

View complete course descriptions and register online at ce.broward.edu

No classes will be held on Mon., January 21, Fri., February 22, and Mon., March 3 through Sun., March 9, 2008

BUILDING & CONSTRUCTION - CON'T

Contractors' License Preparation for Florida Contractors General, Building or Residential (Day two test)

EDI 0074 30 HRS. \$309
Intensive classroom/homework prep for Contract Administration and Project Management tests. Focus will be on key words, phrases, problem solving, examples and exercises. All required textbooks and pamphlets for this course are available at the North Campus Bookstore. PRE-REQUISITE: Completion of Day 1 lecture series or successful passing the state test for Day 1.

MW 3/10-4/9 6-9:00 pm North/TBA 348778

AutoCAD for the Construction Industry: Level I

EDE 0650 14 HRS. \$255
CEU credit available CILB #0000852

Sat 3/15-4/12 9-11:50 am North/48/309 348779

AutoCAD for the Construction Industry: Level II

EDE 0651 12 HRS. \$255
CEU credit available ECLB #0003094

Sat 4/19-5/10 9 am-12 noon North/48/309 348789

Blueprint Reading & Estimating I

EDE 0653 14 HRS. \$225

W 2/13-3/19 6:30-9:20 pm North/TBA 348790
Sun 3/30-5/4 9-11:50 am North/49/212 348791
(no class on 4/20)

Blueprint Reading & Estimating II

EDE 0654 14 HRS. \$225

W 4/9-5/7 6:30-9:20 pm North/56/103 348792

Intro. to the Construction Industry: Level I

EDC 0656 15 HRS. \$225

Th 2/21-3/27 6:30-9:30 pm North/TBA 348793

American Disability Act

EDE 0371 8 HRS. \$195

Upon course completion attendees will receive eight hours of CEU credits. Provider #004-0000958. Course #AR.01.0058 (9877264). CILB course #0008440.

F 3/14 8:30a-5:00 pm North/48/107 348794

BUSINESS MANAGEMENT

ENTREPRENEURIAL INSTITUTE - Training Series for Entrepreneurs and Small Business Owners.

Complete 36 class hours and earn a non-credit Certificate from Continuing Education's Small Business/Entrepreneurial Institute. Call 954-201-2204 for details.

Bookkeeping Basics for Small Business

EDE 0562 4 HRS. \$ 65

Introduction to the basics of bookkeeping/recordkeeping for small business owners.

W 3/26 6-10:00 pm North/56/103 348896

Bookkeeping I

EDE 0824 20 HRS. \$189

Fundamental principles of bookkeeping and accounting.

M 2/4-3/17 6-9:20 pm Central/14/164 348914

Bookkeeping II

EDE 0837 20 HRS. \$189

Continuation of Bookkeeping I. Reconciliation of bank and financial statements, payroll preparation, payroll taxes, etc.

M 3/31-5/5 6-9:20 pm Central/14/164 348918

Business Opportunities for Women

EDE 0730 4 HRS. \$ 65

Sat 1/26 9:30a-1:30 pm North/48/107 348920

Did you know there are more business courses available online at ce.broward.edu? Just click on **E-Learning** to view online courses and register.

LEARN SECRETS FROM A PRO - ATTEND OUR "GET ORGANIZED" SEMINAR

Get Organized and Stay That Way!

The Wall Street Journal reports that the average American business person spends six weeks a year searching for lost or misplaced articles from messy desks and files? Do you spend time looking for lost or misplaced items? Do you have papers "piled" instead of "filed"? Do you sometimes experience stress and frustration resulting from disorganization?

This interactive seminar will help you gain more control over time, increase productivity, manage clutter, appear more professional, reduce stress, simplify your life . . . and profit from the results.

Our Certified Professional Organizer, Diane Hatcher, CPO® will teach you techniques and provide simple solutions for: Desk Set-Up, Clutter Control, Filing System Guidelines, Mail and Paperwork Processing, Time, Calendar & Schedule Management, Maintaining Organization and more. Attendees will also receive a copy of Diane's book "Don't Agonize, Organize Your Office Now!"

Registration fee \$145. Refreshments will be served.

TWO CONVENIENT TIMES AND LOCATIONS

F 1/25 9 am-12 noon Tigertail 348773
Tu 3/11 6:30-9:30 pm Weston/208 348774



BUSINESS MANAGEMENT - CON'T

Creating a Successful Business Plan

EDE 0093 3 HRS. \$ 59

W 2/13 6:30-9:30 pm Weston/TBA 348937
Tu 5/13 6:30-9:30 pm North/TBA 348939

Home-Based Businesses

EDE 0094 4 HRS. \$ 65

Sat 2/9 9:30a-1:30 pm North/48/107 348945

How to Find Money to Start or Expand Your Business

EDE 0563 3 HRS. \$ 59

Tu 2/5 6:30-9:30 pm Weston/TBA 348946

How to Start Your Own Business

EDE 0091 3 HRS. \$ 59

W 1/30 6-9:00 pm CSCHS* 348947

*Coral Springs Charter High School

Introduction to Import/Export

EDC 0467 8 HRS. \$115

Sat 2/16-2/23 9:30 a-1:30 pm North/48/107 348949
W 4/9-4/16 6-10:00 pm Central/5/111 348950

Start Your Own Consulting Business

EDE 0800 3 HRS. \$ 65

W 3/12 6:30-9:30 pm Weston/209 348955

Starting an Online eBay Business

EDE 0806 6 HRS. \$115

Taught by a certified eBay Instructor. eBay course book is included.

W 2/20-2/27 6-9:00 pm Weston/219 348956

Real Estate Investment - The Rapidly Growing World of Foreclosures

EDE 0959 3 HRS. \$ 59

Learn what the foreclosure procedures are and how they can adversely affect the homeowner. Includes discussion of basic procedures to help prevent complete loss for the homeowner.

W 4/30 6-9:00 pm CSCHS* 348953

Grant Writing: Introduction

EDI 0045 4 HRS. \$ 65

W 3/19 6-10:00 pm Weston/210 348957
Sat 4/12 9 am-1:00 pm Pines/TBA 348958

CHILD CARE

CERTIFICATION COURSES IN ENGLISH AND SPANISH



IMPORTANT - CHILD CARE STUDENTS ARE NOW REQUIRED TO BUY THEIR BOOKS PRIOR TO FIRST CLASS

Child Care students are now required to buy their books, they will not be given out by the trainers. Students must purchase their books in the BCC Bookstore prior to the first class in order to be admitted to the course.

For bookstore hours, refer to the BCC bookstore website, www.broward.edu/bookstore

To ensure you have the correct books, buy the books on the campus where your course is being offered.

IMPORTANT: THE STATE REQUIRES A SOCIAL SECURITY NUMBER OR FLORIDA ID NUMBER TO REGISTER.

IF YOU DO NOT HAVE A SOCIAL SECURITY NUMBER, PLEASE CONTACT THE STATE OF FLORIDA CHILD CARE TRAINING INFORMATION CENTER 1-888-352-2842