This one results in a Commercial Driver's License (CDL "B") and employment with the School Board of Broward County.

Our training is federally funded and is free to eligible individuals. The participating employer selects people who qualify for services and meet the employer profile in advance of training. Jobs are guaranteed to trainees based upon successful program completion. All jobs are full time and provide fringe benefits.

These training programs have been in existence in Broward County since 1984, and have been offered through Economic Development since 1997. IBT is located on BCC's South Campus, Building 88, Room 102, 7200 Pines Boulevard, Pembroke Pines, FL 33024, (954) 201-8055.

WINGS (Women Investigating New Goals and Services)

WINGS is a comprehensive re-entry program offering assistance to women who are in transition due to the separation, divorce, death, or disability of a spouse. Due to their circumstances, they need to enter the job market, or return to school for training to re-establish themselves as responsible, independent, self-supporting citizens. They have many barriers to employment due to their lack of recent work experience, lack of education, lack of updated skills, and low self-esteem. Our program helps to eliminate these barriers.

Our free programs offer:

Career counseling and assessment
 Building self-esteem
 Assertiveness training
 Communication skills
 Job search skills
 Resume writing
 Basic computer literacy training
 On-going support services

Workshops and computer classes are offered during the day and evening schedules, in both **English and Spanish**. Workshops are offered at the North,

A. Hugh Adams Central and Judson A. Samuels South Campuses of Broward Community College.

To register for WINGS workshops, participants may call North Campus at (954) 201-2398, or South Campus at (954) 201-8874.

Health Science Continuing Education and Workforce Development

The Health Science Continuing Education program provides educational opportunities for health professionals who desire to increase their knowledge and skills based on a continuum. The program supports and assists in implementing the philosophy and purpose of the College through continuing education offerings for health care providers. Target groups include medical office personnel, dental assistants and hygienists, dietitians, registered and licensed practical nurses, medical assistants, medical laboratory personnel, nursing home administrators, radiographers, physical therapists and assistants, respiratory therapists, and psychological services licensees.

Health Science Continuing Education is an approved provider for the American Association of Medical Assistants**; American Dietetic Association**; Board of Massage (DPR Provider MCE-129-03 Exp. 8/2003); Florida Certification Board, Inc. (Florida Department of Health Provider #143A); Clinical Laboratory Personnel (recognized by National Certifying for Clinical Lab Personnel) DPR Provider #JP3; Certified Case Manager Commission, Provider 00060005; Dental Assisting National Board, Inc.; Florida Physical Therapy Association; Florida State Board of Dentistry Provider #P00020; Florida State Board of Nursing; Provider #2163; Nursing Home Administrators; Florida Board of Clinical Social Work, Marriage and Family Therapy and Mental Health Counseling (BAP#73, Exp. 3/31/05); Department of Radiologic Technology HRS Provider #3200006 (Category A); and Respiratory Care**.

**Contact the individual Professional Board for rules and guidelines.

Interprofessional collaboration in programming fosters interaction among health care practitioners in order to provide improved quality health care. We support the concept of learning as a continuous process of formal and informal educational learning experiences. Continuing education is supplemental to formal education and, therefore, most appropriate as short-term, non-credit offerings.

Offerings are available at all campus sites and various off campus facilities. Day, evening, and weekend classes provide opportunities for continuing education. The format for classes includes seminars, workshops, short and long-term courses and special educational programs. College credit courses, home study, audio and video offerings are also available. Contracted instructional services meet the needs of individual institutions, agencies, or groups.

Non-credit and credit courses are in the publication, *Continuing Education for Health Professionals Schedule*, which is published three times a year. Additional flyers announce individual offerings periodically. For information regarding these programs contact Continuing Education for Health Professionals at (954) 201-6768.

In addition to credit and non-credit courses the department offers Advanced Technical Certificates (ATC). The ATC has been identified as a program of instruction consisting of nine credit hours or more but less than 45 credit hours of college-level courses, which may be taken by students who have already received an Associate of Science degree and are seeking an advanced specialized program of study to supplement the associate degree.

The department offers Advanced Technical Certificates in the following areas.

- Basic Perioperative Nursing
- Coronary Care Nursing
- Critical Care Nursing
- Graduate Nurse Intern
- Home Health Nursing
- Multi-skilled Healthcare Professional
- Vascular Sonography

Basic Perioperative Nursing

The Basic Perioperative Nursing courses are offered to licensed registered nurses who require additional course work to be employed in an operative/surgical unit. An Advanced Technical Certificate in Basic Perioperative Nursing will be to students who complete the following courses with a grade of "C" or higher:

NUR 2293 Basic Perioperative Nursing	8 cr.
NUR 2293L Basic Perioperative Practicum	5 cr.

Coronary Care Nursing

The Coronary Care Nursing course is offered to licensed registered nurses who require additional course work to be employed in a coronary care unit. An Advance Technical Certificate will be awarded to students who complete the following courses with a grade of "C" or higher.

NUR 2294 Coronary Care Nursing	9 cr.
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Critical Care Nursing

The Critical Care Nursing courses are offered to licensed registered nurses who require additional course work to be employed in a critical care specialty unit. An Advance Technical Certificate in Critical Care Nursing is awarded to students who complete a minimum of nine credit hours with a grade of "C" or higher in the following courses

NUR 2391 Care of the Critically Ill Newborn	4 cr.
NUR 2392 Critical Care of the Pediatric Client.	5 cr.
NUR 2292C Introduction to Critical Care Nursing	5 cr.
NUR 2274 Emergency Nursing	3 cr.
NUR 2274L Emergency Nursing Practicum	3 cr.

Graduate Nurse Intern

The Graduate Nurse Intern courses are offered in licensed registered/graduate nurses who require additional courses to meet a healthcare agency's requirement for employment. An Advanced Technical Certificate will be awarded in Graduate Nurse Intern to students who complete a minimum of nine credit hours with a grade of "C" or higher in the following courses.

NUR 2946	Nurse Internship	1 cr.
NUR 2946L	Nurse Internship Clinical Lab	6 cr.

And 2 or more credits of the following:

CVT 1501	Basic Electrocardiography	2 cr.
HUN 1202	Essential of Nutrition and Diet Therapy	3 cr.
MLS 1525C	Medical Lab. Tech III (Phlebotomy)	5 cr.
NUR 2930	Comparative Health Care Systems	3 cr.
SPC 1024	Intro to Speech Communications	3 cr.
OR		
SPC 1600	Public Speaking	3 cr.

Home Health Nursing

The Home Health Nursing courses are offered to licensed registered nurses who require additional courses to be employed with a home health nursing agency. An Advanced Technical Certificate, Home Health Nursing, will be awarded after a minimum of nine credit hours are completed in any combination of the following courses.

NUR 1271	Foundations of Community Health	3 cr.
NUR 1272	Community Health Care	3 cr.
NUR 1273	Health Promotion & Prevention	3 cr.
NUR 2062	Health Assessment of the Adult Client	5 cr.
NUR 2275	Transition to Home Health Nursing	2 cr.
NUR 2275L	Transition to Home Hlth Nursing Cl	2 cr.

Multi-Skilled Healthcare Professional

The Multi-Skilled Health Care Professional courses are offered to Associate in Science degree graduates who are licensed Healthcare professionals needing cross-training in other discipline areas. An Advanced Technical Certificate, Multi-Skilled Healthcare Professional, will be awarded after a minimum of nine credit hours are completed in any combination of the following.

CVT 1501	Basic Electrocardiography	2 cr.
HCP 1930	Fundamentals of Cardiac Catherization	3 cr.
HAS 1100	Medical Admin./Hospital Business Op.	3 cr.
MLS 1525C	Med. Lab Tech III (Phlebotomy)	5 cr.
NUR 2062	Health Assessment of the Adult Client	5 cr.
NUR 2940C	Respiratory Care Training for Nurses	12 cr.

OR

NUR 2941C	Respiratory Nsg.: Oxygen	2 cr.
NUR 2942C	Respiratory Nsg.: Chest Therapy	2 cr.
NUR 2943C	Respiratory Nsg.: Treatments	1 cr.
NUR 2944C	Respiratory Nsg.: Protocols	2 cr.

Vascular Sonography

The Vascular Sonography Courses are designed to prepare the registered Sonographer for the registry examination given by the American Registry of Diagnostic Medical Sonography (ARDMS) to become a Registered Vascular Technologist (RVT). An Advanced Technical Certificate: Vascular Sonography, will be awarded after nine credit hours are completed.

SON 2171	Vascular Sonography	3 cr.
SON 2175	Vascular Sonography II	3 cr.
SON 2176	Vascular Sonography III	3 cr.