

## Office of Supplier Relations and Diversity

225 East Las Olas Boulevard  
Fort Lauderdale, Florida 33301

### Course Listings

All courses are offered online with the exception of construction courses

Availability of courses may be subject to change

- Six Week Courses Available
- Three Week Courses Available
- Visit us online at: [www.ce.broward.edu](http://www.ce.broward.edu)

#### TRADITIONAL CLASSES

- ❖ Introduction to the Construction Industry: Level I
- ❖ Introduction to the Construction Industry: Level II
- ❖ Blueprint Reading & Estimating
- ❖ Blueprint Reading & Estimating II
- ❖ Bookkeeping Basics for Small Businesses
- ❖ Creating a Successful Business Plan
- ❖ Your Business and You – How Personal Credit Can Effect Your Business
- ❖ Introduction to Quickbooks
- ❖ Introduction to Computers and Windows
- ❖ Creating Websites I
- ❖ Keyboarding (Computers)
- ❖ English Writing for Business I

#### E-LEARNING (On-line classes)

- ❖ Computer Skills for the Workplace
- ❖ Keyboarding (Computers)
- ❖ Quickbooks for Contractors
- ❖ Performing Payroll in Quickbooks
- ❖ Navigating the Internet
- ❖ Creating Webpages
- ❖ Project Management Fundamentals
- ❖ Managing Customer Service
- ❖ Successful Construction Business Management
- ❖ Creating a Successful Business Plan
- ❖ Marketing Your Business on the Internet
- ❖ Effective Business Writing
- ❖ Business Marketing Writing



Broward College is committed to providing diverse suppliers with maximum access to our business opportunities. The Office of Supplier Relations and Diversity partners with our Institute for Economic Development Continuing Education department to provide assistance to small, minority and women owned firms. These selected courses can help to sharpen your business management skills and are available to certified S/M/WBE firms.

Fees for approved courses will be waived when you present a current S/M/WBE certification with your registration.

*(Limited offer - one person and one course per company)*

#### REGISTRATION

Name \_\_\_\_\_ Company \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Course Title: \_\_\_\_\_

Attach copy of S/M/WBE Certification

Email to: [SDC@broward.edu](mailto:SDC@broward.edu) or Fax to: 954-201-7330