

WORK Place Training

CAREER Informer!

Fast Programs
4G Career Training Connection

Register Today!
www.broward.edu/ce

- The Arts
- eBusiness
- Import/Export
- Finance
- Marketing
- Culinary
- Fitness

Browse the pages of this booklet and find proven business tools to help you **“GET THERE FAST”**; start a business, learn new skills, earn extra income, get a promotion or a better job.

Start
my
business

Learn
new
skills

Become a
Weekend
Entrepreneur

Earn extra
Income



Today's headlines indicate **there has never been a better time for you to make an investment in learning.** Tough times are here and it looks like they will be with us for a while. With skill competition increasing every day, along with the pressures of tough economic times, you will need proven business techniques to generate demand for your existing products and services. Our training programs in Business and Careers provide effective business development process in marketing, management, and finance. Our programs will help you penetrate markets and open up profitable opportunities. Courses are taught by business professionals.

Diane Peart,
Manager, Corporate and Continuing Education

BUSINESS PROGRAMS:

Move to the next level. Courses for aspiring and existing small Business owners

FAST & FABULOUS CAREER OPPORTUNITIES: Start a new business, and gain the skills you need to succeed in a relaxed and informal classroom setting.

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BUSINESS OPPORTUNITIES & CAREERS

Administrative Assistant

EDI 0367 \$299 – 15 hrs. Ref# 425279

Sat	3/31-5/5	8:30a-11:00a	South
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Become a top notch administrative assistant! Learn to: effectively communicate in the office, maintain electronic files, manage multiple assignments, compose reports and memos, create PPT presentations, conduct research, etc. Manual, CD, and certificate included. Lecture & computer lab.

Grant Writing Workshop

EDI 0045 \$299– 12 hrs. Ref: # 425397

Thu	1/26-3/1	6:30-8:30p	Central
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Learn how to write grant proposals successfully in this hands-on workshop. Bring your grant ideas to class and our grant writing professional will assist you in bringing Proposal to life. Materials included.

BUSINESS OPPORTUNITIES & CAREERS

Grant Writing Evaluation – Web Enhanced

EDI0474 \$99– 12 hrs.

Ready to submit your grant proposal for funding, or presently had your proposal rejected? This course is for you!

Experienced grant writer will EVALUATE with feedback on what to do next. Gain an understanding of the criteria funding sources use to determine whether your proposal gets funded; learn ways to present information to make your proposal competitive, etc. BRING your grant proposal to the first class meeting. Blended educational delivery method combines class meetings with self directed online instruction. Prerequisite: personal computer and e-mail skills.



Human Resources Development – Web Enhanced

EDI0429 \$299 – 15 hrs. Ref: # 425280

Tue	3/20-4/17	6:30-9:30 p	Central
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Gain an understanding of Human Resources Management:



employment laws and how they affect the workplace, recruitment and hiring practices, performance evaluations, compensation, benefits, training and development, and FLSA regulations.

BUSINESS OPPORTUNITIES & CAREERS

Project Management Introduction- Introduction

EDI 0465 \$299 – 32 hrs. Ref# 425281

Wed.	1/25-2/22	6:30-9:30 p	South
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In this hands-on introductory course gain knowledge of the Project Management Process: planning, scheduling, estimating, documenting, managing projects, portfolio and time management, etc. Workbook, CD, and certificate included. A working knowledge of computers is needed.

Small Business Development

EDI 0428 \$299 – 15 hrs. Ref# 425284

Sat	3/31-4/28	9:30-12:30p	Central
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Studies indicate that 80 percent of new businesses fail within the first five years. Learn the essentials to develop your business: business plan rationale, financials and record keeping, marketing strategies and leadership development. You can succeed!

Start Your Own Business Today!

EDE 0091 \$299 – 15 hrs. Ref #425288

Sat	2/4-3/4	9:30-12:30p	Central
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Make your dream a reality. Learn aspects of business startup: registering and incorporating your business, essentials of a good business plan, ways to fund your business and marketing strategy.

CULINARY PROGRAMS

Returning Next Term

Dinner Party Services-New

EDI 0434 \$149- 12 hrs.



Turn your cooking passion into a business. Start your gourmet dinner party service for small parties and events. Learn from a culinary professional how to cater small parties and events for small groups of 10-50. Course covers developing a menu of your services, menu planning, pricing for profitability, portion size, effectively

marketing, advertising, and creating a successful model for your business. Discover how to get started.

Wine Tasting & Food Pairing

EDI 0287 \$99 – 3 hrs.

Look, smell and taste! Increase your knowledge of wines one glass at a time through tasting, wine & foods pairing, understanding reds and whites, selecting, serving, storing, etc. Discover your taste perception by discerning flavor through smell and taste.



Cake Decorating Workshop

EDI 0498 –\$199 9 hr.

Learn simple and easy techniques to decorating cakes like a professional. Step-by step technique practiced in this workshop include: applying icing smoothly, basket weaving, creating flowers, and using butter cream and a variety of fondant techniques that prepares you to decorate your grand finale cake.

Information & registration: www.broward.edu/ce or 954-201-8241

CULINARY PROGRAMS

Edible Centerpiece Designer

EDE 0996 \$243 – 3.5 hrs.



Embark on a creative career! Learn the art of designing and organizing fresh fruits and vegetables to create beautiful healthy edible centerpieces/arrangements. Create your own take home edible arrangement. Fee includes fruits & vegetables, tools and workbook.

Personal Chef

EDI 0462 \$299 – 15 hrs.

Showcase your culinary skills! Work part time or full time and reach the level of success you desire. Learn techniques to operate a Personal Chef business. Class covers: life as Personal Chef, time Management, target markets, business planning. Workbook and CD included.

MARKETING

Social Media Marketing- Grow your Business New

Sat.	4/14-4/28	9:30a-12:30p	Central
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EDI 0486 \$179 9hrs Ref # 425287

Grow your business quickly! Discover free marketing techniques using “social media” the new venue where you can market and promote yourself, your business, products, and services for little or no cost. A professional presence using Facebook, Twitter, Linked-in, and other social networking site can give you an edge above the competition.



Information & registration: www.broward.edu/ce or 954-201-8241

e-BUSINESS/INTERNATIONAL TRADE

International Trade: Import/Export Business

EDI 0463 \$299 – 15 hrs. Ref: #425299



Thurs	3/29-4/26	6:30-9:30 p	South
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Join the International Trade community! Gain a firm foundation to start your business or career in Import Export; practical hands-on, comprehensive workshops concentrated on terminology, regulations, procedures, documentation, etc. Student must complete all assignments/projects to receive certificate of completion. Workbook and CD provided

Returning Next Term

Introduction to Import/Export

EDC 0467 \$115 - 12 hrs.

Discover what international trade and the possibility of developing an Import/Export business, sources of assistance, trade terminology, transactions, marketing, letters of credit and documentation.

FAST & FABULOUS CAREERS

Digital Photography

EDI 0037 \$399 24 hrs.

– Ref:# 425405

Thinking about a career in digital photography? This course can help you get started: fashion, boudoir, portraits, etc. Learn: to



Thurs	3/15-5/3	6:30-9:30 p	Weston
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prepare for the shoot, lighting, photo finishing, develop a portfolio. Materials included. Bring camera to class for "live" photo session.

Photography:

Glamour and Boudoir Images

EDC 0416 \$109 12hrs Ref:# 425404

Tue.	2/7-2/28	6:30-9:30 p	Weston
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Create the beauty that you see on the cover of magazines. This hands-on instruction in photography will teach you how to create professional images that will impress everyone. Bring camera to class. Student must have basic knowledge of their camera.

Fashion Designer – Web Enhanced

EDI 0286 \$399 24hrs, Ref: # 425407

Thur.	2/9-4/5	6:30-9:30p	Weston
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Enter the world of fashion! Gain an understanding of fashion design industry: pattern making, garment knockoffs, styling, color theory, trend forecasting, marketing strategies, fashion sketching, and portfolio (Croquis and Layout). Students must complete class assignments, sketching portfolio, and final sewing design projects to receive certificate.



Information & registration: www.broward.edu/ce or 954-201-8241

FAST & FABULOUS CAREERS

Course material included. Sewing machine required. Blended educational delivery method combines class meetings with self-directed online Instructions. Prerequisite: personal computer and e-mail skills.

Interior Decorator & Home Stager – Web Enhanced

EDI 0058 \$495 – 24 hrs. , Ref: # 425409

Tue.	1/31-3/27	6:30-9:30p.	Weston
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Start a business as an interior Decorator/Home Stager! This double certificate program offers the opportunity to develop knowledge and skills required for completing successful decorating, redesigning, or home staging projects. Course includes: selection and coordination of colors, soft furnishings, flooring, lighting, accessories, decorative

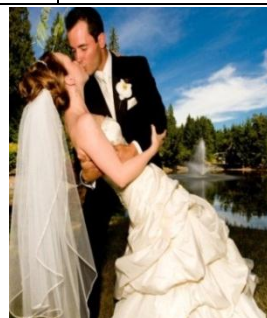
finishes as well as practical business applications for aspiring business owners. Learn the principles of design, color texture, scale, balance, and how to apply them to your projects. Also discover how to prepare a home for the resale market. Students must complete all class projects to receive certificates. Fee includes course manual.

Wedding & Event Planner

EDI 0038 \$595 – 24 hrs. ,Ref:# 425412

Thur.	2/23-4/19	6:30-9:30p	Weston
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This double Certificate program provides a foundation to start a Wedding/Event Planning business: coordinate signature weddings, special events, receptions, parties, rites of passage, business meetings & events, etc. Also learn to prepare contracts, work vendors, etc. Materials included. Blended educational delivery method combines class meetings with self directed online instruction. Prerequisite: personal computer and e-mail skills.



Information & registration: www.broward.edu/ce or 954-201-8241

FINANCE

Accounting

EDI 0426 \$199 – 15 hrs. Ref # 425321

Wed.	3/28-4/25	6:30-9:30p.	North
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Accounting is more than just memorizing terms and procedures; it is a whole new way of thinking about finances. Learn the fundamentals of accounting: revenue,



expenses, net income, debits, credits, balancing the accounting formula, the accounting structure and cycle, journals, ledgers, etc. Materials included.

Bookkeeping I

EDE 0824 \$189 – 15 hrs. Ref# 425328

Wed.	2/1-2/29	6:30-9:30p.	North
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Bookkeepers are often called upon to assist accountants. Learn the principles of bookkeeping. Acquire knowledge to set up and maintain bookkeeping records: analyze and record transactions, balance sheets, general entry, accounts receivable, accounts payable.

Introduction to Finance Coming soon

FINANCE

INCOME TAX PREPRATION

Income Tax Preparation – Individual

EDE 0718 \$149 – 15 hrs.

Discover the knowledge and the ability to prepare income tax returns for yourself and others. This comprehensive program covers how to prepare individual income tax returns, understand new and current tax laws, and



discover available tax software to process returns. Open up the possibility of seasonal employment to make extra income.

Sat	1/28-2/25	Ref # 425339	9:00-12:00p.	Central
Sat	3/17-4/14	Ref #425345	9:00-12:00p	South

Income Tax Preparation – Business

EDI 0494 \$149 – 15 hrs. Ref: # 407779

Sat	1/28-2/25	Ref #425353	12:30-3:30 p	Central
Sat	3/17-4/14	Ref #426047	12:30- 3:30p	South

Discover the knowledge and ability to prepare Federal income tax returns for business. This Comprehensive program covers step-by-step on how to prepare business income tax returns, understanding tax treatments and the significance as it applies to various business entities, understanding new and current tax laws, and discovering available tax software to process business returns. Open up the possibility of seasonal employment to earn extra income or start your business' tax preparation. Handouts included.

FITNESS PROGRAM

Personal Fitness Trainer Certification Preparation

EDE 0601 \$495 32hrs. Ref: # 425410

Thurs	2/2-5/3	7-9:30p	South
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Interested in a career in fitness? Learn the latest advances in exercise, nutrition, and health while preparing to take the NCSF national certification exam. Taught by National Council on Strength & Fitness (NCSF). Purchase materials from NCSF: 1-800-772-6273

Biggest Winner Fitness Program

EDI 0102 \$89 9hrs. Ref: # 425422

Wed.	1/25--3/28	5:00-6:00p	South
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Develop skills for living a healthy lifestyle with ease and long term benefits. Practice low/moderate impact physical activity that you can continue throughout your week. This group environment may motivate you to be a big loser of pounds. Class format: physical activity, lecture, and group discussion. Topics include: nutrition basics, group recipe exchange, workout routine, and more. Bring journal notebook and dumbbells (weights 2-10 lbs.) to class. Wear comfortable clothing.



Information & registration: www.broward.edu/ce or 954-201-8241

Corporate & Continuing Education

Get there fast...Your quick path to success!

