

View complete course descriptions and register online at [ce.broward.edu](http://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](http://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  
 \*Coral Springs Charter High School

**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](http://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**

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## CHILD CARE - CON'T

## CERTIFICATION COURSES IN ENGLISH AND SPANISH

**IN ORDER TO BE ADMITTED INTO THE CLASSROOM  
YOU MUST COMPLETE THE FOLLOWING STEPS:**

- 1) Register and pay at BCC. In person or online at [ce.broward.edu](http://ce.broward.edu) - Click on Child Care Certification.
- 2) Enroll at [www.myflorida.com/childcare/training](http://www.myflorida.com/childcare/training).
- 3) Purchase your books at the campus bookstore where your class is held.

**PARA SER ADMITIDO A SU CLASE TIENE QUE COMPLETAR LOS SIGUIENTES PASOS:**

- 1) Regístrese y pague en BCC. En persona o via internet [ce.broward.edu](http://ce.broward.edu) - Seleccione Child Care Certification.
- 2) Inscribase en [www.myflorida.com/childcare/training](http://www.myflorida.com/childcare/training).
- 3) Compre los libros en la librería del campus donde su clase se llevará a cabo.

SHOW STATE CONFIRMATION COPY & BCC RECEIPT TO THE INSTRUCTOR ON THE FIRST DAY OF CLASS.

MUESTRE LA CONFIRMACIÓN DEL ESTADO Y SU RECIBO DE PAGO DE BCC  
AL MAESTRO EL PRIMER DIA DE CLASES.

FOR INFORMATION / PARA INFORMACION 954-201-6960



- **40 HOURS IS NEEDED** to meet state's requirements for working in the Child Care field. **YOU MUST TAKE:** Intro to Child Care (30 hrs.) and **SELECT ONE** of the 10 hr. child care classes - Infant/Toddler, or Pre-School.
- To eliminate class disruption students will not be admitted if more than 15 minutes late. No make-up classes offered. **NO REFUNDS** after first class.

**PLEASE NOTE:** Broward Community College does not conduct Child Care make-up classes. To make-up a class you must contact Nova Southeastern University's Mailman Segal Institute for Early Childhood Studies at 954-262-6905.

## CLASSES IN ENGLISH

► **REQUIRED** This course includes Rules & Regulations for Child Care Facilities + Child Abuse & Neglect + Health, Safety & Nutrition + Child Growth & Development + Behavioral Observation & Screening.  
**ONLY PAYMENT GUARANTEES YOUR PLACE IN THE CLASS.**

**Intro to Child Care + Behavioral Observation & Screening (for Child Care Facilities)**

EDE 0099	30 HRS.	\$125
Tu 1/29-3/25	6-10:00 pm**	South/69/117 348183
Sat 2/2-3/1	9:30a-4:30 pm*	South/70/115 348184
M 2/18-4/14	6-10:00 pm**	North/56/101 348185

\*Includes one hour for lunch

\*\*Last night of class ends at 8:00 pm

► **SELECT ONE OF THE FOLLOWING CLASSES**

**10-Hour Child Care: Infant/Toddler**

EDE 0095	10 HRS.	\$42
W 1/30-2/13	6:30-10:30 pm**	North/56/103 348186
Sat 2/2-2/9	9:30a-3:30 pm*	South/TR 410 348188
Tu 4/1-4/15	6:30-10:30 pm**	South/69/117 348193

\*Includes one hour for lunch

\*\*Last two classes end at 9:30 pm

**10-Hour Child Care: Pre-School**

EDE 0096	10 HRS.	\$42
W 4/16-4/30	6:30-10:30 pm**	South/Mod 98 348195
M 4/21-5/5	6:30-10:30 pm**	North/56/101 348196

\*\*Last two classes end at 9:30 pm

## CLASSES EN ESPAÑOL

► **REQUIRED** This course includes Rules & Regulations for Child Care Facilities + Child Abuse & Neglect + Health, Safety & Nutrition + Child Growth & Development + Behavioral Observation & Screening.  
**ONLY PAYMENT GUARANTEES YOUR PLACE IN THE CLASS.**

**Intro to Child Care + Behavioral Observation & Screening (for Child Care Facilities)**

EDE 0104	30 HRS.	\$125
M 2/11-4/7	6-10:00 pm**	Central/1/138 348197
W 2/13-4/9	6-10:00 pm**	Central/14/163 348198

\*\*Last night of class ends at 8:00 pm

► **SELECT ONE OF THE FOLLOWING CLASSES**

**10-Hour Child Care: Infant/Toddler**

EDE 0100	10 HRS.	\$42
Sat 3/15-3/22	9:30 a-3:30 pm*	Central/5/113 348199
Tu 4/15-4/29	6:30-10:30 pm**	Central/9/105 348200

\*Includes one hour lunch

\*\*Last two classes end at 9:30 pm

**10-Hour Child Care: Pre-School**

EDE 0101	10 HRS.	\$42
Th 1/31-2/14	6:30-10:30 pm**	Central/9/104 348201
Sat 2/2-2/9	9:30a-3:30 pm*	Central/9/103 348202

\*Includes one hour lunch

\*\*Last two classes end at 9:30 pm

## COMPUTER TRAINING

Go to [ce.broward.edu](http://ce.broward.edu) click on computers to view course outlines and book requirements or call 954-201-3609 for more information.



## Keyboarding

EDC 0440	18 HRS.	\$155
MW 1/14-1/30	6-9:40 pm	Central/8/202 347817
MW 1/14-1/30	6:20-10:00 pm	CSCHS* 347815
Sat 3/15-4/19	9:00 am-Noon	North/60/333 348710

\*Coral Springs Charter High School

## Introduction to Computers and Windows

EDC 0178	12 HRS.	\$233
Textbook required.		
F 1/11-2/1	9:00 am-Noon	Pines/100/205 347819
M-Th 1/28-1/31	9:00 am-Noon	WHC/33/308 348655
MW 2/4-2/13	6:30-9:30 pm	CSCHS* 347818
M-Th 3/10-3/13	1-4:00 pm	North/60/333 348721
M-Th 3/17-3/21	6:30-9:30 pm	WHC 33/3008 348658
TuTh 2/12-2/21	9:00 am-Noon	Weston/212 348569
F 2/22-3/21	12:30-3:30 pm	Pines/100/205 347827
MW 2/4-2/13	6:30-9:30 pm	Central/8/202 347900

\*Coral Springs Charter High School

## Introduction to MS Office

EDC 0845	18 HRS.	\$239
Prerequisite: Knowledge of the Windows Operating System. Microsoft Office programs share common methods for doing basic tasks. Textbook required.		
TuTh 1/29-2/7	9:00 am-Noon	Weston/214 347851
MW 2/18-2/27	6:30-9:30 pm	CSCHS* 347967
Sun 2/3-2/24	1-4:00 pm	Central/8/202 348681
M-Th 3/17-3/20	9:00 am-Noon	North/60/333 348722
M-Th 3/31-4/3	6:30-9:30 pm	WHC 33/308 348723

\*Coral Springs Charter High School

## Introduction to QuickBooks

EDC 0882	21 HRS.	\$325
Prerequisite: Knowledge of Windows & Accounting. Textbook required.		
TuTh 1/29-2/19	3-6:00 pm	Weston/214 347861
TuTh 2/5-2/26	6:30-9:30 pm	Central/8/202 347898
Sat 3/15-4/19	9 am-12:30 pm	Central/8/202 349072

## Advanced QuickBooks

EDI 0048	12 HRS.	\$179
Prerequisite: Introduction to QuickBooks.		
Sat 1/19-2/6	8:30a-12:30 pm	Central/8/202 349094
TuTh 3/11-3/20	6:30-9:30 pm	Central/8/202 348724

## MS Word

EDC 0459	12 HRS.	\$233
TuTh 1/15-1/24	6-9:00 pm	Weston/TBA 349050
F 2/8-2/29	9:00 am-Noon	Pines100/205 347821
Sat 3/15-3/29	8:30a-12:30pm	Central/5/106 349086
M-Th 4/7-4/10	9:00 am-Noon	WHC/33/308 348662