WORKFORCE & CONTINUING EDUCATION

TRAINING THAT LEADS TO JOBS!  FALL | AUGUST - DECEMBER 2022

UPSKILL YOUR CAREER!
Get Certified | Hired | Promoted

- Certifications - pg 3
- Career Maps - pg 5
- 10-Minute Skills - pg 21

CORPORATE EDUCATION - pg 13

- Business Development
- Customized Learning Solutions
- Virtual Reality Training
- Funding Options

EARN MICRO CREDENTIALS

- Digital Badge - pg 2
- Fast Track Certifications - pg 5

ENROLL AT BROWARD.EDU/CE
Begin your career transformation at Broward College – Workforce Education. Start your educational journey with selected courses/certifications offered in various formats (online, classroom, self-paced, and blended). Strengthen your credibility in the workplace with a micro-credential/digital badge! Employers can verify knowledge and skills attained. Another great benefit is the ease in sharing on social media and LinkedIn.

Popular courses that can articulate up to six credits toward a degree:

- Project Management with CAPM® Prep
- CompTIA™ A+ Certification Training
- Lean Six Sigma Green Belt
- FREC - Florida Real Estate License
- AWS Technical Essentials-Intro

Start now...Browse this catalog, enroll & complete a course. Earn then share your digital badge; and quickly prepare for the Dynamic world of work.

Dr. Mildred Coyne
Senior Vice President
Workforce Education and Innovation

CONTACT
broward.edu/ce | ce@broward.edu
954-201-7800

Micro Credentials/Digital Badges:
Strengthen your credibility with digital badges, through rapid career training programs in this brochure. Encoded within the badge image, is meta-data, relevant skill completion information. When displayed on resumes, the secured data verifies details of your micro-credential to potential employers. Also proudly display your achievement on your resume, communications to potential employer, or LinkedIn.

Many of the CE programs included in this publication are also approved as transferable college credit. Look for . Find out more about digital badges at Broward College.
**THE ARTS / ENTREPRENEURSHIP**

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**AVIATION**

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**EXECUTIVE EDUCATION AND LEADERSHIP [PAGE 8-11]**

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**HUMAN RESOURCES CERTIFICATIONS [PAGE 7]**

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**BUSINESS DEVELOPMENT [PAGE 6]**

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<th>• Taxation: Income Tax Preparation (Individual)</th>
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<td>• Bookkeeping Certification</td>
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**MARKETING & SALES [PAGE 16]**

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<td>• Customer Service Sales Specialist Certification</td>
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**INSURANCE AND REAL ESTATE [PAGE 24]**

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<td>• 2-20 Property &amp; Casualty/General Lines</td>
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**HEALTH & WELLNESS**

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**INFORMATION TECHNOLOGY [PAGE 18-19]**

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**TEST PREP/EDUCATION**

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**HEALTH**

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*Most programs are completed within one term.*
10 skills employers are seeking:
Flexibility, Negotiation, Decision-making, Service orientation, Emotional intelligence, Coordinating, People management, Creativity, Critical thinking, Complex problem-solving – Business Insider

5 soft skills to get you hired:
Creativity, Persuasion, Collaboration, Adaptability, Emotional Intelligence. – Business Insider

EFFECTIVE EMAILS, MEMO, AND LETTERS
Communicating clearly and concisely in written formats like email, memos, and letters is very important in a workplace setting. Improve your use of these common business communication vehicles by providing best practices and effective tips and techniques.
EDI 0820 5 HRS. $79
MTWRF Aug. - Nov. 24/7 On-demand ME

12 STEPS TO A SUCCESSFUL JOB SEARCH
Learn how to get the job you want quickly in any economy. Identify the job that is best for your needs and provide complete step-by-step instructions on how to land it.
EDI 0815 24 HRS. $135
MTWRF 8/17 24/7 On-demand E2G
MTWRF 10/12 24/7 On-demand E2G

COMPUTER SKILLS FOR THE WORKPLACE
Apply for jobs knowing that you possess the computer skills needed to shine. Learn Windows 10 and Office 2016 and vital computer competencies needed to prosper in the global workplace.
EDI 0615 24 HRS. $135
MTWRF 8/17 24/7 On-demand E2G
MTWRF 10/12 24/7 On-demand E2G

EFFECTIVE BUSINESS WRITING
Improve your career prospects. Identify gaps and eliminate problem areas in your writing skills by developing professional documents. Correct gaps in your writing and reach your full potential!
EDI 0615 24 HRS. $135
MTWRF 8/17 24/7 On-demand E2G
MTWRF 10/12 24/7 On-demand E2G

BUSINESS COMMUNICATION CERTIFICATE
Communicating clearly and concisely in written and oral formats is critical to your professional success. From clarifying and structuring your ideas to designing the PowerPoint slides that will best complement them, the techniques, interactive exercises, and checklists.
EDI 0820 24 HRS. $299
MTWRF Aug. - Nov. 24/7 On-demand ME

INDIVIDUAL SOFT SKILLS /POWER SKILLS
Master 12 career enhancing skills including goal setting, time management, personal organization, creativity, financial matters, and conflict resolution. This course will help you achieve individual excellence by developing a fulfilling career plan and gaining the skills to improve all your interpersonal relationships.
EDI 0615 24 HRS. $135
MTWRF 8/17 24/7 On-demand E2G
MTWRF 10/12 24/7 On-demand E2G

EFFECTIVE PUBLIC SPEAKING
Be an effective public speaker by discovering how to talk confidently and persuasively to both large and small groups. Equip yourself with the skills you need to communicate with ease and authority.
EDI 0615 5 HRS. $135
MTWRF Aug. - Nov. 24/7 On-demand ME

SUPERVISION AND MANAGEMENT
Become an effective manager by learning the language of business management. Upskill in managing time, delegating, motivating employees, solving problems and resolving conflicts.
EDI 0615 24 HRS. $135
MTWRF 8/17 24/7 On-demand E2G
MTWRF 10/12 24/7 On-demand E2G

COMMUNICATING COLLABORATIVELY
In most organizational settings, you’ll be expected to work in teams. At times, your team members may not be physically in the same office with you. Improve your collaborative communication by providing best practices and effective tips and techniques.
EDI 0820 5 HRS. $99
MTWRF Aug. - Nov. 24/7 On-demand ME

DIGITAL MARKETING CERTIFICATE
Digital marketing helps organizations promote and sell products and services through online marketing methods such as social media messaging, website ads, Facebook marketing campaigns, and more. Certificate in Digital Marketing covers the strategic issues, marketing methods, and best practices. The content in this certificate aligns with the Online Marketing Certified Associate (OMCA) credential, which is offered by OMCP.
EDI 0825 9 HRS. $549
MTWRF Aug. - Nov. 24/7 On-demand ME

SKILLS For Your Team
Zoom and MS Teams Video and Web Conferencing for Virtual and Remote Teams

- Microsoft Teams
- Zoom Crash Course
- Digital Certificate

Contact us for information.
EDI 0728
MTWRF 3 HRS.

Register Today
**ADMINISTRATIVE ASSISTANT**

Rapid growth in industries has created many new job opportunities for administrative assistants. Master the essentials of managerial and staff support.

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**BUSINESS WRITING**

Develop powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

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**MINI MBA**

Experience the comprehensive business program with the Lean Six Sigma Certification.

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**SUPERVISOR AND MANAGEMENT**

Master the basics of communication to become a more effective manager or supervisor. Discover various traits and how they impact your ability to get the job done.

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**BOOKKEEPING CERTIFICATION**

Acquire the practical knowledge necessary to set up and maintain bookkeeping records: analyzing and recording transactions, balance sheets, general entry, journals, accounts receivable, accounts payable, and more.

**Testing Center: Prometric**

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**INCOME TAX PREP**

Attain the ability to prepare income tax returns for yourself and others. This comprehensive step-by-step program covers how to prepare individual income tax returns, understand current tax laws, and discover available tax software to process returns.

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**CERTIFICATE IN FINANCE ESSENTIALS**

Discover how finance and accounting tools can be used to support informed decision making within organizations. Learn how to calculate key financial management indicators, understand your organization’s financial health by reviewing balance sheets, income statements, and statements of cash flow.

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**TECHNICAL WRITING**

Learn the secrets of successful technical writers, including technical writing conventions, interviewing skills, desktop publishing, and formatting techniques.

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**BUSINESS ANALYSIS**

Business analysis is the discipline of identifying business needs and requirements and designing and executing solutions to business problems. This introductory course provides a wide-ranging overview of the principles and concepts of business analysis.

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**SMALL BUSINESS MANAGEMENT**

Owning or managing a small business has a lot of benefits. Small business owners may have the freedom to control their schedules, be able to focus on work that they find fulfilling and find opportunities to positively impact their communities. Gain an understanding of the most critical areas in small business management.

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**FINANCE – PERSONAL**

Gain control over the financial impact of your choices with tools that are useful, realistic, and easy to work into your regular routine.

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**QUICKBOOKS**

Designed for the small to midsized business owner who needs a fully functional accounting system that is also easy to use.

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**PAYROLL – CERTIFIED PAYROLL PROFESSIONAL (CPP) – CERTIFICATION PREP**

This Mastery course provides you with a solid understanding of advanced payroll skills necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. Receive live classroom instruction, textbook, and access to interactive online activities and applications to reinforce topics learned.

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HUMAN RESOURCES
For Your HR Certification and Re-Certification Credentials

HUMAN RESOURCES: SHRM CP/SCP - CERTIFICATION
SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential establishes you as a recognized expert in the HR field. Course prepares you for the SHRM-CP and SHRM-SCP certification examinations, built upon single body of knowledge designed to elevate the HR profession around the world. The SHRM Learning System in digital format is included.

EDI 0913  35 HRS.  $1,199
MW  8/22 - 10/03  6:00 p - 9:00 p  RL  715515
TR  10/25 - 12/06  6:00 p - 9:00 p  RL  715516

SHRM ESSENTIALS
Gain a comprehensive overview of the human resource function. The course covers today’s most vital and timely topics, including employment law, selecting qualified employees, compensation, orientation and training, and the employee performance process. The SHRM Essentials course is specifically designed to challenge you and provide the skills you need to confidently face today’s complex HR situations and compliance issues within your organization.

EDI 0429  15 HRS.  $499
Contact us for information.

MANAGER: HR DEPARTMENT OF ONE
Heading an HR Department requires mastery of time, limited resources, and shifting priorities. Learn skills to help you think strategically, manage the spectrum of HR responsibilities, and serve your organization. This course will equip current and aspiring managers of small HR departments to deal with regulations in the employment law landscape while simultaneously building talent and culture.

EDE 0347  27 HRS.  $499
Contact us for information.

HUMAN RESOURCES EMPLOYMENT LAW
This course will explain the difference between an employee and independent contractor. the basic types of employee benefits; effective hiring; evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules.

EDI 0615  24 HRS.  $135
MTWRF  8/17  24/7  On-demand  E2G
MTWRF  10/12  24/7  On-demand  E2G

HUMAN RESOURCES TALENT MANAGEMENT
Learn topics: the hiring process, how to locate quality employees in a competitive labor market, how to attract and retain top talent, employee rights and the legal side of the human resources.

EDI 0615  72 HRS.  $299
MTWRF  8/17  24/7  On-demand  E2G
MTWRF  10/12  24/7  On-demand  E2G

PAYROLL – CERTIFIED PAYROLL PROFESSIONAL (CPP) CERTIFICATION PREP
This Mastery course provides you with a solid understanding of advanced payroll skills necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. Receive live classroom instruction, textbook, and access to interactive online activities and applications to reinforce topics learned.

EDI 0107  36 HRS.  $699
TR  10/27 - 12/08  6:30 p - 9:30 p  RL  715520

DIVERSITY TRAINING FOR EMPLOYEES AND MANAGERS
Gain a better understanding of what other bring to the table as you learn to respect others and collaborate in diverse environments. Focusing on principles like respect, acceptance and inclusivity. This course is designed to help employees and managers gain a better understanding of the skills, characteristics, and talents that each person brings to the table regardless of their background. The class emphasizes the need to communicate, negotiate, and collaborate in a diverse environment both internally and externally.

EDE 0347  14 HRS.  $135
MTWRF  8/17  24/7  On-demand  E2G
MTWRF  10/12  24/7  On-demand  E2G

82% of HR Executives agree that SHRM certification
Adds to the overall credibility of your HR department
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ENTREPRENEURSHIP CERTIFICATE
Explore the different aspects of entrepreneurship and how entrepreneurs create and establish successful new ventures. Learn what types of resources are available to aspiring entrepreneurs, and where can you find them? Gain answers to important questions and essential resources for success.
EDI 0820 25 HRS. $599
MR Aug. - Nov. 24/7 On-Demand ME

Got an idea? BCEx can help bring it to life!
Participants earn hands-on experience building a company and subsequently maybe selected to pitch to the Armstrong Student Venture Fund for investment after successfully completing our business accelerator! LaunchBC is open to students, faculty, staff, and community. Join us!
For more information, contact us at bcex@broward.edu. Follow on social media @BCExBroward.

ACCOUNTING AND FINANCE FOR ENTREPRENEURS
Understand financial accounting basics financial statements, and key issues in finance, broadly defined as financial or monetary activity that involves a company.
EDI 0820 5 HRS. $129
MTWRF Aug. - Nov. 24/7 On-Demand ME

BUSINESS LAW FOR ENTREPRENEURS
Learn relevant business laws that can make or break success. This course covers basic laws for entrepreneurs, legal structures for a new venture, intellectual property, employment law, contracts, government regulation, and personal & real property.
EDI 0820 5 HRS. $129
MTWRF Aug. - Nov. 24/7 On-Demand ME

MARKETING FOR ENTREPRENEURS
Learn strategic marketing that entrepreneurs face while starting a new venture or business and highlights market acceptance during stages of the entrepreneurial process.
EDI 0820 5 HRS. $129
MTWRF Aug. - Nov. 24/7 On-Demand ME

Get business tools to transform your organization, reserve your seat!
ENTREPRENEURSHIP:
BUILD YOUR PROGRAM!

1. BUSINESS FOUNDATION
EDI 0852 24 HRS.

2. CAREER/POWER SKILLS
EDI 0853 24 HRS.

3. Choose Your Product/Service:
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- Culinary/Catering
- Digital Marketing
- Drones Pilot
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- Tax Preparation
- And more!

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- Need to fund your program?

Additional info: ce@broward.edu
Mini MBA Certification Program with Six Sigma Yellow Belt

EDI 0910
S 10/29 - 11/1 8:00 a - 4:00 p WHC 715502

ONLY $1,999 | Regular tuition $2,999

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$499
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**LEAN SIX SIGMA YELLOW BELT**
EDI 0653
14 HRS.
$699
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**LEAN SIX SIGMA GREEN BELT**
EDI 0619
40 HRS.
$999
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**LEAN SIX SIGMA BLACK BELT**
EDE 0832
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$1995
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**30-MINUTE (START ANYTIME)**
Lean Six Sigma White - 5-Part Series

**LEAN SIX SIGMA - INTRO**
Improve business performance! This session provides a high-level understanding of Lean Six Sigma methodology.

EDI 0834
HRS. $49
MTWRF Aug. - Nov. 30 MIN. On-demand

**LEAN SIX SIGMA: 8 WASTES**
Identify and recognize a high level disciplined approach to eliminate waste in your organization while increasing productivity and revenue.

EDI 0831
HRS. $49
MTWRF Aug. - Nov. 30 MIN. On-demand

**LEAN SIX SIGMA: PROJECT EXECUTION**
Improving business performance using Lean Six Sigma high-level understanding of Project Execution and Management.

EDI 0833
HRS. $49
MTWRF Aug. - Nov. 30 MIN. On-demand

**LEAN SIX SIGMA: A3**
Learn a disciplined approach to improve business performance. Discover a high-level understanding of the A3 process.

EDI 0836
HRS. $49
MTWRF Aug. - Nov. 30 MIN. On-demand

**LEAN SIX SIGMA: FISHBONE DIAGRAM**
Create, Review and Analyze the effective fishbone diagram tool used by businesses to identify and analyze potential causes for an effect.

EDI 0835
HRS. $49
MTWRF Aug. - Nov. 30 MIN. On-demand

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Explore hundreds of career videos through Virtual Job Shadow.

CAREER FAIR/INTERNSHIP
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Campuses host career fairs multiple times throughout the year. Career fairs are great ways to meet potential candidates face to face, review resumes, and hold on-site interviews.

Research shows that 85 percent of companies use internships and similar experiential education programs to recruit for their full-time workforce.
*Source: career-advice.monster.com

PREAPPRENTICESHIP/APPRENTICESHIP
IT AND TELECOMMUNICATION PROGRAMS

Pre-apprenticeship - Pathway to Career Opportunity Grant
Pre-apprenticeships are training avenues to become qualified for entry in the apprenticeship programs; gain credits and shorten apprenticeship completion time; and develop entry level skills in the industry.

Apprenticeship - Earn while you Learn
Apprenticeships are employer driven models of paid worker learning that combine on-the-job learning and classroom instruction, and follow an earn-while-you learn model that leads to a national credential.

FOR MORE INFORMATION CONTACT
APPRENTICESHIP TEAM
Nelih Morgan – nwhite1@broward.edu
Cheryl Rivera – crivera1@broward.edu

QUESTIONS? CONTACT Email: https://www.broward.edu/apprenticeship/
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- IC3 Digital Literacy CS5
- Interior Designer
- Management Training
- Microsoft Office Specialist
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LIFELONG LEARNING PATH
ENGLISH ESSENTIALS
This course is designed for students with Zero knowledge of English. It starts with the Abc’s in a 1-2-3 (see it - Say - Use it) step-by-step technique. Each lesson will cover a specific grammar structure -- practiced through repetition exercises, dialogues, and writing exercises based on real life experiences.
EDE 0904  42 HRS.  $395
Contact us for information.

INTENSITY ENGLISH I
For non-English speakers who have limited knowledge of the English language. Students will learn very basic grammar, conversation, as well as reading and writing skills. New beginning vocabulary introduced.
EDC 0751  30 HRS.  $395
TR  8/23 - 9/22   6:30 p - 9:30 p    RL  715509

INTENSITY ENGLISH II
For the intermediate English language student who has prior knowledge for English. Students will learn more advanced grammar, conversation, writing and reading skills in English. Develop additional vocabulary.
EDC 0791  30 HRS.  $395
TR  10/04 - 11/03   6:30 p - 9:30 p    RL  715511

WRITING FOR ESL
Learn to write in English more effectively. Discover how to write clearly, logically, and cohesively, to apply what you have learned in any academic or work setting.
EDC 0920  24 HRS.  $135
MTWRF  8/17   24/7 On-demand E2G
MTWRF  10/12   24/7 On-demand E2G

LET’S TALK – ENGLISH
Focus on improving and practicing conversation skills by discussing current events and trending topics in an informal setting. Students will enhance their fluency and pronunciation skills through entertaining and stimulating discussion.
EDI 0300  24 HRS.  $195
Contact us for information.

SIGN LANGUAGE - INTRO
Discover the fun of learning sign language and using your hands to communicate. Throughout, you’ll learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support.
EDI 0615  24 HRS.  $135
MTWRF  8/17   24/7 On-demand E2G
MTWRF  10/12   24/7 On-demand E2G

SPANISH 1
For the student that wants to learn the Spanish language for business or personal use – through listening, reading, writing and grammar activities. Special emphasis is placed on basic verb usage, sentence structure and vocabulary development. Group participation fosters a friendly, as well as an academic classroom environment.
EDC 0187  24 HRS.  $195
MTWRF  8/17   24/7 On-demand E2G
MTWRF  10/12   24/7 On-demand E2G

SPANISH FOR MEDICAL PROFESSIONALS
Prepare for any situation by bridging the communication gap between you, your patients, and worried family members. This course provides knowledge of basic medical phrases to help you better communicate with the Spanish-speaking community.
EDI 0615  24 HRS.  $135
MTWRF  8/17   24/7 On-demand E2G
MTWRF  10/12   24/7 On-demand E2G

BEGINNING CONVERSATIONAL FRENCH
Discover how easy it can be to learn common words and phrases for both leisure and business. Each lesson also includes cultural tips. Hand and body gestures mean different things in different cultures.
EDI 0615  24 HRS.  $135
MTWRF  8/17   24/7 On-demand E2G
MTWRF  10/12   24/7 On-demand E2G

GRAMMAR AND WRITING SKILLS FOR THE HEALTH PROFESSIONAL
Learn to confidently write medical reports, correspondence, emails, progress notes, charting, research and other professional documentation.
EDI 0615  24 HRS.  $135
MTWRF  8/17   24/7 On-demand E2G
MTWRF  10/12   24/7 On-demand E2G

MEDICAL SPANISH SERIES
Communicate with your Spanish-speaking patients. Receive the tools needed to bridge the communication gap. Gain a strong foundation!
EDI 0539  48 HRS.  $199
MTWRF  8/17   24/7 On-demand E2G
MTWRF  10/12   24/7 On-demand E2G

PROFESSIONAL INTERPRETER
Learn different interpreting techniques, settings, and delivery modes. Gain career in public services or other language-related fields. Control the communication flow as an interpreter to ensure that all parties are recognized and heard.
EDI 0760  40 HRS.  $995
MTWRF  8/17   24/7 On-demand E2G
MTWRF  10/12   24/7 On-demand E2G
DIGITAL MARKETING
CERTIFICATE IN DIGITAL MARKETING
Digital marketing helps organizations promote and sell products and services through online marketing methods such as social media messaging, website ads, Facebook marketing campaigns, Google Adwords, and more. It’s vital to develop a marketing strategy that keeps up with the technology. The content in this certificate aligns with the Online Marketing Certified Associate (OMCA) credential, which is offered by OMCP.
EDI 8025  3 MOS.  $549
MTWRF Aug. - Nov.  24/7  On-demand  ME

MARKETING CERTIFIED ASSOCIATE (OMCA)
Earn your Marketing certification and master strategic issues, marketing methods and tactics, industry terminology, and best practices. This online and self-paced program provides comprehensive preparation for the Online Marketing Certified Associate (OMCA™) certification exam through examples, videos from industry-leading practitioners, interactive games, and review questions to ensure mastery of the material.
EDI 0796  36 HRS.  $649
MTWRF Aug. - Nov.  24/7  On-demand  ME

Additional Marketing Courses:
- Gain skills in Internet Marketing Fundamentals, Search Engine Optimization (SEO), Content Marketing, Social Media (Facebook, Twitter, LinkedIn, Google+), Mobile Marketing, Pay Per Click (PPC), Conversion Optimization, Web Analytics, and Email Marketing.
- EDI  MTWRF Aug. - Nov.  24/7  On-demand  ME

Course: Hours  Price
An Overview of Marketing Price  5 hours  $79
Content Marketing  3.5 hours  $89
Conversion Rate Optimization  3 hours  $79
Digital Marketing Strategy  3 hours  $79
Google Analytics  3 hours  $79
Marketing Automation  3.5 hours  $79
Mobile Marketing  3 hours  $79
Paid Search (PPC)  4 hours  $99
Search Engine Optimization  3 hours  $79
Social Media Marketing  3.5 hours  $79
Web Analytics  3.5 hours  $79

SALES: EFFECTIVE SELLING
In sales, there are no quick fixes. Learn the secret to converting a potential customer into a long-term asset. Lay the groundwork for repeat business and your future success.
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MTWRF  8/17  24/7  On-demand  E2G
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Leadership Program
On-demand

LEADERSHIP FOR WOMEN IN BUSINESS - CERTIFICATE
This certificate explores both the social and psychological mechanisms that create challenges that professional women often face. Alongside commentary from women leaders, the material also provides concrete and data driven recommendations for advancing in your career. This program introduces key concepts and practices that all successful business people should be familiar with, thereby serving as a general introduction to topics like leadership, management, communication, work-life balance, networking, negotiation, and body language.

EDI 0820 23 HRS. $499
MTWRF 8/17 24/7 On-demand
MTWRF 10/12 24/7 On-demand

Five Skills You Need to Advance Your Career
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1. Body Language for Women in Business
2. Communication for Women in Business
3. Negotiation for Women in Business
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5. Work-Life Balance for Women in Business
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EDE 0941 24 HRS. $399
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REVIT ARCHITECTURE
Learn key concepts of Autodesk REVIT architecture. Start building information modeling and the tools for parametric building design and documentation, through hands-on activities. Utilize best-practice methodologies to resolve real-world design scenarios. Students assemble a small project, progressing through schematic design and construction documentation before finishing with design visualization.
EDI 0680 18 HRS. $349
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MICROSOFT OFFICE FOR THE WORKPLACE
Learn step-by-step instructions to create Word documents, Excel spreadsheets, and PowerPoint presentations. Perform everyday tasks in each program: work with a flier, a budget, and a presentation. This course provides you with a basic proficiency. Microsoft Office skills are important skills to have in any profession or workplace.
EDE 0845 12 HRS. $245
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GRAPHIC DESIGN WITH PHOTOSHOP
Learn how to use Photoshop to fix and process photos to create professional images. This powerful digital imagery program takes you through the process, step by step. You’ll learn how to use tools, interface, selections, layers, channels, layer masks, adjustment layers, and smart objects.
EDC 0911 24 HRS. $399
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MICROSOFT WORD BASICS
This is an introductory-level course designed to both build a foundation of essential skills in Microsoft Word and to gain a greater understanding of its interface and design elements. Master the fundamental tasks performed in Word, including writing, proofing, finalizing, and printing a document.
EDI 0860 MTWRF Aug. - Nov. 3 HRS. $79
Contact us for information.

MICROSOFT POWERPOINT - INTRO
Learn how to use Microsoft PowerPoint 2010 to create exciting slide presentations that include SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks.
EDI 0615 MTWRF 8/17 24 HRS. $135
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POWERPOINT FOR BUSINESS
As technology continues to change the way that we engage in business communications, the art of presenting has also undergone a shift. Learn practical tips and examples for mapping the presentation, incorporating research, using templates, selecting visual elements, and delivering the presentation.
EDI 0860 MTWRF Aug. - Nov. 3 MOS. $79
Contact us for information.

MICROSOFT PROJECT
Learn to effectively plan, implement, and control projects using Microsoft Project. Master the basics to create and share a project schedule, track costs and resources, produce reports, and resolve problems to keep your projects on track.
EDI 0615 MTWRF 8/17 24 HRS. $135
MTWRF 10/12 24 HRS. $135
Contact us for information.

MICROSOFT EXCEL - PIVOT TABLES
Discover advanced techniques for pivot tables, like creating Timelines, calculated fields, and calculated items. You’ll learn how to use Excel’s Table function to efficiently manage changes to the pivot table’s source data in order to avoid reporting mistakes when data is added or deleted.
EDI 0615 MTWRF 8/17 24 HRS. $135
MTWRF 10/12 24 HRS. $135
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QUICKBOOKS® ONLINE BASICS
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18
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EDI 0860
40 HRS.
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75 HRS.
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MTWRF 10/12 24/7 On-demand E2G

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- Customer Service Representative
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- Lean Six Sigma Green Belt
- Lean Six Sigma White
- Lean Six Sigma Yellow
- Mini MBA with Lean Six Sigma Certification
- MOS: Microsoft Office Specialist Certification
- Remote Pilot in Command Certificate
- Retail: Business Operations & Profit Certification
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Recorded sessions on a variety of business topics to help you improve your skills, manage your staff, communicate effectively, and up-skill in many other professional areas. Discover skills offered in easy digestible and informative format.

Short sessions with relevant solutions to immediately apply in the office. Effective strategies to navigate uncertain times

Contact us for information at ce@broward.edu or to register.

<table>
<thead>
<tr>
<th>LEAN SIX SIGMA- INTRO</th>
<th>Improve business performance! This session provides a high-level understanding of Lean Six Sigma methodology.</th>
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<tr>
<td>EDI 0834</td>
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<tr>
<th>LEAN SIX SIGMA: 8 WASTES</th>
<th>Identify and recognize a high level disciplined approach to eliminate waste in your organization while increasing productivity and revenue.</th>
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<thead>
<tr>
<th>LEAN SIX SIGMA: PROJECT EXECUTION</th>
<th>Improving business performance using Lean Six Sigma high-level understanding of Project Execution and Management.</th>
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<tr>
<th>LEAN SIX SIGMA: FISHBONE DIAGRAM</th>
<th>Create, Review and Analyze the effective fishbone diagram tool used by businesses to identify and analyze potential causes for an effect.</th>
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<td>Mon.</td>
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BUSINESS STRATEGIES

Wondering what to do next for your organization and team? Get cost effective workplace solutions. We can help businesses like yours.

TAKE 10 to 30 Do you have TEN minutes to be inspired, improve your skills, grow and learn about important topics in professional development? Strategies for your corporate tool box to help position your business to survive through tough times.

Contact us for information at ce@broward.edu or to register.

<table>
<thead>
<tr>
<th>SROI - TEN PART SERIES</th>
<th>EDE 0408</th>
<th>1 HR.</th>
<th>$99</th>
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Series 1: SROI – Intro
Series 2: SROI – Impact Measurement
Series 3: SROI – What is Social Return on Investment
Series 4: SROI – Seven Principals of SROI
Series 5: SROI – Help Me
Series 6: SROI – Who Can Use SROI
Series 7: SROI – Analysis
Series 8: SROI – What is Value
Series 9: SROI – Calculate to Social Benefits
Series 10: SROI – Measuring Impact

Register Today!
COMMUNITY ENGAGEMENT
Yes You Can! Get Refreshed Today!

MEETING COMMUNITY NEEDS

Broward UP
BROWARD COLLEGE

The mission of Broward UP is to remove barriers to meaningful employment by providing workforce training, education, and support for every County resident to realize their Unlimited Potential (UP).

Register today broward.edu/browardup

PROJECT RENEW
YOU’VE COME SO FAR. WE CAN HELP YOU FINISH WHAT YOU STARTED.
Project RENEW* (Refugees Entering New Enterprises and Workforce) is a comprehensive program that provides English for Speakers of Other Languages (ESOL), continuing education, and vocational/workforce training for eligible refugees, asylees, Amerasians and victims of human trafficking living in Broward County.

For eligibility, contact renew@broward.edu

EARN ONE FREE CERTIFICATION
Must be 18 or older to be

- AWS Technical Essentials – Introduction
- Cybersecurity Introduction
- Data Analysis Certificate: Introduction
- Digital & Social Media Marketing
- Lean Six Sigma Yellow Belt
- Microsoft Excel Certificate
- Project Management w/ CAPM
- QuickBooks w/ Accounting Principles
- Supply Chain
- Clinical Medical Assistant
- Pharmacy Technician
- Medical Billing & Coding
- EKG Technician
- Phlebotomy Technician
- Medical Administrative Assistant
- Personal Care Assistant
- Assisted Living Technician
- Veterinary Assistant
- Patient Care Technician
- Electronic Health Records Management

22 | REGISTER TODAY! browardup@broward.edu or 954-201-6572
MANUFACTURING APPLICATIONS
Understand the true meaning of productivity and how to improve it. This course will help you learn to apply the principles and concepts of manufacturing to increase customer satisfaction and help your company become more efficient and productive.

**EDI 0615** 24 HRS. $135
MTWRF 8/17 24/7 On-demand E2G
MTWRF 10/12 24/7 On-demand E2G

MICROSOFT PROJECT
Learn to effectively plan, implement, and control projects using Microsoft Project 201 Office 365. This course will help you master the basics to create and share a project schedule, track costs and resources, produce reports, and resolve problems to keep your projects on track.

**EDI 0615** 24 HRS. $135
MTWRF 8/17 24/7 On-demand E2G
MTWRF 10/12 24/7 On-demand E2G

Project Management @ e-Speed
Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

**EDI 0615** 24 HRS. $135
MTWRF 8/17 24/7 On-demand E2G
MTWRF 10/12 24/7 On-demand E2G

PROJECT MANAGEMENT PROFESSIONAL – (CAPM/PMP®) PREPARATION
Build your career! Project Management is an essential skill for working professionals. This program provides 35 contact hours of formal education as required by the Project Management Institute, Inc. (PMI), for eligibility for the Project Management Professional (PMP®), as well as for the Certified Associate Project Manager (CAPM®) certification. It is an instructor-led course designed for students that wish to secure either credential.

**EDI 0915** 35 HRS. $999
MWF 8/22 - 8/21 6:30 p - 9:00 p  RL 715522

RISK MANAGEMENT
When it comes to cybersecurity projects, there are many knowns and unknowns. Luckily, risk management professionals plan for all potential risks during a project’s lifecycle. Learn to identify, assess, and mitigate project risks.

**EDI 0760** 24 HRS. $695
MTWRF 8/17 24/7 On-demand E2G
MTWRF 10/12 24/7 On-demand E2G

SUSTAINABLE MANAGEMENT
Sustainability refers to the use of ecosystems and their resources in a manner that satisfies current needs without compromising the needs or options of future generations. A sustainable business is one that generates profits for its owners, protects the environment, and improves the lives of the people with whom it interacts.

**EDI 0880** 15 HRS. $299
MTWRF Aug. - Nov. 24/7 On-demand ME

OPERATION MANAGEMENT
Explore the fundamental concepts and theories practitioners will need to successfully guide operations in manufacturing and service organizations. Specific tools, techniques, and methodologies (including Lean, total quality management, and Six Sigma) are presented to show their applicability to operational strategies.

**EDI 8080** 10 HRS. $299
MTWRF Aug. - Nov. 24/7 On-demand ME

PROCUREMENT & SUPPLY CHAIN MANAGEMENT
Learn the evolution from the transactional purchasing or procurement function into the strategic process of supply management basics; describe strategic, ethical, and sustainable sourcing; and discuss supply chain leadership and integration.

**EDI 8080** 8 HRS. $199
MTWRF Aug. - Nov. 24/7 On-demand ME

LOGISTICS & DISTRIBUTION MANAGEMENT
Master the various logistics information management systems, analyzes their financial aspects and technological influences, and explains how to manage and measure their performance. Explore the tools and techniques for tracking and valuing inventory, including ABC analysis; and learn the functions of packaging and methods for transporting goods through simple and complex distribution channels.

**EDI 8080** 6 HRS. $149
MTWRF Aug. - Nov. 24/7 On-demand ME

Additional Process Improvement Courses Only $79 - 4 HRS.
- Effectively Managing Project Stakeholders
- Emotional Intelligence for Project Managers
- Ethics for Project Managers

Project Management Specialty Topics Only $79 - 4 HRS.
- Introduction to Project Management
- Project Processes and the Project Life Cycle
- Project Integration Management
- Project Scope Management
- Project Schedule Management
- Project Cost Management
- Project Quality Management
- Project Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholder Management
- Conflict Resolution

**Quick Career Path**

**Project Management**
Certified Associate in Project Management
4,500 Project Hours
Microsoft Project
Project Management Professional Exam
**Project Manager Average Salary**
$100k

**Process Improvement**
Project Management Institute®
## REAL ESTATE AND INSURANCE

Real Estate Approved by The State of Florida

### Quick Career Path

<table>
<thead>
<tr>
<th>Real Estate</th>
<th>Florida Real Estate Commission (FREC) Course</th>
<th>Pre-Licensing Florida Real Estate Sales Associate Exam</th>
<th>Licensed Real Estate Associate Average Salary**</th>
<th>$33k - $67k</th>
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</table>
| **REAL ESTATE: FREC 1**  
Florida Real Estate Course  
There has never been a better time to get your Florida Real Estate License. Start your training today by enrolling in the FREC 1 (Florida Real Estate Course). FREC 1 Course is an introduction to the basic principles and theories of real estate property, its economic value, and the legal aspects of real estate law affecting salespersons. Successful completion qualifies a candidate to apply for the State of Florida Salesperson’s License Exam.  
**Testing Center: BC Pearson Vue**  
**EDC 0590**  
63 HRS.  
$299  
MTWRF 8/17 24/7 On-demand INS  
MTWRF 10/12 24/7 On-demand INS |

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<thead>
<tr>
<th>Insurance Agent</th>
<th>4-40 RCSR</th>
<th>Get Work Experience</th>
<th>4-40 to 2-20 Conversion</th>
<th>2-20 License</th>
<th>Licensed Insurance Agent Average Salary**</th>
<th>$39k - $70k</th>
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</table>
| **2-15 LIFE, HEALTH & VARIABLE ANNUITY**  
Topics covered include Federal and State Regulations, Legal Concepts of the Insurance Contract, Life and Health Insurance, Annuities, Health and Accident Insurance, and Disability and Medical Reimbursement. It is designed and taught to comply with the state requirements for Life, Health and Annuities education state examination.  
**94549**  
24/7  
60 HRS.  
$119  
MTWRF 8/17 24/7 On-demand INS  
MTWRF 10/12 24/7 On-demand INS |

| 2-20 PROPERTY & CASUALTY/GENERAL LINES  
The course covers underwriting, types of policies, provisions, riders, options, and exclusions. It explores personal, family, and business use of life insurance products, as well as major tax considerations. Learn Florida and Federal laws and regulations governing insurance transactions and dealings with the public. It is designed and taught to comply with the state requirements for the General Lines Agents State examination.  
**1108486**  
24/7  
200 HRS.  
$480  
MTWRF 8/17 24/7 On-demand INS  
MTWRF 10/12 24/7 On-demand INS |

| 4-40 REGISTERED CUSTOMER SERVICE  
Topics covered include Automobile, Property Insurance, Inland Marine, Crime, Workers Compensation, General Liability, Health Insurance, and Successful completion of this course exempts you from the state exam and allows you to apply with the Department of Financial Services for the state issued 4-40 RCSR license.  
**94898**  
24/7  
40 HRS.  
$360  
MTWRF 8/17 24/7 On-demand INS  
MTWRF 10/12 24/7 On-demand INS |

| 3-20 OR 6-20 ACCREDITED CLAIM ADJUSTER  
Become a licensed Accredited Claims Adjuster with this 40-hour course. It is designed and taught to comply with the state requirements for Accredited Claims Adjuster examination. After completion of this course, you will receive the Accredited Claims Adjuster designation which allows you to apply to the Florida Department of Financial Services for your choice of 3-20 Public Adjuster or 6-20 All-Lines license.  
**98773**  
24/7  
40 HRS.  
$360  
MTWRF 8/17 24/7 On-demand INS  
MTWRF 10/12 24/7 On-demand INS |

| 20-44 PERSONAL LINES AGENT  
Topics covered include Personal Automobile, Property Insurance, Inland Marine, Homeowners, and Dwelling and Related Coverages. It is designed and taught to comply with the state requirements for the Personal Lines Agents state examination.  
**95149**  
24/7  
60 HRS.  
$360  
MTWRF 8/17 24/7 On-demand INS  
MTWRF 10/12 24/7 On-demand INS |

| 4-40 to 2-20 CONVERSION PROPERTY & CASUALTY GENERAL LINES  
This course offers the fastest, most affordable and convenient way to become accredited Property & Casualty General Lines Agent if you have had at least one year of responsible insurance duties as a licensed and appointed Customer Representative (4-40), or a Personal Lines Agent (20-44), or a Service Representative (0-55). Convert your 4-40, 0-55, or 20-44 license to a full 2-20 General Lines license.  
**98770**  
24/7  
40 HRS.  
$360  
MTWRF 8/17 24/7 On-demand INS  
MTWRF 10/12 24/7 On-demand INS |

| **REAL ESTATE INVESTING**  
Develop a plan for your own investing efforts based on your personality and investing objectives. You’ll learn how to invest in foreclosures, manage a rehab project, and build your team of real estate professionals (title officers, lawyers, accountants, mortgage brokers, appraisers, and more).  
**EDI 0615**  
24 HRS.  
$135  
MTWRF 8/17 24/7 On-demand E2G  
MTWRF 10/12 24/7 On-demand E2G |

Take your career to the next level, register today.
NON-PROFIT MANAGEMENT
Gain a comprehensive training program in topics from volunteer development and grant writing to fundraising and budgeting.

- Certificate in Non-profit Management $699 44 Hours
- Non-profit Management (ACE CREDIT®) $798 44 Hours
- Leading the Courtney Museum Simulation $399 10 Hours

ADDITIONAL NON-PROFIT CLASSES
Only $79 – 3-5 HRS

- Principles of Marketing for Non-profit Organizations
- Social Media for Non-profits
- Budgeting in a Non-profit Organization
- Capital Campaigns
- Starting Your Own Non-profit Organization
- How to Read a Non-profit Financial Statement
- Strategy for Non-profit Organizations

SOCIAL RETURN ON INVESTMENT - INTRO
Gain an understanding of the process and philosophies of SROI and how they are applied to the decision making and reporting process.

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<tr>
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<th>Duration</th>
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SROI ESSENTIALS
This Social Return on Investment (SROI) – Essentials, provides an understanding of the framework that measures value (not money), and accounts for a broader concept of value.

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SROI: SOCIAL VALUE VS SOCIAL IMPACT - INTRO
This Social Return on Investment (SROI) – Social Value vs. Social Impact course provides a comprehensive understanding of SROI and the clear differentiation between Social Value and Social Impact.

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<td>EDI 0849</td>
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BUILDING AND PRE-CONSTRUCTION

Continuing Education Program Contact us at ce@broward.edu

- Blueprints, Construction Plans and Specifications-Intro
- Construction 101: Selling and Estimating
- Construction Cost Estimator – Explore Career
- Construction Estimating 101: Introduction
- Contractor Business School
- Electrical Technician
- Maintenance Technician
- Plumbing foundations
- Home Inspection
- Project Management for Construction
- Roofing 101: Basics for Non-Industry Professionals
- Skilled Trades: Building a Career
- Truck Driver
- Welder Technician
## TEACHER EDUCATION

**Make A Difference in A Child’s Life**

### SUBSTITUTE TEACHER TRAINING

**SUBSTITUTE TEACHER TRAINING WITH CLASSROOM MANAGEMENT**

Take this recommended course and receive your micro credential (digital badge) to prepare for a substitute teacher position in Broward County. Learn new classroom management techniques using our virtual reality environment where professionals practice and master complex interpersonal skills. This unique blend of virtual reality technology and live human performance, creates powerful and immersive learning simulations that recreate the most demanding interpersonal challenges professionals confront on the job every day. This program prepares pre-service K-12 teachers for the challenges of teaching in today’s classroom.

Program exposes learner to manage classrooms, working with children with special needs, practicing specific instructional routines relevant to a particular subject area, and leading difficult conversations. Simulations offer an engaging, efficient, and safe way to learn by doing!

**Course materials included**

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### CERTIFICATE IN ONLINE LEARNING

This certificate offers instruction on the major models, tools, and techniques in creating and delivering online learning. It reviews the fundamentals of general learning theory and how it can be applied, in practice, to online design and instruction, a brief survey of the technology employed in online learning, best practices for teaching online, strategies for integrating narrative learning into an educational curriculum, and the basics of developing accessible online learning.

**EDIE 0615** 22 HRS. $320

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### CHILD DEVELOPMENT ASSOCIATE TRAINING RENEWAL

Selected from the eight CDA competency areas to provide a breadth of knowledge, and they support the requirements for renewing your certification for Associates original settings, age-level endorsement, and specialization. This course provides the 45 hours or 4.5 Continuing Education Units (CEUs) required by the CDA Council to fulfill and renew your Child Development Associate (CDA) credential.

**EDIE 0615** 45 HRS. $499

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### TEACHER'S AIDE PARA PROFESSIONAL

Learn how paraprofessional assist with classroom instruction and build a foundation in classroom management. Develop strategies to support students in reading, writing, and math. Prepare for the ETS ParaPro Assessment exam.

**EDIE 0756** 130 HRS. $1695

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### THE CREATIVE CLASSROOM

Learn creativity engagement tools in the classroom. Use approaches to challenge and motivate students to become creative thinkers.

**EDI 0615** 24 HRS. $135

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### FLORIDA TEACHER CERTIFICATION EXAM- GENERAL KNOWLEDGE (FTCE-GK)

Brush up on your skills to prepare for the Florida Teacher Certification Exam. These comprehensive courses include review and practice skills on the General Knowledge exams.

**EDI 0964** 24 HRS. $299

Contact us for information.

### HOMESCHOOL WITH SUCCESS

Homeschool your children in a way that ensures they get what they need both academically and socially, guidance for success.

**EDI 0615** 24 HRS. $135

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### INTEGRATING TECHNOLOGY IN THE CLASSROOM

Enhance materials and meet Common Core standards. across curriculum with tools that engage auditory, visual, and kinesthetic learners.

**EDI 0615** 24 HRS. $135

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Introducing real-time, immersive classroom simulation
TEST PREPARATION
Strategies to Boost Your Score

GED EXAM PREP
GED® stands for General Education Development or General Education Diploma. The GED® is an internationally recognized test, which serves as a high school equivalency exam. With four distinct parts; Reasoning Through Language Arts, Social Studies, Science, and Math; the GED® exam is comprehensive and challenging. Courses in this category are designed help learners identify gaps and focus on areas of weakness in preparation for the exam.

GED® EXAM PREP: REASONING THROUGH LANGUAGE ARTS (RLA)
EDI 0615 80 HRS. $29
MTWRF 8/17 24/7 On-demand ME
MTWRF 10/12 24/7 On-demand ME

GED® EXAM PREP: SCIENCE
EDI 0615 80 HRS. $29
MTWRF 8/17 24/7 On-demand ME
MTWRF 10/12 24/7 On-demand ME

GED® EXAM PREP: SOCIAL STUDIES
EDI 0615 80 HRS. $29
MTWRF 8/17 24/7 On-demand ME
MTWRF 10/12 24/7 On-demand ME

GMAT TEST PREP
Improve your score and save time on all GMAT question types. This course helps you learn test-taking techniques as you practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test.

EDI 0615 24 HRS. $135
MTWRF 8/17 24/7 On-demand E2G
MTWRF 10/12 24/7 On-demand E2G

GRE PREP - QUANTITATIVE
Prepare to excel on the GRE with a math review. This course provides techniques for tackling the quantitative comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections, as well as how to tackle the GRE’s unique new question formats.

EDI 0615 24 HRS. $135
MTWRF 8/17 24/7 On-demand E2G
MTWRF 10/12 24/7 On-demand E2G

GRE PREP - VERBAL & ANALYTICAL
Learn about questions on the verbal reasoning and analytical writing sections of the GRE, including reading comprehension, text completion, sentence equivalence questions, and both essay tasks. This course also provides pointers on time management, anxiety, scoring, and standardized test taking.

EDI 0615 24 HRS. $135
MTWRF 8/17 24/7 On-demand E2G
MTWRF 10/12 24/7 On-demand E2G

SAT TEST PREPARATION
Enhancing your performance on both the SAT is instrumental in determining your choice of college. Prepare for specific types of questions in Reading, English and Science and receive pointers on time management, anxiety relief, scoring and general standardize test-taking.

EDI 0615 18 HRS. $249
S 10/15 - 11/12 10:00 a - 11:30 a Pines Center 715514

TEAS (TEST OF ESSENTIAL ACADEMIC SKILLS) PREP.
Candidates for nursing school will learn practical skills needed to prepare for the TEAS (Test of Essential Academic Skills). This standardized admission test assesses a candidate’s skills in reading, math, science, and English and language usage.

EDI 0615 24 HRS. $135
MTWRF 8/17 24/7 On-demand E2G
MTWRF 10/12 24/7 On-demand E2G

LSAT (LAW SCHOOL ADMISSION TEST) PREPARATION
Get an intensive review for the LSAT. Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. You will also gain tips and tricks to help you ace the LSAT, and discover some helpful tips for surviving the rest of law school.

EDI 0615 24 HRS. $135
MTWRF 8/17 24/7 On-demand E2G
MTWRF 10/12 24/7 On-demand E2G

PRAXIS CORE PREPARATION
Become familiar with the types of questions found on the Praxis Core Exam, prepare for essays that will score high, master math reasoning, learn useful test taking strategies, and do it all in a fun and interesting way. This course will help you get ready to pass the Praxis Core Exam. Most colleges and universities require a passing score on this test for admission to their teacher education programs.

EDI 0615 24 HRS. $135
MTWRF 8/17 24/7 On-demand E2G
MTWRF 10/12 24/7 On-demand E2G

ADDITIONAL CERTIFICATE/ LICENSURE TEST PREP COURSES:
- Certified Payroll Professional – Page 6
- Certified Professional Trainer – Page 29
- Drones/Remote Pilot FAA Certification – Page 28
- Human Resources SHRM Certification – Page 7
- Information Technology – Page 19
- Insurance Pre-Licensing – Page 24
- Lean Six Sigma – Page 11
- Project Management – Page 23
- Real Estate FREC Pre-License – Page 24
- Substitute Teacher – Page 26
Drones/sUAS FLIGHT SCHOOL - Register here
This program focuses on ground school and first time operations of Unmanned Aircraft Systems (UAS/Drones). The course prepares students to pilot a drone and provides hands-on piloting practice. Apply new skills in areas of construction, photography, real estate, landscape design, and more. Learn Federal Aviation Administration (FAA) regulations for flight. Fee includes course materials, pilot log book, in-course use of drone, and certificate of completion.
EDI 0912 8 HRS. $499
Contact us for information

REMOTE PILOT IN COMMAND CERTIFICATE FAA UAG KNOWLEDGE TEST PREP - Register here
This two-day course will prepare the serious student for the Federal Aviation Administration (FAA) Airman Knowledge Test (AKT) for the Unmanned Aircraft-General (UAG) written examination. Upon successful passing of the 2 hour, 60 question test with a minimum 70% grade, the legal applicant will earn the Remote Pilot-In-Command Certificate from the FAA.
EDI 0918 16 HRS. $199
Contact us for information

TRUST (The Recreational UAS Safety Test) – Register here
EDI 30 MINS. FREE

WATER SPORTS
SAILING
Our sailing program is fun and exciting for everyone from the absolute beginner to the grizzled sea-dog. No previous experience is necessary to learn this amazing sport. Take your sailing adventure to the next level.
EDC 0542 18 HRS. $169
Contact ce@broward.edu for information

PADI OPEN WATER SCUBA CERTIFICATION
Get certified to go scuba diving worldwide. Upon completion of the course, your open water certification will enable you to participate in scuba diving worldwide. Bring your own mask, fins, snorkel, and wetsuit. Additional instructional materials list will be provided as needed on the first day of class.
EDE 0853 30 HRS. $326
Contact ce@broward.edu for information

Team Building: CONTACT: CE@BROWARD.EDU
Ropes Course • Aqua Challenge • Business Retreats • Conferences
TIGERTAIL LAKE RECREATIONAL CENTER • 580 GULFSTREAM WAY • DANIA BEACH, FL 33004
HEALTH & WELLNESS
Discover Wellness!

HEALTH CAREER EXPLORATION – Register here
Explore a Career as a Health Care Professional and uncover ways to continue your education at Broward College. All exploratory courses follow this schedule:
• PHARMACY TECHNICIAN
• MEDICAL CODING
• OPTICAL ASSISTANT
• ADMINISTRATIVE MEDICAL ASSISTANT
• PHYSICAL THERAPY AIDE
• NURSING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>24 HRS.</th>
<th>Hours</th>
<th>Tuition</th>
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<td>EDI 0615</td>
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<td>MTWRF 8/17</td>
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<td>On-demand E2G</td>
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<td>MTWRF 10/12</td>
<td>24/7</td>
<td>On-demand E2G</td>
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</table>

CERTIFIED PROFESSIONAL TRAINER - NCSF - Register here
Prepare for the NCSF-CSC exam. Learn relevant content areas including performance assessment and evaluation, biomechanics, sport metabolism, nutrition and ergogenic aids, training techniques for athletic performance, and injury prevention.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>40 HRS.</th>
<th>Hours</th>
<th>Tuition</th>
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<td>EDI 0756</td>
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<td>MTWRF 10/12</td>
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</table>

GERONTOLOGY - CERTIFICATE – Register here
Meet the health care needs of an aging population: assess and manage pain, issues of aging, elder abuse, mental health, and dying.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>25 HRS.</th>
<th>Hours</th>
<th>Tuition</th>
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<tr>
<td>EDI 0539</td>
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<td>MTWRF 10/12</td>
<td>24/7</td>
<td>On-demand E2G</td>
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</table>

GROUP FITNESS INSTRUCTOR - AFAA – Register here
Prepare you to become a certified group fitness instructor. Earning this credential from the Athletics and Fitness Association of America (AFAA).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>60 HRS.</th>
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<td>EDI 0796</td>
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<td>24/7</td>
<td>On-demand E2G</td>
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</table>

MINDFULNESS – CERTIFICATE – Register here
Lay the foundation for a career in health and wellness coaching with a deep understanding of the practice of mindfulness. This course will provide in depth knowledge of mindfulness and meditation, mindfulness and happiness, mindful eating, mindful movement, and mindful relationships.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Tuition</th>
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<td>24/7</td>
<td>On-demand E2G</td>
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</tbody>
</table>

LIFE COACH - CERTIFIED PROFESSIONAL – Register here
Learn protocols to build your distinctive coaching style to enhance the lives of individuals impacted by addiction. Strategies for applying the Code of Ethics, Core Competencies, and other recognized coaching concepts from International Coach Federations (ICF).

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Tuition</th>
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<td>24/7</td>
<td>On-demand E2G</td>
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</tbody>
</table>

PAIN MANAGEMENT AND END OF LIFE CARE – Register here
Health care professionals Learn how to assess and manage pain. Program provides relevant information to improve your practice effective care to your patients.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>35 HRS.</th>
<th>Hours</th>
<th>Tuition</th>
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</thead>
<tbody>
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<tr>
<td>MTWRF 10/12</td>
<td>24/7</td>
<td>On-demand E2G</td>
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</tbody>
</table>

SPORTS NUTRITION SPECIALIST - NCSF – Register here
Prepare for NCSF-Sport Nutrition Specialist Exam and existing fitness related professional credential or allied health professional license.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>70 HRS.</th>
<th>Hours</th>
<th>Tuition</th>
</tr>
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<tbody>
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<td>24/7</td>
<td>On-demand E2G</td>
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</tbody>
</table>

CONTINUING EDUCATION HEALTH SCIENCES

Contact: Email or Phone CEWFD@broward.edu or 954-201-6732
Keep Growing as a Health Care Professional! Continuing Education and Health Sciences provides innovative programs that changes the lives of our community and healthcare professionals.

• BASIC LIFE SUPPORT – 4.5 HRS - $100.00
• COMPUTERIZED TOMOGRAPHY – 48 HRS - $400 (CLINICAL 120HRS - $1364.25)
• EKG TECHNICIAN – 50 HRS - $1,649.00 (EXTERNSHIP 40 HRS)
• ELECTRONIC HEALTH RECORDS MANAGEMENT – 50 HRS - $1,649.00 (EXTERNSHIP 40 HRS)
• INTRODUCTION TO CARDIAC MONITORING – 40 HRS - $450.00
• MAGNETIC RESONANCE IMAGING – 48 HRS - $400 (CLINICAL 240 HRS - $1,514.25)
• PERSONAL CARE ASSISTANT - 50 HRS - $1,649.00 (EXTERNSHIP 40 HRS)
• PHARMACY TECHNICIAN - 70 HRS - $1,649.00 (EXTERNSHIP 80 HRS)
• PHLEBOTOMY TECHNICIAN – 90 HRS - $1,649.00 (EXTERNSHIP 40 HRS)

Ignite your professional savvy with training. reserve your seat today!
Virtual Playground
Powered by BLACKROCKET

- Game Design (Ages 8-14)
- 3D Game Design
- Battle Royale (Fortnite® Style Video Game Design)
- Code Breakers
- eSports Apprentice
- Inventor’s League
- JavaScript Developer Jam
- Minecraft® Animators, Designers, and Modders
- Pokémon® Mates: Designers & 3D Makers
- Python Programmers
- ROBLOX® Makers
- YouTube® Content Creators and more!

**KIDS SUMMER COLLEGE**

**JUNE 20 - JULY 29**

**CAREER READY!**

- Water Sports
- Public Safety
- Drones
- Tutoring
- Marketing
- Robotics
- Nursing
- Graphic Design

**SPRING BREAKAWAY**

**Plan Early**

School’s Out, Let the Fun Begin!

March 20-24 • 7:30 a – 5:30 p

Enjoy a unique blend of academic’s enrichment & fun

Don’t hang around the house this spring...come to college!

---

2022/23 SCHOOL CALENDAR

For an ADA accessible version of this calendar, visit browardschools.com/accessiblecalendar.
**WORKFORCE AND CONTINUING EDUCATION**

Visit www.broward.edu/ce

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**REGISTER & SAVE YOUR SEAT**

**REGISTRATION** I Students must register and pay for each course before they attend the first class meeting. There is no application fee for Continuing Education students and tuition is the same for Florida residents and non-Florida residents. All classes listed in this brochure are non-credit and are not applied toward a degree at Broward College (unless otherwise stated).

**CAMPUS - IN PERSON** I Go to the Registration office on A. Hugh Adams Central Campus, North Campus or Judson A. Samuels South Campus.

**ONLINE** I Follow the directions for application, registration and payment. Go to www.broward.edu/ce

Click the “Register for Courses”

1. Select “Continuing Education” Division and choose a subject under Advanced Search
2. Click “Search”
3. Identify your course then add to cart
4. Click “Proceed to checkout”

**REGISTRATION ASSISTANCE** I email ce@broward.edu or call 954-201-7800

**LEARNING OPTIONS** I Online Live, Classroom, Online Courses, Customized Training, On-demand Learning, Self Paced

**COURSE CANCELLATION** I Broward College reserves the right to cancel any course that does not meet student enrollment requirements. If insufficient enrollment requires cancelling of a course, tuition fees will be fully refunded. Continuing Education reserves the right to cancel courses due to weather, emergencies, extenuating circumstances, or at the discretion of the college. Students will be contacted if cancellation impacts their schedule.

**WITHDRAWALS AND TRANSFERS** I Withdrawals: A student may withdraw from a course or educational activity that has not started, by logging on to their Broward College account. The student will receive a 100% refund between 10-15 business days back to the original method of payment used.

Refunds: Students who register and pay for an educational activity, but do not attend, forfeit the entire registration fee. “Online, Remote Learning, and Online-Live classes are not refundable once the class has begun. Email ce@broward.edu”

**FALL | AUGUST – DECEMBER 2021 – HOLIDAYS AND DAYS OFF**

*Labor Day - September 6
*Veteran’s Day - November 11
*Thanksgiving - November 24-28

**ACCESSIBILITY OFFICE** I 954-201-7517

**CAMPUS SAFETY** I 954-201-4357 (HELP)

**PAYMENT PLAN** I www.MyCollegePaymentPlan.com/broward

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**LOCATIONS**

**CAMPUS LOCATIONS KEY**

<table>
<thead>
<tr>
<th>CEN</th>
<th>A. Hugh Adams Central Campus</th>
<th>3501 S.W. Davie Road, Davie, FL 33314</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTC</td>
<td>Miramar Town Center • (2nd fl.-library)</td>
<td>2050 Civic Center Place, Miramar, FL 33025</td>
</tr>
<tr>
<td>MWC</td>
<td>Miramar West Center</td>
<td>1 30 SW 145th Avenue, Miramar, FL 33027</td>
</tr>
<tr>
<td>NOR</td>
<td>North Campus • 1000 Coconut Creek Blvd., Coconut Creek, FL 33066</td>
<td></td>
</tr>
<tr>
<td>PIN</td>
<td>Pines Center • 16 57 Sheridan Street, Pembroke Pines, FL 33331</td>
<td></td>
</tr>
<tr>
<td>SOU</td>
<td>Judson A. Samuels South Campus • 7200 Pines Blvd, Pembroke Pines, FL 33024</td>
<td></td>
</tr>
<tr>
<td>TIG</td>
<td>Tigertail Lake Recreational Center • 580 Gulfstream Way, Dania Beach, FL 33004</td>
<td></td>
</tr>
<tr>
<td>WES</td>
<td>Weston Center • (2nd floor library)</td>
<td>4205 Bonaventure Boulevard, Weston, FL 33332</td>
</tr>
<tr>
<td>WHC</td>
<td>Willis Holcombe Center • 111 East Las Olas Blvd., Fort Lauderdale, FL 33301</td>
<td></td>
</tr>
<tr>
<td>ACA</td>
<td>BC @ The Academy, 800 West Cypress Creek Rd, Ste. 200, Fort Lauderdale, FL 33330</td>
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<tr>
<td>RL</td>
<td>Remote Learning, This course will be offered 100 online through the DESIRE2LEARN (D2L) platform.</td>
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</tbody>
</table>

**Virtual Remote Simulation Courses**

**PARKING** I All campuses except downtown Fort Lauderdale: After registering and paying for your class(es), print out your parking permit, located online at www.broward.edu/ce. Click on “Continuing Education”. Under Resources, click on “Print Parking Permit”. Students must park in student parking spaces.

**PARKING DOWNTOWN** I Park on the first two levels of the city parking garage, located north of 111 East Las Olas Blvd. Pay at the parking kiosks (charge: 1.25/hour).

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Get professional development for your team? Volume discount available. 954-201-7800 | 31
CERTIFICATIONS AND SKILLS EMPLOYERS ARE SEEKING

GET A NEW CAREER NOW!

REGISTER TODAY | BROWARD.EDU/CE