BROWARD COLLEGE
WORKFORCE
CONTINUING EDUCATION

SPRING | JANUARY-MAY 2024

Register Today!

• EARN A CREDENTIAL THAT HELPS YOU STAND OUT

• LEARN YOUR WAY!
  ON-CAMPUS, ONLINE, VIRTUAL

Register Today!
Advance your career!

Broward College provides the perfect opportunity to advance your career and achieve your professional goals through immersive virtual skills training. Browse this brochure, enroll, and complete selected courses, then showcase your accomplishments to potential employers with a micro credential/digital badge.

We are addressing the workforce challenges in the health care industry through various flexible and affordable healthcare specialization programs. Discover our immersive skills lab, with zero-risk simulated training, in these healthcare specializations:

- Medical Assistant
- Patient Care Technician
- Billing & Coding Specialist
- EKG Technician
- Nursing Assistant, and more!

Strengthen your credibility in the workplace and gain the knowledge and skills necessary for career growth. Start today!

Diane Peart, MBA
Associate Vice President
Workforce & Continuing Education

Get Trained. Get Hired.
Virtual Information Sessions

THE SKILLS TO DO THE JOB

General Information
Letter from the AVP
CE to Degree Path
Employer Spotlight
Tuition Assistance and Scholarships
Registration Process
Workforce job growth projections

Artificial Intelligence

Allied Health and Medical Programs

Corporate and Customized Training

Professional Development

Aviation - Drones
Business & Finance
Business Management
Entrepreneurship
Finance, Accounting, Bookkeeping, Tax Preparation
Human Resources
Language: English & Foreign
Marketing & Sales
Non-Profit Organization
Payroll Professional
Supervision & Management
Insurance
Real Estate

IT and Computer Applications

MS Office Application
Information Technology

Micro learning and Express Courses

Kids and Teens

Academic Enrichment
Spring Breakaway
Summer College

How to Read Course Schedule

Title & Description: Project Management Hands on Intro
Gain knowledge of the project management process through planning, scheduling, estimating, documenting, and more.

ID: EDI0000
12 HRS.
$299
Tuition

Day & Date: W 10/17
Time: 6-9p
Loc*: NOR 44261

*Location key

Download full brochure

BROWARD COLLEGE DISTRICT BOARD OF TRUSTEES
Alexis Yarbrough., Chair
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Visit us: broward.edu/ce   Contact us: ce@broward.edu

Learn your way
Blended Classroom, Self-paced Classroom, Online Classroom, On-campus Classroom
Certification / Career Paths

Advance Your Career, Accelerated Skills Training

Aviation
- Drones/sUAS Remote Pilot In-Command
- FAA Airman
- FAA Pilot In-Command
- sUAS Remote Pilot
  - Remote Drone Pilot $81k/yr*

Business
- Business Development
- Career/Power Skill
- Start-up Now Accelerator
- Mini MBA
  - Business Manager $87k/yr*

Computer & Technology
- MCSE SQL
- HTML 5 JavaScript
- ASP.NET WVC 3
- Mini MBA
  - Web Developer $59k/yr*

Information Technology
- CompTIA Security+ SY0-401
- EC Council CEHv9
- ISC@CISSP

Insurance
- 4-40 RCSR
- Work Experience
- 4-40 to 2-20 Conversion
- 2-20 License
  - Insurance Agent $40k/yr*

Process Improvement
- Lean Six Sigma White Belt
- Lean Six Sigma Yellow Belt
- Lean Six Sigma Green Belt
- Lean Six Sigma Black Belt
  - Production Manager $99k/yr*

Marketing
- Digital Marketing Workshop
- Wordpress & CMS Basics
- Adobe Professional Course
- Google Analytics
  - Marketing Manager $127k/yr*

Project Management
- Certified Associate in Project Management
- 4,500 Project Hours
- Microsoft Project
- Project Management Professional Exam
  - Project Manager $80k/yr*

Real Estate
- Florida Real Estate Commission (FREC) Exam
- Pre-Licensing FREC Exam
- Florida Real Estate Sales Associate Exam
- Realtor
  - Real Estate Associate $43k/yr*

* Median salary in Broward County based on Lightcast, 2023

Visit us: broward.edu/ce  Contact us: ce@broward.edu

Learn your way
Blended Classroom Self-guided Online On-campus
Visit broward.edu/ce for more details.
Discover skills offered in an easily digestible and informative format. These short sessions have relevant solutions you can immediately apply in your workplace. **Register now!**

**Five Reasons to Enroll**

2. Learning into your busy schedule effortlessly.
3. Acquire specific skills without overwhelming information.
4. Learn on-the-go for ultimate convenience.
5. Achieve proficiency through short, impactful sessions.

**Microlearning is your gateway to quick wins. Pay and Start Immediately!**
### 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**
- **MTWRF 01/16**: 24/7 eLearning ME
- **MTWRF 02/13**: 24/7 eLearning ME
- **MTWRF 03/18**: 24/7 eLearning ME

**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**
- **MTWRF 01/16**: 24/7 eLearning ME
- **MTWRF 02/13**: 24/7 eLearning ME
- **MTWRF 03/18**: 24/7 eLearning ME

### 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 0820**
- **MTWRF 01/16**: 24/7 eLearning ME
- **MTWRF 02/13**: 24/7 eLearning ME
- **MTWRF 03/18**: 24/7 eLearning ME

### 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**
- **MTWRF 01/16**: 24/7 eLearning ME
- **MTWRF 02/13**: 24/7 eLearning ME
- **MTWRF 03/18**: 24/7 eLearning ME

### Critical & Design Thinking
Design thinking is a continuous improvement process that helps create practical and creative ways to solve problems. Learn the benefits of critical and design thinking and master the tools to strategize and generate innovation.

**EDC0149**
- **15 HRS.**: $699

### Think like a Boss
Learn the concepts of Business acumen and gain an understanding of handling business opportunities and risks quickly, leading to successful outcomes. Gain critical tools to be a savvy business professional in today’s workplace. Course analyzes factors that drive company’s performance, finances, and strategy. Also covered, leading effectively, identifying risks and influencing others.

**EDI0336**
- **6 HRS.**: $99

### Virtual Teamwork
Remote work settings create new opportunities and unique challenges for team members. While virtual environments allow for greater flexibility, team-oriented activities can get lost. The collaboration, creativity, and teamwork that seems to flow naturally in an in-person setting can often feel stilted in a virtual environment. This course examines the pros and cons of remote teamwork and provides strategies for overcoming challenges and promoting team success. Other topics include communication best practices, handling conflict, and goal setting.

**EDI 0820**
- **MTWRF 01/16**: 24/7 eLearning ME
- **MTWRF 02/13**: 24/7 eLearning ME
- **MTWRF 03/18**: 24/7 eLearning ME

### 12 Steps to a Successful Job Search
Learn how to get the job you want quickly, easily, and in any economy from a world-renowned author and career advisor. This course will help you identify the job that is best for your needs and provide complete step-by-step instructions on how to land it.

**EDI 0800**
- **24 HRS.**: $135

### Individual Excellence: Soft Skills/Power Skills
The Individual Excellence course will teach you twelve vital career-enhancing skills. You will establish a clear career path and use skills like interpersonal communication and time management to achieve your goals. You will also learn how to utilize your creativity and problem-solving skills to work through adversity.

**EDI 0615**
- **24 HRS.**: $135

### Computer Skills for the Workplace
Confidently apply for jobs knowing that you possess the computer skills needed to perform on the job. This course includes a great introduction to Windows 10 and Office 365 so that you can prosper in a modern workplace.

**EDI 0615**
- **24 HRS.**: $135

### Financial Literacy
Set clear financial goals, make the right investments, and increase your financial security. This course will help you gain control over the financial impact of your choices with tools that are useful, realistic, and easy to work into your regular routine.

**EDI0660**
- **24 HRS.**: $699

### 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 0820**
- **5 HRS.**: $99
Collaboration at Work S EDE0223 6HRS. $199
Learn healthy tools to collaborate with your team, coworkers, and supervisor. Uncover workplace personalities that disrupt workplace collaboration and proven tools for managing difficult situations. Course covers:
• Collaborate with Authenticity
• Four Employee Types
• Complex Situations
• Steering Others

Communication S ME 24HRS. $299
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. Course covers:
• Effective Business Writing
• Effective Presentations
• Effective Public Speaking
• Effective Emails, Memo

Professional Career Skills S EDC0103 9HRS. $499
Develop the professional skills every hiring manager is looking for! Set yourself apart by enhancing your professional and interpersonal skills. Course covers:
• Strengthen Relationship
• Active Listening
• Solution focus
• Unique perspectives

Business Acumen S EDI0336 6HRS. $99
Think like the boss! Learn the concepts of Business acumen and gain an understanding of handling business opportunities and risks, quickly, leading to successful outcomes. Course covers:
• Define and Analyze
• Financial Literacy
• Business Proficiency
• Cultivating

Critical Thinking S EDC0149 15HRS. $699
Design thinking is a continuous improvement process that helps create practical and creative ways to solve problems. Learn the benefits of critical and design thinking and master the tools to strategize and generate innovation. Course covers:
• Overcome Barriers
• Reasoning Barriers
• Reasoning Fallacies
• Systemic Problem-Solving

Finance S EDI0850 9HRS. $99
Some people call Accounting the language of business. To be able to use this language, you need to have a good grasp of key financial concepts and fundamentals. Course covers:
• Accounting Equation
• Financial Statement
• Cash Flow Analysis
• Financial Planning

WORKOUT YOUR SOFT SKILLS MUSCLES S
Skill development is like a sport. Our Artificial Intelligence (AI) Digital Role Play supports you with the workout needed.

IMPROVE SOFT SKILLS THROUGH CONVERSATIONS.
Build strong interpersonal skills and boost your confidence and self-awareness while communicating with peers by practicing what you already know about workplace professionalism.
• Practice real life interpersonal situations
• Learn how others perceive what you say
• Build habits that lead to positive results
• Conversation-based training
• Sales 101 Negotiations
• Time Management Emotional Awareness

POWER SKILLS

SOFT SKILLS

Register now!

Collaborate with Authenticity
Four Employee Types
Complex Situations
Steering Others

Effective Business Writing
Effective Presentations
Effective Public Speaking
Effective Emails, Memo

Strengthen Relationship
Active Listening
Solution focus
Unique perspectives

Define and Analyze
Financial Literacy
Business Proficiency
Cultivating

Overcome Barriers
Reasoning Barriers
Reasoning Fallacies
Systemic Problem-Solving

Accounting Equation
Financial Statement
Cash Flow Analysis
Financial Planning

Learn your way

Visit us: broward.edu/ce  Contact us: ce@broward.edu

Earn your Micro Credentials & DIGITAL BADGE

Steps to share your accomplishments with colleagues and employers
Step 1: Select and Enroll in a Micro-Credential course.
Step 2: Complete Requirements and receive Micro-Credential.
Step 3: Earn your Badge.
Step 4: Share your Micro-Credential & Digital Badge on: LinkedIn and other social media platforms, Resume, embed in your e-mail signature.
IT & COMPUTERS 0 Enroll

- Cyber Security Expert
- CEH (v12)- Certified Ethical Hacker
- Certified Information Systems Auditor
- Web Design Professional
- Full Stack Developer - MEAN Stack
- Certified Information Security Manager
- Computer Hacking Forensics Investigator
- Certified AWS Developer
- Certified AWS Cloud Practitioner
- AI & Machine Learning Certification
- Big Data Hadoop and Spark Developer

Register, pay and begin immediately

ALLIED HEALTH 0 Enroll

- Behavior Technician
- Dialysis Technician
- Pharmacy Technician(CPhT)
- Physical Therapy Aide
- Veterinary Assistant
- Health Unit Coordinator
- Medical Billing and Coding
- Medical Office Manager
- Medical Transcriptionist
- Sterile Processing
- Surgical Technologists
- Medical Lab Assistant
- Healthcare IT (HIT)

Register, pay and begin immediately

BUSINESS/PROFESSIONAL 0 Enroll

- Certified Financial Health Counselor
- Virtual Hybrid Event Planning
- Certified Brand Strategist
- Sales Manager
- Business Operations Specialist
- Certified Business Analysis Professional
- Nonprofit Manager
- Blueprint Reading Basics
- AutoCAD Certification
- Revit Certification
- Lean Six Sigma Belt series
- Insurance Accredited Claims Adjuster
- Florida Real Estate License

Register, pay and begin immediately

Tuition Assistance Options: pg.39

Click the “Enrollment” button to browse courses, tuition and additional details

ONLINE: We bring courses to you. Anytime, anywhere
3-Month Pass* I $349 for 3 Online Courses within 3 months
4- Months Pass* I $399 for 4 Online Courses within 4 months
*Pass can be used by same or different student. Info: ce@broward.edu

EARN COLLEGE CREDIT FOR WHAT YOU ALREADY KNOW - If you have obtained industry certifications or licensures that align with Broward College's degree programs, you can earn college credits. For more information about Credit for Prior Learning contact cpl@broward.edu

Professional Credentials include:

Visit us: broward.edu/ce Contact us: ce@broward.edu
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.
MTWRF 01/16 24/7 eLearning ME
MTWRF 02/13 24/7 eLearning ME
MTWRF 03/18 24/7 eLearning ME
$599

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.
MTWRF 01/16 24/7 eLearning ME
MTWRF 02/13 24/7 eLearning ME
MTWRF 03/18 24/7 eLearning ME
$129

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.
MTWRF 01/16 24/7 eLearning ME
MTWRF 02/13 24/7 eLearning ME
MTWRF 03/18 24/7 eLearning ME
$129

Strategic 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.
MTWRF 01/16 24/7 eLearning ME
MTWRF 02/13 24/7 eLearning ME
MTWRF 03/18 24/7 eLearning ME
$129

Workplace Law Essentials Value Suite
Earn the fundamentals of employment law, workers compensation law, and the laws protecting both employees and employers in a straightforward, easy-to-understand way.

EDI 0820
48 HRS.
MTWRF 01/17 OnDemand with Instructor E2G
MTWRF 02/14 OnDemand with Instructor E2G
MTWRF 03/13 OnDemand with Instructor E2G
$230

Small Business Management Introduction
Learn the basics of running a successful business, including planning, finance, HR, marketing, and customer care, to effectively tackle problems and seize opportunities.

EDI 0820
3 HRS.
MTWRF 01/16 24/7 eLearning ME
MTWRF 02/13 24/7 eLearning ME
MTWRF 03/18 24/7 eLearning ME
$79

Advertising & Outreach Specialist
Learn how to create advertising pieces for print and digital media. This course will teach you to develop and execute all stages of an advertising campaign, from writing ad copy to story-boarding and measurement.

EDI 0615
100 HRS.
MTWRF 01/16 24/7 eLearning E2G
MTWRF 02/13 24/7 eLearning E2G
MTWRF 03/18 24/7 eLearning E2G
$1,295

Leadership Suite
Learn essential skills for successful leadership, even if you’re not in a leadership role yet. Learn to make decisions based on the information you have and deal with difficult bosses and co-workers.

EDI 0820
96 HRS.
MTWRF 01/17-03/08 OnDemand E2G B8507
MTWRF 02/14-04/05 OnDemand E2G B8507
MTWRF 03/13-05/03 OnDemand E2G B8507
$480

Budgeting and Financial Analysis for Small Businesses
Creating a budget and analyzing financial data is crucial for small business success. Learn how to prepare budgets, analyze variances, and interpret financial statements.

EDI 0820
5 HRS.
MTWRF 01/16 24/7 eLearning ME
MTWRF 02/13 24/7 eLearning ME
MTWRF 03/18 24/7 eLearning ME
$99

Small Business Marketing
Learn the basics of small business marketing, including social media, content marketing, and search engine optimization. This course helps you effectively promote your products/services and reach the right audience on a limited budget.

EDI 0820
3 HRS.
MTWRF 01/16 24/7 eLearning ME
MTWRF 02/13 24/7 eLearning ME
MTWRF 03/18 24/7 eLearning ME
$79

Certified Virtual Assistant
Master the skills of a virtual assistant in this virtual assistant training course and start your own virtual assistant business. Learn how to set up your virtual assistant packages, rates, and contracts.

EDI 0820
240 HRS.
MTWRF 01/16 24/7 eLearning E2G
MTWRF 02/13 24/7 eLearning E2G
MTWRF 03/18 24/7 eLearning E2G
$2,995

Executive Assistant
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
450 HRS.
MTWRF 01/16 24/7 eLearning E2G
MTWRF 02/13 24/7 eLearning E2G
MTWRF 03/18 24/7 eLearning E2G
$3,595

Leaders and Work-Life Balance
This course looks at methods and techniques to reconcile work and family. You will also consider the question of personal fulfillment and the needs and demands of leadership.

EDI 0820
3 HRS.
MTWRF 01/16 24/7 eLearning ME
MTWRF 02/13 24/7 eLearning ME
MTWRF 03/18 24/7 eLearning ME
$79

Project Management for Small Businesses
Small business management involves overseeing both small and large projects. Not all projects require extensive planning, but project management techniques can help teams of all sizes meet their goals more efficiently.

EDI 0820
5 HRS.
MTWRF 01/16 24/7 eLearning ME
MTWRF 02/13 24/7 eLearning ME
MTWRF 03/18 24/7 eLearning ME
$79

Leading Teams
This introductory-level course for managers or anyone interested in leading teams, addresses the key issues surrounding leadership in a team environment.

EDI 0820
5 HRS.
MTWRF 01/16 24/7 eLearning ME
MTWRF 02/13 24/7 eLearning ME
MTWRF 03/18 24/7 eLearning ME
$79
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Small Business Management</strong></td>
<td></td>
<td>Gain an understanding of the most critical areas in managing and operating your own small business.</td>
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<tr>
<td>EDI 0820</td>
<td>30 HRS.</td>
<td>MTWRF 01/16 24/7 eLearning ME</td>
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<td>MTWRF 02/13 24/7 eLearning ME</td>
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<td>MTWRF 03/18 24/7 eLearning ME</td>
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<tr>
<td><strong>Business Writing</strong></td>
<td></td>
<td>Develop powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.</td>
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<td>EDI 0615</td>
<td>24 HRS.</td>
<td>MTWRF 01/17-03/08 OnDemand E2G T14512</td>
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<td>MTWRF 03/13-05/03 OnDemand E2G T14512</td>
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<tr>
<td><strong>Supervision &amp; Management</strong></td>
<td></td>
<td>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.</td>
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<td>24 HRS.</td>
<td>MTWRF 01/17-03/08 OnDemand E2G T9265</td>
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<td>MTWRF 03/13-05/03 OnDemand E2G T9265</td>
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<tr>
<td><strong>Business Operations Specialist</strong></td>
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<td>Learn the fundamentals of business management and operational planning with a veteran supply chain manager. You will gain key operational skills, including risk management and quality control.</td>
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<td>EDI 0910</td>
<td>200 HRS.</td>
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<td>MTWRF 03/18 24/7 eLearning E2G</td>
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<tr>
<td><strong>Business Analysis</strong></td>
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<td>Learn to identify needs and requirements, and then designing and executing solutions to business problems.</td>
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<td>EDI 0820</td>
<td>25 HRS.</td>
<td>MTWRF 01/16 24/7 eLearning ME</td>
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<td>MTWRF 02/13 24/7 eLearning ME</td>
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<td>MTWRF 03/18 24/7 eLearning ME</td>
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<tr>
<td><strong>Nonprofit Starting Your Own Organization</strong></td>
<td></td>
<td>Learn key steps in getting a nonprofit off the ground, including incorporating your organization, applying for tax-exempt status and drafting a business plan.</td>
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<td>EDI 0834</td>
<td>4 HRS.</td>
<td>MTWRF 01/16 24/7 eLearning ME</td>
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<td>MTWRF 02/13 24/7 eLearning ME</td>
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<td>MTWRF 03/18 24/7 eLearning ME</td>
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<tr>
<td><strong>Technical Writing</strong></td>
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<td>Learn the secrets of successful technical writers, including technical writing conventions, interviewing skills, desktop publishing, and formatting techniques.</td>
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<td>EDI 0615</td>
<td>24 HRS.</td>
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<td>MTWRF 03/13-05/03 OnDemand E2G T9273</td>
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<tr>
<td><strong>Leadership in a Nonprofit Organization</strong></td>
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<td>Examine leadership theories focused in the nonprofit sector, including the leadership shortage and possible solutions.</td>
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<td>EDI 0834</td>
<td>3 HRS.</td>
<td>MTWRF 01/16 24/7 eLearning ME</td>
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<td>MTWRF 02/13 24/7 eLearning ME</td>
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<tr>
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<td>MTWRF 03/18 24/7 eLearning ME</td>
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<tr>
<td><strong>QuickBooks Online Series</strong></td>
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<td>Learn key features of QuickBooks Online, so you can gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. In the Intermediate section, you will learn how to set up your accounts for different types of businesses, enter budgets, and how to track situations in which the owner uses or invests company funds.</td>
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<td>MTWRF 03/13-05/03 OnDemand E2G B9859</td>
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<tr>
<td><strong>Payroll Professional Certified</strong></td>
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<td>Gain a solid understanding of advanced payroll skills necessary for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation.</td>
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<tr>
<td>EDI 0107</td>
<td>36 HRS.</td>
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<td><strong>Personal Finance</strong></td>
<td></td>
<td>Gain control over the financial impact of your choices with tools that are useful, realistic, and easy to work into your regular routine.</td>
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<td>EDI 0615</td>
<td>24 HRS.</td>
<td>MTWRF 01/17-03/08 OnDemand E2G T9238</td>
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<td>MTWRF 03/13-05/03 OnDemand E2G T9238</td>
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<tr>
<td><strong>Income Tax Prep</strong></td>
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<td>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.</td>
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<td>15 HRS.</td>
<td>MW 01/17-01/31 6:30pm-9:30pm D2L 736064</td>
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<td>TR 02/27-03/12 6:30pm-9:30pm D2L 736067</td>
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<tr>
<td><strong>Finance Essentials Certificate</strong></td>
<td></td>
<td>Learn how to calculate key financial management indicators, assess your organization's financial health by reviewing balance sheets, income statements, and statements of cash flow.</td>
</tr>
<tr>
<td>EDI 0000</td>
<td>19 HRS.</td>
<td>MTWRF 01/16 24/7 eLearning ME</td>
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<td></td>
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<td>MTWRF 02/13 24/7 eLearning ME</td>
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<tr>
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<td>MTWRF 03/18 24/7 eLearning ME</td>
</tr>
<tr>
<td><strong>Bookkeeper Certified</strong></td>
<td></td>
<td>Acquire the practical knowledge necessary to setup and maintain bookkeeping records: analyzing and recording transactions, balance sheets, general entry, and more.</td>
</tr>
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<td>EDI 0800</td>
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<tr>
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<td>MTWRF 03/18 24/7 eLearning ME</td>
</tr>
<tr>
<td><strong>Nonprofit Organization Budgeting</strong></td>
<td></td>
<td>Gain an understanding of the uses and functions of budgets and the relationship between strategic and tactical budgeting.</td>
</tr>
<tr>
<td>EDI 0831</td>
<td>3 HRS.</td>
<td>MTWRF 01/16 24/7 eLearning ME</td>
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<td>MTWRF 02/13 24/7 eLearning ME</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MTWRF 03/18 24/7 eLearning ME</td>
</tr>
<tr>
<td><strong>Nonprofit Organizations Fundraising</strong></td>
<td></td>
<td>To help finance operating budgets, nonprofits must raise money every year and manage special projects to facilitate this.</td>
</tr>
<tr>
<td>EDI 0833</td>
<td>4 HRS.</td>
<td>MTWRF 01/16 24/7 eLearning ME</td>
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<tr>
<td></td>
<td></td>
<td>MTWRF 03/18 24/7 eLearning ME</td>
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</tbody>
</table>
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 one singular body of applied skills and knowledge designed to elevate the HR profession around the world. The SHRM Learning System in digital format is included.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Price</th>
<th>Start Dates</th>
<th>Days</th>
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</table>

**SHRM Essentials**
Embark on a transformative journey with this foundational overview of HR practices and behaviors. Developed by SHRM, the world's largest HR association, this program offers real-world applications and scenarios to master fundamental HR issues. It sets the stage for those interested in pursuing SHRM-CP/SHRM-SCP certification, although it does not directly prepare for the exam. Learn the standards and competencies required for effective HR professionals globally. Elevate your career, enhance your skills, and become a force in the dynamic world of Human Resources!

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Price</th>
<th>Start Dates</th>
<th>Days</th>
<th>Time</th>
<th>Delivery Method</th>
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**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 Human Resources.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Price</th>
<th>Start Dates</th>
<th>Days</th>
<th>Time</th>
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**Human Resources Employment Law**
Learn the difference between employees and independent contractor, employee benefits, effective hiring, evaluation and termination procedures, ways to resolve employment disputes, discrimination and union laws, and workplace safety rules.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Price</th>
<th>Start Dates</th>
<th>Days</th>
<th>Time</th>
<th>Delivery Method</th>
<th>CRN</th>
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</table>

Earn your Micro Credentials & Digital Badge
Steps to share your accomplishments with colleagues and employers
- Step 1: Select and Enroll in a Micro-Credential course.
- Step 2: Complete Requirements and receive Micro-Credential.
- Step 3: Earn your Badge
- Step 4: Share your Micro-Credential & Digital Badge on: LinkedIn and other social media platforms, Resume, embed in your e-mail signature.

Learn your way
Blended Classroom Self-guided Online On-Campus
Social Return On Investment (SROI)
Learn how to measure the value of social change and the social return on investment generated by our program, organization or project.
Email ce@broward.edu to unlock (Tuition Free program)

Social Return on Investment - TEN PART SERIES
This series will introduce you to social return on investment and how it can help your business. Topics include Impact Measurement, the Seven Principles of SROI, who can use SROI, measuring impact, and many more.
(10 part series)
EDE 0408 Free 01/08 - 05/05 On-Demand

Course Duration
Series 1: SROI – Intro 2 mins
Series 2: SROI – Impact Measurement 2 mins
Series 3: SROI – What is Social Return on Investment 3 mins
Series 4: SROI – Seven Principals of SROI 3 mins
Series 5: SROI – Help Me 3 mins
Series 6: SROI – Who Can Use SROI 5 mins
Series 7: SROI – Analysis 3 mins
Series 8: SROI – What is Value 4 mins
Series 9: SROI – Calculate to Social Benefits 6 mins
Series 10: SROI – Measuring Impact 5 mins

Social Return on Investment – Intro
Explore the principles and methodologies of Social Return on Investment (SROI) and their application in decision-making and reporting. This course is tailored for those seeking insights into how SROI contributes to value creation.
EDI 0846 30 MIN. $99
MTWRF 02/01-02/15 D2L 737412

SROI Essentials
Explore the Social Return on Investment (SROI) framework in our Essentials program. Learn to measure value beyond finances, addressing broader societal, environmental, and economic impacts. Ideal for those seeking to understand SROI’s role in fostering change, this program also paves the way for advanced SROI Practitioner training.
EDI 0848 3 HRS. $299
MTWRF 02/16-03/01 D2L 737413

SROI: Social Value vs Social Impact – Intro
Explore SROI in our Social Value vs. Social Impact course. Learn the distinctions between the two and utilize our Social Impact Calculator for project assessments. Perfect for individuals aiming to understand SROI, drive change, and prepare for Practitioner training. Also suitable for those focused on enhancing organizational value.
EDI 0849 6 HRS. $499
MTWRF 03/11-03/25 D2L 737411

Supply Chain SCPro™ Certifications
The Center for Supply Chain Education at Broward College and the Council of Supply Chain Professionals (CSCMP) have partnered to deliver the SCPro™ Fundamentals Certifications program. Through this program you have easy access to online education in the eight cornerstones of Supply Chain Management to prepare for the corresponding certification exam.

Supply Chain Management Principles/w Forklift
EDI 0879 24 HRS. $699
MWF 03/13-03/29 1:00pm-4:00pm YMCA 736066

SCPro™ Fundamentals Certification Bundle
EDI 0671 120 HRS. $2,080
Email ce@broward.edu to register.

Eight Certifications
1. Management Principles/w Forklift
2. Customer Service Operations
3. Demand Planning
4. Inventory Management
5. Manufacturing & Service Operations
6. Supply Management & Procurement
7. Transportation Operations
8. Warehousing Operations

ONLINE: We bring courses to you. Anytime, anywhere
3-Month Pass* I $349 for 3 Online Courses within 3 months
4-Months Pass* I $399 for 4 Online Courses within 4 months
*Pass can be used by same or different student. Info: ce@broward.edu
Project Management Ready

Start a career in project management with the PMI Project Management Ready™ certification. During this program, students will be immersed into the project management process to learn concepts and the industry. With the PMI Project Management Ready certification, students can immerse themselves in the project management industry and professionals while gaining a competitive edge. Students will receive voucher to take the PMI certification.

ED! 0332  24 HRS.  $999
MTWR  01/29-02/08  9:30am-12:30pm  YMCA  736062
MTWR  04/10-04/23  9:30am-12:30pm  YMCA  736063
MTWR  04/15-04/25  9:30am-12:30pm  YMCA  736103

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.

ED! 0915  250 HRS.  $2,245
MTWR  01/17  24/7  eLearning  E2G
MTWR  02/14  24/7  eLearning  E2G
MTWR  03/18  24/7  eLearning  E2G

Project Management @ e-Speed

Learn to deal with the realities of managing projects at super sonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

ED! 0615  24 HRS.  $135
MTWR  01/17-03/08  OnDemand  E2G  T9638
MTWR  02/14-04/05  OnDemand  E2G  T9638
MTWR  03/13-05/03  OnDemand  E2G  T9638

Microsoft Project

Learn to effectively plan, implement, and control projects using Microsoft Project 201Office365. 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.

ED! 0615  24 HRS.  $147
MTWR  01/17-03/08  OnDemand  E2G  T9438
MTWR  02/14-04/05  OnDemand  E2G  T9438
MTWR  03/18-05/03  OnDemand  E2G  T9438

Agile Certified Professional (PMI-ACP)

The PMI-ACP is PMI's fastest growing certification, and its no wonder. Organizations that are highly agile and responsive to market dynamics complete more of their projects successfully than their slower moving counterparts 75% versus 56% as shown in PMI Pulse of the Profession’s report.

ED! 0926  24 HRS.  $999
MTWR  01/16  24/7  eLearning  SIMP
MTWR  02/13  24/7  eLearning  SIMP
MTWR  03/18  24/7  eLearning  SIMP

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.

ED! 0760  50 HRS.  $695
MTWR  01/17-03/08  OnDemand  E2G  GES278
MTWR  02/14-04/05  OnDemand  E2G  GES278
MTWR  02/13-05/03  OnDemand  E2G  GES278

Earn Your Lean Six Sigma Belt!

LEAn Six Sigma Belt Series

Learn lean business concepts, strategies, tools and techniques to achieve desired quality outcomes for your organization. Yellow belt, Green belt, and Black belts are evidence of quality credentials that serves varied business sectors and industries. Gain a high-level understanding of the DMAIC methodology (Define, Measure, Analyze, Improve, and Control). Programs cover Lean principles while fostering a culture of continuous improvement for maximized performance in critical areas. Hands-on activities provide an opportunity to apply new skills to support, lead and deploy quality projects. Course assignments identify ways to eliminate waste and increase customer satisfaction.

Strategic PDU Bundle

This bundle is designed to provide practitioners with many of the PDUs they need to fulfill their strategic PDU requirements. Learn conflict resolution, emotional intelligence, finance and budgets.

ED! 0615  11 HRS.  $249
MTWR  01/16  24/7  eLearning  ME
MTWR  02/13  24/7  eLearning  ME
MTWR  03/18  24/7  eLearning  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 are presented to show their applicability to operational strategies.

ED! 0880  10 HRS.  $299
MTWR  01/17  24/7  eLearning  ME
MTWR  02/14  24/7  eLearning  ME
MTWR  03/18  24/7  eLearning  ME

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 improves the lives of the people with whom it interacts.

ED! 0880  15 HRS.  $299
MTWR  01/16  24/7  eLearning  ME
MTWR  02/13  24/7  eLearning  ME
MTWR  03/18  24/7  eLearning  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, Google Adwords, and more. It’s vital to develop a marketing strategy that keeps up with technology. The content in this certificate aligns with the Online Marketing Certified Associate (OMCA) credential, which is offered by OMCP.

**Marketing Certified Associate**

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.

**Marketing Your Business on the Internet**

In this hands-on course, you’ll discover proven methods for establishing an Internet presence and building a brand identity. You’ll learn to incorporate SEO, advertising, email, social media, and more to develop an effective Internet marketing plan for your business even with little money to spend.

**Advertising & Outreach Specialist**

Learn how to create advertising pieces for print and digital media. This course will teach you to develop and execute all stages of an advertising campaign, from writing ad copy to story-boarding and measurement.

**Web Analytics**

This course is designed to help learners develop a solid understanding of the basic concepts and techniques that they will encounter as practitioners in the web analytics field.

**Google Ads**

This course will teach you how to navigate through the platform, set up and optimize campaigns, improve performance, apply advanced techniques, and analyze performance data.

**Search Engine Optimization**

Learn how to leverage both content and technical features in order to increase ranking in search results while also learning about the latest tools to measure performance.

**Effective Selling**

Discover how you can easily convert a potential customer into a long-term asset. This course will help you lay the groundwork for repeat business and your future success with knowledge, planning skills, communication techniques, and the understanding of human nature.

**Sales Training Suite**

In good times or tough ones, companies never stop looking for sales representatives who can help them meet their financial goals. A good salesperson can have a long, successful career in any industry across the globe. This series will provide you with the tools you need to communicate effectively with clients as you build rapport and create an environment of trust. You’ll also learn effective sales techniques that will help you not only convert new customers but also turn them into long-term assets.

**Sales Manager Certificate**

Master the theories behind effective sales management. The Sales Manager course consists of two parts, one focusing on the role of sales representative and the other on the role of sales management. Explore sales mechanics ranging from product knowledge and customer relationships to situational sales and effective selling techniques while preparing for a sales manager position. Learn how to lead a sales team, how to create and implement a sales plan, how to identify and qualify prospects, and more.

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### Computer Skills 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 flyer, 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.

<table>
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<th>Tuition</th>
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<td>03/13-05/03</td>
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</table>

### Adobe PowerPoint
Prepare for the Adobe Certified Professional in Video Design exam by mastering Adobe Premiere Pro and Photoshop. Gain the skills needed to edit videos professionally and become a certified video design expert.

<table>
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### Excel (MOS) Microsoft Office Specialist
If your organization uses lists of any kind, you need to know how to use Microsoft Excel. Earning Microsoft Office Specialist Excel Expert certification sets your professional skill set apart from other Excel users. The course will prepare you for the Microsoft Office Specialist: Microsoft Excel Expert exam.

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### Microsoft Office Specialist (MOS) Associate Certification Training
Learn how to use Microsoft PowerPoint 2010 to create exciting slide presentations that include SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks.

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### Microsoft Office Specialist (MOS) Expert Certification Training
This in-depth course will prepare you to sit for and pass the Microsoft Office Specialist (MOS) certification exams for Word, Excel, PowerPoint, Access, and Outlook and earn your Microsoft Office Specialist (MOS) Expert Certification.

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### PowerPoint for Business
As technology continues to change the way that we engage in business communications, the art of presentations 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.

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### Microsoft Project
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### QuickBooks Online Basics
Introductory-level course designed to build a foundation of essential skills in QuickBooks® Online. Learners will develop a greater understanding of the basic bookkeeping and accounting functions that the software enables.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Tuition</th>
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<tbody>
<tr>
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**Visit us:** broward.edu/ce  **Contact us:** ce@broward.edu
CompTIA A+  
This course will prepare you for CompTIA A+ certification. The CompTIA A+ Certification Exam covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting.

EDI 0298  
MTWRF 01/17 200 HRS. $1,995  
MTWRF 02/14 24/7 eLearning E2G

CompTIA Network+  
This course utilizes a Network+ lab simulator so you can have the opportunity to have hands-on experience working with networking configurations and troubleshooting instances, a key component to the CompTIA Network+ N10-008 certification exam.

E2G 0991  
MTWRF 01/17 24/7 eLearning E2G

CompTIA Security+  
Successful completion of this course will allow you to assess an organization’s security strength while recommending and implementing appropriate security solutions based on those assessments. Learners will be able to monitor and secure various security environments like cloud, mobile, and IoT (Internet of Things)

EDE 0304  
MTWRF 01/17 24/7 eLearning E2G

CompTIA Cloud Essentials+  
This course introduces technical and non-technical individuals to core cloud computing concepts and helps prepare learners to pass the CompTIA Cloud Essentials+ certification successfully. It is the only internationally recognized, vendor-neutral certification dedicated to cloud concepts.

EDE 0802  
MTWRF 01/17 24/7 eLearning E2G

CompTIA Project+  
This certification validates project management skills to employers, both inside and outside the IT profession. The CompTIA Project+ certification also validates the communication and business skills you need to lead projects with confidence, complete projects on time and make sure you stay within budget.

EDI 0404  
MTWRF 01/17 100 HRS. $1,695  
MTWRF 02/14 24/7 eLearning E2G

AWS Technical Essentials for Cloud Practitioners  
This AWS Technical Essentials Certification Training course will introduce you to the fundamentals of the Amazon Web Services (AWS) cloud platform and ensure that you are fully proficient in identifying AWS terminologies, concepts, benefits, and deployment options to meet your business requirements.

EDI 0622  
MTWRF 02/13-02/27 24/7 eLearning E2G

AWS Technical Essentials  
This course introduces learners to basic artificial intelligence concepts and trends. Artificial Intelligence plays an increasingly important role in many industries.

EDI 0622  
MTWRF 02/13-02/27 9:30am-12:30pm YMCA 736054

Coding  
Sometimes referred to as software of computer programming, coding is a method of communicating with computers to perform specific tasks.

Full Stack Software Developer  
This course will prepare you for CompTIA A+ certification. The CompTIA A+ Certification Exam covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting.

EDI 0298  
MTWRF 01/17 200 HRS. $1,995  
MTWRF 02/14 24/7 eLearning E2G

Database Management  
Database management allows businesses with a large number of datasets to store, organize and retrieve data needed from a computer.

Oracle SQL and PL/SQL + Python  
This course introduces technical and non-technical individuals to core cloud computing concepts and helps prepare learners to pass the CompTIA Cloud Essentials+ certification successfully. It is the only internationally recognized, vendor-neutral certification dedicated to cloud concepts.

EDE 0991  
MTWRF 01/17 24/7 eLearning E2G

Emerging Technologies for Managers-Certificate $199 - 9 HRS.
Managers must be familiar with emerging technologies their impact on their organizations and networks and how these developments can be leveraged to boost their workers’ performance. Explore — artificial intelligence, robotics, and blockchain — and consider some of the potential legal and ethical concerns that may accompany their implementation in the workplace.

Oracle SQL and PL SQL Developer  
Watch how a Comp TIA A+ Certification can boost your career in IT  

Microsoft SQL Server 2008  
This course will introduce many of the concepts and metrics for successfully. It is the only internationally recognized, vendor-neutral certification dedicated to cloud concepts.

EDE 0991  
MTWRF 01/17 24/7 eLearning E2G

EMERGING TECHNOLOGIES  
Emerging Technologies for Managers-Certificate $199 - 9 HRS.
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MTWRF 01/17 24/7 eLearning E2G

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Microsoft SQL Server 2008  
This course will introduce many of the concepts and metrics for successfully. It is the only internationally recognized, vendor-neutral certification dedicated to cloud concepts.

EDE 0991  
MTWRF 01/17 24/7 eLearning E2G

English Essentials O
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.
EDC 0904 30 HRS. $395
Contact us for information, ce@broward.edu

Intensity English I B
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 01/16-02/15 6:30pm-9:30pm D2L 736068
TR 02/20-03/28 6:30pm-9:30pm D2L 736060

Intensity English II B
For the intermediate English language student who has prior knowledge of English. Students will learn more advanced grammar, conversation, writing and reading skills in English. Develop additional vocabulary.
EDC 0791 30 HRS. $395
TR 04/09-05/02 6:00pm-9:30pm D2L 737528

Writing For ESL O
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 01/17 24/7 eLearning E2G
MTWRF 02/14 24/7 eLearning E2G
MTWRF 03/18 24/7 eLearning E2G

Let's Talk – English O
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, ce@broward.edu

French Conversation Basics O
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.
EDC 0615 24 HRS. $135
MTWRF 01/17 24/7 eLearning E2G
MTWRF 02/14 24/7 eLearning E2G
MTWRF 03/18 24/7 eLearning E2G

Spanish I O
For the student who wants to learn the Spanish language for business or personal use. 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. $135
MTWRF 01/17 OnDemand with Instructor E2G
MTWRF 02/14 OnDemand with Instructor E2G
MTWRF 03/13 OnDemand with Instructor E2G

Sign Language O
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.
EDC 0920 24 HRS. $135
MTWRF 01/17 OnDemand with Instructor E2G
MTWRF 02/14 OnDemand with Instructor E2G
MTWRF 03/13 OnDemand with Instructor E2G

Spanish for Healthcare Professionals O
https://www.ed2go.com/browardcc/online-courses/learn-spanish-for-medical-professionals/

Online Teaching Certificate O
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, including 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.
EDI 0615 22 HRS. $320
MTWRF 01/17 24/7 eLearning ME
MTWRF 02/14 24/7 eLearning ME
MTWRF 03/18 24/7 eLearning ME

Child Development Associate Training O
Childcare professionals play a vital role in early childhood development. This 100% course will train you for a career in child development and help you pass the Council of Professional Recognition’s CDA certification exam. Key topics include procedures and strategies for creating a safe and enriching childcare environment.
EDI 0615 120 HRS. $1,295
MTWRF 24/7 eLearning E2G

Teacher's Aide Paraprofessional O
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.
EDI 0756 130 HRS. $1,695
MTWRF 01/17 24/7 eLearning E2G
MTWRF 02/14 24/7 eLearning E2G
MTWRF 03/18 24/7 eLearning E2G

GED Exam Prep
GED® - 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 O
GED Exam Prep O
EDI 0615 320 HRS. $99
MTWRF 01/17 24/7 eLearning ME
MTWRF 02/14 24/7 eLearning ME
MTWRF 03/18 24/7 eLearning ME

Mathematical Reasoning O
EDI 0615 80 HRS. $29
MTWRF 01/17 24/7 eLearning ME
MTWRF 02/14 24/7 eLearning ME
MTWRF 03/18 24/7 eLearning ME

Language Arts Reasoning O
EDI 0615 80 HRS. $29
MTWRF 01/17 24/7 eLearning ME
MTWRF 02/14 24/7 eLearning ME
MTWRF 03/18 24/7 eLearning ME

Science O
EDI 0615 80 HRS. $29
MTWRF 08/17 24/7 eLearning ME
MTWRF 09/14 24/7 eLearning ME
MTWRF 10/18 24/7 eLearning ME

Social Studies O
EDI 0615 80 HRS. $29
MTWRF 01/17 24/7 eLearning ME
MTWRF 02/14 24/7 eLearning ME
MTWRF 03/18 24/7 eLearning ME
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 the Life, Health and Annuities education state examination.

<table>
<thead>
<tr>
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2-20 Property & Casualty/General Lines (NEW!) 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.

<table>
<thead>
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4-40 Registered Customer Service
Topics covered include Automobile, Property Insurance, Inland Marine, Crime, Workers Compensation, General Liability, and Health Insurance. 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.

<table>
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<td>MTWRF</td>
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</table>

4-40 to 2-20 Conversion Property & Casualty General Lines This course offers the fastest, most affordable and convenient way to become a licensed 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.

<table>
<thead>
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</table>

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.

<table>
<thead>
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<th>Hrs.</th>
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Real Estate: FREC 1 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 candidates to apply for the State of Florida Salesperson's License Exam.

<table>
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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).

<table>
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<th>Course Code</th>
<th>Hrs.</th>
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<tbody>
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</table>

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.

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<th>Course Code</th>
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</tbody>
</table>
The Part 107 regulatory action requires special piloting license for commercial use of drones based on the Federal Aviation Administration (FAA) incorporated licensing guidelines for small Unmanned Aircrafts (sUAS).

Complete this training to pass the FAA’s Aeronautical Knowledge Test and become FAA-certified drone pilots.

This self-paced online training program has a 99% success pass rate and includes 70+ video lessons that cover the 120+ concepts that the FAA has outlined in their UAS Airman Certification Standards across 5 key areas:

- Drone Laws & FAA Regulations
- Weather & Micrometeorology
- National Airspace System (NAS)
- Drone Flight Operations
- UAS Loading & Performance

Learn to pilot a drone and develop piloting practices for the operation of small Unmanned Aircraft Systems (sUAS/Drones). Part II of this program will prepare you for the Federal Aviation Administration (FAA) Airman Knowledge Test (AKT). Earn the Remote Pilot-In-Command Credential. Prepare for the FAA Airman Knowledge Test (AKT) for the Unmanned Aircraft-General (UAG) written examination.

EDI 0918 16 HRS. $299
WRF 04/17-04/26 9:30am-12:00pm YMCA 736116

TRUST (The Recreational UAS Safety Test) Free
EDI 0615 30 MINS FREE

Additional Information ce@broward.edu
Powered by

Earn your Micro Credentials & DIGITAL BADGE

Steps to share your accomplishments with colleagues and employers
Step 1: Select and Enroll in a Micro-Credential course.
Step 2: Complete Requirements and receive Micro-Credential.
Step 3: Earn your Badge.
Step 4: Share your Micro-Credential & Digital Badge on: LinkedIn and other social media platforms, Resume, embed in your e-mail signature.

Visit us: broward.edu/ce Contact us: ce@broward.edu
Mini "MBA" Five-Day Workshop

Immerse yourself in this one-of-a-kind program covering all the vital business skills you need to make sound business decisions. Learn to handle data, reduce risks and manage people, processes and new technology. Prepare yourself to innovate, strategize and lead with success. This hands-on, 5-day intensive course is different from all others and includes case studies, team exercises, self-assessments and videos. You'll create financial statements, worksheets and a SWOT analysis, and will participate in a business challenge simulation on the final day.

KEY COURSE BENEFITS
- Communicate and collaborate effectively
- Improve how you manage people
- Speak Finance
- Strategize and Manage risks
- Enhance creativity and innovation
- Sharpen your leadership skills

Business Challenge SIMULATION PROJECT
Apply your new knowledge, skills and behaviors in this virtual capstone.

WHO SHOULD ATTEND
Business professionals who need a well-rounded, practical set of business acumen skills.
This workshop does not award a degree.
For information: ce@broward.edu

Partnering with Your Boss

Become a proactive partner with your boss. You are often called upon to communicate, plan, organize, negotiate and participate in decision making at very high levels. Attend this seminar and master techniques for effective goal setting, prioritizing, planning, decision making, relationship building and listening. Learn how to communicate confidently and assertively—and develop and use power and authority.

KEY COURSE BENEFITS
- Consistently anticipate your boss's needs
- Gain the respect of your boss and be taken seriously
- Confidently represent your boss
- Be seen by your boss and by others as a valuable professional resource
- Develop a trusting relationship with your boss
- Partner with multiple bosses and other office professionals

Business Challenge SIMULATION PROJECT
Apply your new knowledge, skills and behaviors in this virtual capstone.

WHO SHOULD ATTEND
Senior administrative support staff, executive secretaries, administrative professionals, staff assistants and executive assistants.
For information: ce@broward.edu

LEAN Process Improvement Delivering More with Less

Apply LEAN fundamentals to reduce inefficiencies, lower costs and increase revenue. LEAN process improvement tools offer simple fixes that will change your thinking, improve your operations and deliver quick solutions. In this course, you'll discover there are 7 types of waste and several methods to eliminate. You will learn to map the customer value stream and determine which activities add value to the customer and which do not. A highly interactive case study will cement the learning as you participate in repairing a broken process with instructor guidance utilizing LEAN tools and principles.

WHAT YOU WILL COVER
- Understanding LEAN methodology concepts
- Mapping the customer value stream
- Identifying LEAN metrics
- Discerning the connection between LEAN and Six Sigma
- Grasping the 7 types of waste
- Implementing LEAN tools to decrease process waste

WHO SHOULD ATTEND
Anyone looking to project a positive image and distinctive presence professionally.
For information: ce@broward.edu

Making the Transition to Management

Now that you've been promoted, do you know how to be the boss? Here's where you'll lay the foundation for your management career and get easy-to-apply tools to make a successful transition into your new role. In just two days you will gain the practical know-how you need—and the confidence you want—to step in as an effective new manager.

KEY COURSE BENEFITS
- Understand your new managerial responsibilities
- Establish credibility and effective work styles
- Build alliances with peer managers
- Master the basic management concepts of coaching, communication, motivation, delegation and performance
- Become an effective member of the management team

WHAT YOU WILL COVER
- Adopting a new manager mindset
- Knowing the business: operational and tactical planning; action
- Understanding others: strengthening communication, roles and responsibilities
- Recognizing contributions and challenges of different styles
- Using a structured approach to plan and organize work
- Creating solutions to management challenges

WHO SHOULD ATTEND
Professionals who need practical business acumen skills.
For information: ce@broward.edu
2024 BUSINESS & HEALTHCARE

JUST-IN-TIME CUSTOMIZED TRAINING

- MEDICAL AND ALLIED HEALTH
- IT AND COMPUTER APPLICATIONS
- SALES & MARKETING
- PROCESS IMPROVEMENT

UP-SKILL YOUR STAFF

- Increase Productivity
- First Time Managers
- Customer Service
- Healthcare Staffing
- Scale your Business

Attn:

Healthcare Administrators
Let’s address the healthcare staff shortage together! Contact us: Training request form or ce@broward.edu to learn how we can solve your institution’s needs.

Employees Earn Micro-Credential Digital Badge Certificate

We bring the training to you

Visit us: broward.edu/ce Contact us: ce@broward.edu

NEED FUNDING?
CHECK THESE RESOURCES

Learn your way
Blended Classroom Self-guided Online On-campus
Broward College recognizes City Furniture as our Premier Corporate Partner!

An industry leader in the furniture retailing space. In collaboration with City Furniture, Broward College - Workforce Education developed a customized Sales training program to bridge the gap and build a pipeline of talented sales associates for City Furniture.

We congratulate City Furniture leaders for prioritizing talent development for their organization by Investing in learning initiatives and recognizing the value of workforce development. Broward College provided solutions, to address their talent shortage.

Company Highlights
Mission: CITY Furniture, the ultimate furniture and mattress store, provides quality home furnishings at excellent values with friendly and efficient service in an exciting, fun environment.

Industry: Home Furniture Industry

Size: Over 30 CITY Furniture and Ashley Homestore locations throughout the state of Florida. Recognized as the #1 furniture company in South Florida, and in the top 30 nationwide. 1,001-5,000 employees (LinkedIn)

Find out more about Home and professional Furnishing at City Furniture https://cityfurniture.com

Invest in your team and let Broward College bring training to you! Visit www.broward.edu/corporate

ONLINE: We bring courses to you. Anytime, anywhere
3-Month Pass* I $349 for 3 Online Courses within 3 months
4- Months Pass* I $399 for 4 Online Courses within 4 months

*Pass can be used by same or different student. Info: ce@broward.edu
Unlock the Future

Reasons to enroll
- Gain a competitive edge with AI skills.
- Position yourself and your team for future success.
- Transform Your Workplace with Cutting-edge AI Knowledge!

Who Should Attend?
Anyone Eager to Embrace AI in the Workplace

Artificial Intelligence (AI) for the Workplace
Embark on a journey of innovation and efficiency with this Micro-Learn short course series Integrating AI in the Workplace training program. Elevate your skills and thrive using real-world application, exercises to implement solutions in the workplace immediately. Course includes: AI Career Essentials, ChatGPT Prompts, Workplace applications and ethics.

EDE0487 24HRS. $199
MTWRF 04/09-04/30 10:00am-4:00pm CEN TBA

Introduction to ChatGPT Prompts
Welcome to the exciting world of ChatGPT prompts! In this course, you will learn the fundamentals of using ChatGPT to generate creative and engaging conversations. Whether you're new to the world of AI, a content creator, or simply curious about AI, this course will equip you with the necessary skills to interact effectively with ChatGPT.

EDE0299 6HRS. $59
MTWRF 04/09 10:00am-4:00pm CEN TBA

Generative AI – Your Career Essentials
Learn foundational Generative AI knowledge and skills necessary for your career. Whether you're a student, a professional looking to learn and apply AI in the workplace, or simply curious about generative AI, this course will equip you with the essential tools and insights to kickstart your journey.

EDE0303 6HRS. $59
MTWRF 04/16 10:00am-4:00pm CEN TBA

AI – Workplace Applications
Gain an understanding of how artificial intelligence (AI) is transforming the modern workplace. Whether you're a business professional, a manager, or an aspiring AI practitioner, this course will equip you with the knowledge and skills to leverage AI technologies in various workplace scenarios.

EDE0307 6HRS. $59
MTWRF 04/23 10:00am-4:00pm CEN TBA

Basic ChatGPT Ethics
Delves into the ethical considerations surrounding the use of basic chatbot models, focusing on responsible and respectful interactions. Explore ethical AI communication to gain basic skills to engage with chatbots ethically.

EDE0395 6HRS. $59
MTWRF 04/30 10:00am-4:00pm CEN TBA

Additional upcoming AI courses:
- Artificial Intelligence A-Z™
- Machine Learning for Absolute Beginners - Level 1
- Artificial Intelligence & Machine Learning for Business
- Introduction to Machine Learning for Data Science
- OpenAI, GPT, ChatGPT and DALL-E
- ChatGPT Intermediate - ChatGPT Prompts
- ChatGPT chatbot for Salesforce Admin
- ChatGPT for IT Workers

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Visit us: broward.edu/ce
PREPARING KIDS TO WORKFORCE Ready

SPRING Breakaway
March 22-29, 2024

Spring Breakaway Morning: Option 1 C
9:00am-12:00pm YMCA $199 736093
Topics Include:
- Social Media Marketer
- Graphic Designer Jr.
- Health career Immersion
- Algebra for Real Life

Spring Breakaway Morning: Option 2 C
9:00AM-12:00PM YMCA $199 736098
Make Your first 3D Video Game

Spring Breakaway Afternoon C
1:00pm-4:00pm YMCA $199 736097
Topics Include:
- Intro. to Artificial Intelligence
- Physician Assistant, Jr.
- Start Your Business
- Creative Writing
1:00pm-4:00pm PIN $199 736099
3D Game Design with Unity.

Virtual Classes O

STEM
Python Programmers $179
5 01/20 - 02/24 10:30AM - 12:30PM

Minecraft Modders $179
MW 01/22 - 02/14 5:00PM - 6:30PM

Minecraft Animators $179
MW 02/21 - 03/18 5:00PM - 6:30PM

Video Game Animation $179
TR 03/19 - 04/11 5:00PM - 6:30PM

ROBLOX Coders $179
MTWR 03/25 - 03/28 1:30PM - 4:30PM
MTWR 04/01 - 04/04 9:30AM - 12:30PM

ACADEMIC ENRICHMENT

Classes are Online 24/7 Online Instructor-guided O S

SAT TEST PREPARATION $135
GRAMMAR REFRESHER $135
PUBLIC SPEAKING $135
MICROSOFT SPEAKING $147
INTRO TO MICROSOFT POWERPOINT $147

Dates
01/17 - 03/08
02/14 - 04/05
03/13 - 05/03
04/17 - 06/07
05/15 - 07/05

KIDS & TEENS SUMMER College
Ages 8-17
June 24 - July 26

For past events click or scan the QR code

For an ADA accessible version of this calendar, visit browardschools.com/accessiblecalendar.

Visit us: broward.edu/ce  Contact us: ce@broward.edu
In-Person and Virtual Skills Lab

Nursing Assistant Program B
This course prepares students to work with people of various demographics and establish foundational skills that expand their understanding of Nursing Assistants in healthcare. Topics covered include, safety, basic nursing care, rehabilitation and restorative care, infection control and patient care. The course also includes interactive activities, simulated laboratory experiences and hands-on skills in a designated clinical setting.

CAE 0360 125 HRS. $2,499
MTWRF 03/27-05/10 6:00pm-9:00pm CEN 735592

Personal and Home Health Assistant w/Skills B
This 24 hour course will provide the BC nursing student with a Home Health Aide certificate & eligibility to work for home health agencies.

CAE0737 24HRS. $999
MTWRF 01/17-01/31 9:00am-12:00pm YMCA 735596
MTWRF 02/09-02/23 1:00pm-4:00pm CEN 735597

Medical Billing & Coding B
Learn pharmacy medical terminology, pharmacy calculations, reading and interpreting prescriptions, defining generic and brand names drugs to prepare you for the NHA National Certification.

CAE 0691 120 HRS. $2,199
W 05/01-11/01 9:30am-12:30pm YMCA 737530

Clinical Medical Assistant C
Prepare to perform various clinical tasks such as assisting with minor medical procedures and administering medications, performing EKG electrocardiograms, obtaining laboratory specimens, etc.

CAE 0747 140 HRS. $2,969
MW 01/22-05/01 6:00pm-9:00pm CEN 735575
T 03/19-07/30 9:00am-12:30pm YMCA 736197

Phlebotomy Technician C
Learn how to safely obtain patient's blood specimens by venipuncture and micro-collection for laboratory analysis. Topics in this course include related anatomy and physiology and procedures for collection of other types of specimens.

CAE 0756 90 HRS. $1,649
T 03/06-05/07 600pm-9:00pm CEN 735961

EKG Technician C
EKG technicians are in demand! This program covers topics and processes critical to conducting and interpreting EKGs as an important member of the healthcare team.

CAE 0765 90 HRS. $1,649
MW 03/25-04/24 6:00pm-9:00pm YMCA 735578

Electronic Health Records B
Learners will review the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

CAE 0703 50 HRS. $1,649
W 02/21-03/27 1:00pm-4:00pm YMCA 735579

Health Career Core C B
Learn basic medical terminology and technology, first aid skills, and how to measure vital signs. You'll also learn about blood borne diseases, infection control and ethical issues in healthcare.

CAE 0763 90 HRS. $699
TR 03/14-04/16 9:00am-12:00pm YMCA 735585
MW 04/01-05/01 1:00pm-4:00pm SUN 735584

Patient Revenue Cycle B
Serve as a crucial staff member handling tasks such as billing, payments and collections in a healthcare setting. Program addresses the patient-centric revenue cycle and a firm understanding of the process.

CAE 0766 15 HRS. $699
M 03/25-04/08 1:00pm-4:00pm YMCA 735594
T 04/25-05/09 1:00pm-4:00pm YMCA 735595

Pharmacy Technician C B
Learn pharmacy medical terminology, pharmacy calculations, reading and interpreting prescriptions, defining generic and brand names drugs to prepare you for the NHA National Certification.

CAE 0690 150 HRS. $1,649
W 02/28-07/31 9:30am-12:30pm YMCA 736196
M 02/05-04/29 6:00pm-9:00pm CEN 736640

Patient Care Technician C
This course provides students technical skills necessary to service complex patient personal care and medical assisting issues including the implementation of selected portions of a specific care plan that may include rehabilitation services, bedside care, collection of laboratory specimens, phlebotomy, and EKG's. Patient Care Technicians work alongside doctors, nurses, medical assistants, and other healthcare providers to oversee and monitor patients.

CAE 0762 160 HRS. $2,399
TR 01/09-04/18 6:00pm-9:00pm YMCA 735593

Medical Administrative Assistant C B
This program prepares students to function effectively in many of the administrative and support positions at hospitals, physician practices and other healthcare providers.

CAE 0764 50 HRS. $1,649
W 02/07-03/13 1:00pm-4:00pm SUN 735588
F 04/12-05/10 1:00pm-4:00pm YMCA 735589

Basic Life Support (BLS) C
The basic rescuer training is intended to provide the student with information about prudent heart living, prevention of unnecessary death from heart attack, signals and actions for survival, as well as mastery of the skills involved in CPR and 2 person, obstructed airway and infant CPR.

CAE 0062 4.5 HRS. $100
S 01/20 8:30am-1:00pm CEN 735212
W 01/24 5:30pm-10:00pm CEN 735213
S 02/17 8:30am-1:00pm CEN 735214
W 02/21 5:30pm-10:00pm CEN 735215
S 03/16 8:30am-1:00pm CEN 735216
W 03/20 5:30pm-10:00pm CEN 735217
S 04/06 8:30am-1:00pm CEN 735218
S 04/13 8:30am-1:00pm CEN 735219
S 04/20 8:30am-1:00pm CEN 735220
W 04/24 5:30pm-10:00pm CEN 735221
S 04/27 8:30am-1:00pm CEN 735222

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In-Person and Virtual Skills Lab

Training Center
LIFELIKE - Immersive experience that mirrors real-life medical scenarios.

BODYINTERACT- (RN Virtual Patient Scenarios- Clinical Education: Innovative Didactic with virtual Patients), while developing procedural competence through virtual patient with measured assessments. Peek: https://youtu.be/3xXbiTcj32w

Fully immersive Augmented Reality (AR) enriched experience allows students to practice advanced patient care in a virtual zero-risk clinical training environment designed to reduce the frequency of medical errors in a real healthcare setting.

Video: Course demo

Classroom Includes:
- Skills stations
- Simulation area
- Medical equipment
### HEATHCARE - QUICK CAREER PATH

For more career paths click or scan the QR code

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<table>
<thead>
<tr>
<th>Health Career Core</th>
<th>Pharmacy Technician Lecture</th>
<th>Clinical/Extership</th>
<th>CPhT</th>
<th>Pharmacy Technician $38k/yr*</th>
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<tbody>
<tr>
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<td>CPT Lecture</td>
<td>CPT Skills &amp; Simulation</td>
<td>CPT</td>
<td>Phlebotomy Technician $38k/yr*</td>
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<tr>
<td></td>
<td>EKG/ECG Lecture</td>
<td>EKG/ECG Skills</td>
<td>CET</td>
<td>EKG/ECG Technician $43k/yr*</td>
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<td>Clinical Medical Assistant Lecture</td>
<td>EKG/ECG Technician</td>
<td>CCMA</td>
<td>Clinical Medical Assistant $40k/yr*</td>
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<tr>
<td></td>
<td>Patient Care Technician Lecture</td>
<td>EKG/ECG Technician</td>
<td>Phlebotomy Technician</td>
<td>Patient Care Technician $32k/yr*</td>
</tr>
</tbody>
</table>

**Health Career Core**

- **CPCT/A**
- **CPT**
- **CPhT**
- **CCMA**

* Median salary in Broward County based on Lightcast, 2023

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### Anatomy of a Digital Badges

- **Description**
- **Criteria**
- **Issue**
- **Evidence**
- **Date Issued**
- **Standards**
- **Tags**

---

### Earn your Micro Credentials & DIGITAL BADGE

Share your accomplishments with colleagues and employers

1. Select and Enroll in a Micro-Credential course.
2. Complete Requirements and receive Micro-Credential.
3. Earn your Badge.
4. Share your Micro-Credential & Digital Badge on: LinkedIn and other social media platforms, Resume, embed in your e-mail signature.

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[QR Code for more career paths]
Professional Bundle - BC Online
Bundle includes 6 fully online, self-paced courses that meet state requirements for license renewal HIV/AIDS, Domestic Violence, Prevention of Medical Errors, TB/OSHA/Hepatitis, Florida Laws & Rules, and Recognizing Impairment in the Workplace.

**CAE 0758**
- **20 HRS.**
- **$150**
- MTWRF 01/05-03/14 Online CEN 7355601
- MTWRF 03/12-05/10 Online CEN 7355602

**HIV/AIDS - BC Online**
This is a fully online, self-study course, designed to provide instruction on the current trends in HIV transmission, treatment for HIV/AIDS, occupational transmission of HIV, and the Center for Disease Control (CDC) recommendations for HIV testing.

**CAE 0616**
- **4 HRS.**
- **$40**
- MTWRF 01/05-03/14 Online CEN 7355866
- MTWRF 03/15-05/10 Online CEN 7355877

**Domestic Violence - BC Online**
Learn the reporting requirements for healthcare workers regarding domestic violence to including partner and domestic abuse, child and elder abuse.

**CAE 0615**
- **2 HRS.**
- **$27**
- MTWRF 01/05-03/14 Online CEN 7355767
- MTWRF 03/15-05/10 Online CEN 7355777

**Prevention of Medical Errors - BC Online**
This is a fully online self-study course, designed to provide instruction on medical errors, factors related to their occurrence, methods to prevent their occurrence, and processes and strategies to improve patient outcomes.

**CAE 0617**
- **2 HRS.**
- **$27**
- MTWRF 01/05-03/14 Online CEN 7355999
- MTWRF 03/15-05/10 Online CEN 7356000

**TB/OSHA/Hep. - BC Online**
This is a fully online, self-study course, designed to provide instruction on OSHA regulations, infection control, hepatitis, and tuberculosis.

**CAE 0663**
- **6 HRS.**
- **$60**
- MTWRF 01/05-03/14 Online CEN 7356067
- MTWRF 03/15-05/10 Online CEN 7356077

**Florida Laws & Rules - Nursing - BC Online**
A fully online self-study course designed to provide a review of Florida laws and rules related to the practice of nursing. The target audience for this course is registered nurses, clinical nurse specialists, advanced registered nurse practitioners, licensed practical nurses, and certified nursing assistants.

**CAE 0657**
- **2 HRS.**
- **$27**
- MTWRF 01/05-03/14 Online CEN 7355800
- MTWRF 03/15-05/10 Online CEN 7355811

**Florida Laws & Rules - Respiratory - Online**
A fully online self-study course designed to provide a review of Florida laws and rules related to the practice of respiratory therapy.

**CAE 0656**
- **2 HRS.**
- **$27**
- MTWRF 01/05-03/14 Online CEN 7355827
- MTWRF 03/15-05/10 Online CEN 7355833

**Recognizing Impairment in the Workplace - BC Online**
The purpose of this course is to make Florida nurses aware of the impact of workplace impairment and to provide education on recognition, reporting, and support program for the impaired provider.

**CAE 0671**
- **2 HRS.**
- **$27**
- MTWRF 01/05-03/14 Online CEN 7356037
- MTWRF 03/15-05/10 Online CEN 7356047

**Mini Healthcare Core**
This course is packed with essential healthcare skills with a focus on: Medical math, Medical terminology, BLS overview, Professionalism for Healthcare workers and more.

**CAE 0767**
- **6 HRS.**
- **$79**
- MTWRF 01/05-03/14 Online 735590
- MTWRF 03/15-05/10 Online 735591

**Medical Math**
Improve your mathematical knowledge as it relates to areas in the medical field. Practice the skills to identify, solve, and apply mathematical principles in various medical settings. This course provides a review of mathematical operations, application, and calculation of medication dosages.

**Medical Terminology**
Gain the necessary knowledge and abilities to confidently tackle the most complicated of medical terms and use this ability throughout your career. Lay the foundation to your career with a well-rounded introduction to medical terminology.

**RN Refresher - Self-paced**
The Nurse Refresher Course is designed for nurses returning to the clinical setting. Students will explore current nursing practices and issues and learn about the most up to date standards of practice. A review of body systems, intravenous therapy, fluids and electrolytes, and management of common disorders will provide a level of comfort when returning to patient care.

**CAE 0623**
- **85 HRS.**
- **$1,499**
- MTWRF 01/05-03/14 Online Central 735605

**License and per-requisite required**

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**Micro Credentials & DIGITAL BADGE**
Share your accomplishments with colleagues and employers

**Anatomy of a Digital Badges**
![Digital Badge Anatomy](image)

Learn your way

- **B**: Blended Classroom with Instructor & Self-paced Online
- **S**: Self-guided with Instructor
- **O**: Online Only
- **C**: On-campus Classroom

![QR Code](image)

Earn, Stack, and Share your Micro-Credentials: Step 1: Select a Micro-Credential course. Step 2: Complete the course requirements and receive Micro-Credential. Step 3: Earn your badge. Step 4: Share your Micro-Credential & Digital Badge on: LinkedIn and other social media platforms, Resume, embed in your e-mail signature.
Phlebotomy Technician (CPT)

This course will discuss the principles of phlebotomy and techniques for drawing blood while utilizing safety procedures and proper standards. Students will learn terminology, types of specimens, and skills needed to perform venipuncture and capillary collection techniques. In-person and Virtual Skills Lab included!
Certification: CPT, National Healthcareer Association (NHA)

CAE 0756 90 HRS. $1,649
T 03/26-05/07 600pm-9:00pm CEN 735961

8%
Employment of Phlebotomy Technician is expected to grow 8% through 2032 (Bureau of Labor Statistics)

EKG Technician (CET)

This course prepares students to perform EKGs and includes basic anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, emergencies related to cardiac testing: syncope, chest pain, and abnormal vitals. Students will also learn about arrhythmias, calculating heart rates, and types of ECGs. Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine.
Certification: CET, National Healthcareer Association (NHA)

CAE 0765 90 HRS. $1,649
MW 03/25-04/24 6:00pm-9:00pm YMCA 735578

10%
Employment of EKG Technician is expected to grow 10% through 2032 (Bureau of Labor Statistics)

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- Medical Professional Legal Consultant
- Victim Advocacy Certificate

CLASSES START JANUARY 8, 2024
01/08-02/23 24/7 Online
03/04-04/19 24/7 Online
04/29-06/14 24/7 Online

Pharmacy Technician

Prepare to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Learn pharmacy medical terminology, pharmacy calculations, reading and interpreting prescriptions, defining generic and brand name drugs and much more. Program also includes an optional clinical externship at a local healthcare provider. High School Diploma or GED required to sit for National Certification exam.

CAE 0690 150 HRS. $1,649
W 02/28-07/31 9:30am-12:30pm YMCA 734889
M 03/11-04/29 6:00pm-9:00pm CEN 736640

KEY COURSE BENEFITS
- Pharmacy calculations
- Medical terminology specific to the pharmacy
- Skills to read and interpret prescriptions
- Review of the top 200 drugs
- Skills to identify drugs by generic and brand names
- Dosage calculations, I.V. flow rates, drug compounding, and dose conversions
- Dispensing of prescriptions, inventory control, and billing and reimbursement

WHO SHOULD ATTEND
Individuals looking to work under a registered pharmacist in hospitals, home infusion pharmacies, community pharmacies and other healthcare settings.

10%
Employment of Pharmacy Technician is expected to grow 10% through 2032 (Bureau of Labor Statistics)
HEALTHCARE - CERTIFICATION

Medical Billing and Coding B
This combined billing and coding course offers the skills needed to perform complex coding and billing procedures. The course covers CPT (Introduction, Guidelines, Evaluation, and Management), specialty fields (such as surgery, radiology, and laboratory), ICD-10 (Implementation and Guidelines), and basic claims processes for insurance reimbursement. Students will learn how to find the service and codes using manuals (CPT, ICD-10 and HCPCS).

CAE 0691 120 HRS. $2,199
W 05/01-11/01 9:30am-12:30pm YMCA 737530

8% Employment of Medical Billing & coding Technician is expected to grow 8% through 2032 (Bureau of Labor Statistics)

Medical Administrative - Assistant (CMAA) B C
This course covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management, and management of practice finances.

CAE 0764 50 HRS. $1,649
W 02/07-03/13 1:00pm-4:00pm SUN 735588
F 04/12-05/10 1:00pm-4:00pm YMCA 735589

10% Employment of Medical Administrative Assistant is expected to decline 10% through 2032 (Bureau of Labor Statistics)

Patient Revenue Cycle B
The Revenue Cycle Specialist serves as a crucial staff member handling tasks such as billing, payments and collections in a healthcare setting. Get recognized as a valued contributor to a healthcare organization’s revenue cycle process with this level-1 course. Program addresses the patient-centric revenue cycle and a firm understanding of the process. Earn a micro credential: Certificate of completion and digital badging.

CAE 0766 15 HRS. $699
M 03/25-04/08 1:00pm-4:00pm SUN 735594
T 04/25-05/09 1:00pm-4:00pm YMCA 735595

8% Employment of Patient Revenue Cycle Technician is expected to grow 8% through 2032 (Bureau of Labor Statistics)

Electronic Health Records - (CEHRS) B
This course prepares students to understand and use electronic records in a healthcare setting. This course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

CAE 0703 50 HRS. $1,649
W 02/21-03/27 1:00pm-4:00pm YMCA 735579

8% Employment of Electronic Health Records Technician is expected to grow 8% through 2020 (Bureau of Labor Statistics)

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3 Months Course

CAE 0691 120 HRS. $2,199
W 05/01-11/01 9:30am-12:30pm YMCA 737530

8% Employment of Medical Billing & coding Technician is expected to grow 8% through 2032 (Bureau of Labor Statistics)

CAE 0764 50 HRS. $1,649
W 02/07-03/13 1:00pm-4:00pm SUN 735588
F 04/12-05/10 1:00pm-4:00pm YMCA 735589

10% Employment of Medical Administrative Assistant is expected to decline 10% through 2032 (Bureau of Labor Statistics)

CAE 0766 15 HRS. $699
M 03/25-04/08 1:00pm-4:00pm SUN 735594
T 04/25-05/09 1:00pm-4:00pm YMCA 735595

8% Employment of Patient Revenue Cycle Technician is expected to grow 8% through 2032 (Bureau of Labor Statistics)

CAE 0703 50 HRS. $1,649
W 02/21-03/27 1:00pm-4:00pm YMCA 735579

8% Employment of Electronic Health Records Technician is expected to grow 8% through 2020 (Bureau of Labor Statistics)
### Behavior Technician 16 weeks - $2,500

Begin your career with the skills to thrive and earn your credentials as a Registered Behavior Technician (RBT). Learn a series of documentation and protocol rules and regulations by to the Behavior Analyst Certification Board (BACB) guidelines and HIPAA regulations. Learn BCBA material needed for the BACB RBT Certification exam. Both of these are extremely important – this course is offered as part of the RBT training and should be understood prior to taking the BACB examination for the RBT certificate.

Requirements to become a fully certified Registered Behavior Technician include completion of 40-hour training before being eligible to take the RBT exam. Earning the RBT certification demonstrates your expertise in ensuring the proper treatment of your patients and providing excellent customer service.

PLEASE NOTE: This training program is based on the Registered Behavior Technician Task List (2nd ed.) and is designed to meet the 40-hour training requirement for RBT credential. The program is offered independent of BACB. There are additional requirements (outside of training and examination) mandated by the BACB for those on the path to earning the RBT designation. Visit www.bacb.com/rbt for more information*

9% Employment of Behavior Technician is expected to grow 9% through 2032 (Bureau of Labor Statistics)

### Sterile Processing 14 weeks - $4,000

This three course program includes: Intro to Human Anatomy & Medical Terminology, Professionalism in Allied Health, and Sterile Processing. This program prepares students to become well-rounded Sterile Processing Technicians.

Because graduates will be working in a healthcare facility, it is imperative that they be able to speak and understand the language of medicine and have a fundamental understanding of basic human anatomy and physiology. Sterile processing tasks, by nature, typically involve hands-on interaction, an increased focus is placed on immersion and a high level of interactivity.

Upon completion of this program, the student will be eligible to sit for the provisional certification exam for Certified Registered Central Service Technician (CRCST) sponsored by the Healthcare Sterile Processing Association (HSPA, formerly IAHCSMM).

Note: Full certification is obtained after acquiring 400 hours of hands-on sterile processing experience within six months of provisional certification.

5% Employment of Sterile Processing Technician is expected to grow 5% through 2020 (Bureau of Labor Statistics)

### Surgical Technician 16 weeks - $4,000

Gain skills to become a Surgical Technologists, also called Operating Room Technicians. Work alongside, and assist surgeons, nurses, and other members of the health care team throughout a surgical operation. This high-paying job is a great opportunity to enter the healthcare industry and work in a fast-paced, stimulating environment.

This program provides students with immersive and virtual hands-on learning experiences. Surgical procedures are demonstrated using virtual tools or live-recorded video and are simulated – allowing the student to immerse him/herself into a virtual experience that is engaging, safe, and repeatable.

This program prepares students to become Tech in Surgery – Certified (TS-C) by the National Center for Competency Testing (NCCT).

Professionals who earn the NCCT designation have the clinical skills and knowledge for maintaining asepsis during surgery, anticipating the surgeon's needs, and remaining attentive to all aspects of the surgical procedure to ensure a safe environment for the patient.

5% Employment of Surg Technician is expected to grow 5% through 2032 (Bureau of Labor Statistics)

### Medical Lab Assistant 16 weeks - $4,000

A Medical Laboratory Assistant (also known as Lab Aid/Assistant, Specimen Processor/collector), is an important member of the laboratory healthcare team. Learn to collect, prepare, and transport patient specimens, and may perform various testing on blood, urine, and other bodily fluids. Lab Assistants perform the tests and procedures that physicians and other healthcare providers order, which are often used for the diagnosis of disease.

Gain skill to test and examine specimens, then analyze and relay results to the physicians.

Learn accurate documentation, records management, and communication with other ordering physicians. Discover use of microscopes, cell counters, and other sophisticated laboratory equipment.

This program provides students with immersive and virtual hands-on learning experiences. Procedures are demonstrated using virtual tools or live-recorded video and are simulated – allowing the students to immerse themselves into a virtual experience that is engaging, safe, and repeatable.

### Course Offerings

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<tr>
<th>Course</th>
<th>Length</th>
<th>Cost</th>
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<tr>
<td>Behavioral Technician</td>
<td>16 weeks</td>
<td>$2,500</td>
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<tr>
<td>Sterile Processing</td>
<td>14 weeks</td>
<td>$4,000</td>
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<tr>
<td>Surgical Technician</td>
<td>16 weeks</td>
<td>$4,000</td>
</tr>
<tr>
<td>Medical Lab Assistant</td>
<td>16 weeks</td>
<td>$4,000</td>
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HEALTHCARE - SKILLS LAB

GAIN MEDICAL EXPERIENCE

PRACTICE ADVANCED PATIENT CARE IN A VIRTUAL ZERO-RISK CLINICAL TRAINING ENVIRONMENT

IMMERSIVE EXPERIENCE THAT MIRRORS REAL-LIFE MEDICAL SCENARIOS

Fully immersive Augmented Reality (AR) enriched experience that merges the physical environment, with a digital simulation, allowing students to practice advanced patient care in a virtual zero-risk clinical training environment designed to reduce the frequency of medical errors in a real healthcare setting.

SMART PERIPHERALS™

Learn in demand healthcare skills in our powerful teaching environment with hands-free (no headsets or a screen) AR system. Discover sensor-based Smart Peripherals that mimics clinical instruments and advance learning across multiple healthcare Continuing Education courses.

- Smart IV Sleeve™ – administration of simulated drugs
- Smart Stethoscope™ – patient assessment
- Smart Scalpel™ – virtual dissection and anatomy exploration
- Smart Ultrasound™ – simulated advanced ultrasound imaging
- Smart Airway™ – tracks intubation and airway management
- Smart CPR™ – correctly administer CPR
- Smart Needle™ – develop skills involving needle insertion

sensor-based Smart Peripherals mimics clinical instruments to measure user actions and provide real-time feedback during simulations.

Visit us: broward.edu/cehealth  Contact us: cewfd@broward.edu
The Healthcare IT field is booming with development in technology and migration from paper files to electronic records. In our Healthcare IT Certification Training, you'll get to choose your path for certification through either a Healthcare or a Technical focus. Both paths cover medical office procedures & administration and Healthcare IT certification basics. The healthcare-focused path concentrates on Electronic Health Records and CompTIA A+ certification and prepares you for the CEHRS and A+ exams. Whereas the more technical path is focused on CompTIA A+ and Network+ certifications.

After completing our program and passing the Healthcare IT certification exams, you'll be qualified for opportunities like Practice Workflow and Information Specialist, Management Redesign Specialist, Clinician/Practitioner Consultant, Implementation Support Specialist/Manager, PC Technician, Technical/Software Support Specialist, Technology Specialist and more!

16% Employment of Healthcare IT Technician is expected to grow 16% through 2032 (Bureau of Labor Statistics)

Upon successful completion, students will be eligible to sit for three certification exams.

Your Path to Becoming a Healthcare IT Professional

Medical Office Technology
A+ Comprehensive
Network +
Healthcare IT

Healthcare IT Professional Career Path

Step 1: Select and Enroll in a Micro-Credential course.
Step 2: Complete Requirements and receive Micro-Credential.
Step 3: Earn your Badge.
Step 4: Share your Micro-Credential & Digital Badge on: LinkedIn and other social media platforms, Resume, embed in your e-mail signature.

Make 2024 Count!
This course provides students technical skills necessary to service complex patient personal care and medical assisting issues including the implementation of selected portions of a specific care plan that may include rehabilitation services, bedside care, collection of laboratory specimens, phlebotomy, and EKG’s. Patient Care Technicians work alongside doctors, nurses, medical assistants, and other healthcare providers to oversee and monitor patients.

Upon completion of the course, students can take the Patient Care Technician certification exam from the National Health Career Association (NHA).

Tuesday and Thursday 6pm - 9pm 1/9 - 4/18 at the YMCA

Prerequisites: Students must have a High School Diploma or GED.

Contact us for registration cewfd@broward.edu or 954-201-7801.

Your Path to Becoming a Patient Care Technician

Patient Care Technician Career Path

Successful complete Health Career Core, Nursing Assistant, Phlebotomy Technician, Electrocardiography Technician to take the Patient Care Technician Certification exam.
HEALTHCARE - NURSING ASSISTANT

Classroom Includes:
- Skills stations
- Simulation area
- Medical equipment

Certified Nursing Assistant Career Path

Complete Health Career CORE, Nursing Assistant, Skills Lab, and optional Clinical to prepare for self-certification through Prometrics.
This course is designed to prepare students to perform various tasks including assisting with the administration of medications, minor procedures, performing EKG electrocardiograms, obtaining laboratory specimens for testing, educating patients and other related tasks. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, medical records management, vital signs, cardiology including proper lead placements, professional workplace behavior, ethics, and the legal aspects of healthcare. Upon completion, students will be eligible for National Certifications: Certified Clinical Medical Assistant (CCMA), EKG Technician (CET) and Phlebotomy (CPT).
See below for courses needed to the Workforce.

**RN Paths Back to the Workforce**

- Skill Refresher
- Virtual Patient Clinical Scenarios
- 1-Day Skills Workshop
- Clinical Site

**RN Refresher - Self-paced**

The Nurse Refresher Course is designed for nurses returning to the clinical setting. Students will explore current nursing practices and issues and learn about the most up to date standards of practice. A review of body systems, intravenous therapy, fluids and electrolytes, and management of common disorders will provide a level of comfort when returning to patient care.

**CAE 0623**

85HRS.

03/19-05/07  Online  Central  $1,499

This interactive course focuses on nurses who have not practiced nursing for an extended period of time, and need to update their "clinical skills" with a strong emphasis on clinical nursing procedures. Nurses will learn current practices, engage with virtual patients, review body systems, intravenous therapy, and management of common disorders, while providing a level of comfort when returning to patient care.

**Nurse Refresher components include:**

- Infection Control
- Pharmacology Today
- Cardiac System
- Pulmonary System
- Neurological System
- Gastrointestinal System
- Renal System
- Endocrine System
- Musculoskeletal System and Pain Management
- Multisystem Failures
- Emergency Care

Upon completion of the course, students will be prepared to return to work as a Registered Nurse in a clinical setting.

Monday and Wednesday, 6pm - 9pm  3/19 - 5/7/2024

Prerequisites: Must have a RN License

Contact us for registration cewfd@broward.edu or 954-201-7801.

Possible Employers: Hospitals, Physicians' Offices, Public Health Clinics, Home Healthcare Organizations, Telehealth Organizations, Emergency Rooms, etc.
**HEALTHCARE - SPECIALIZED HEALTHCARE PROGRAMS**

American Registry of Radiologic Technologists (ARRT) offering credentials in Computerized Tomography and Magnetic Resonance Imaging.

**Computerized Tomography Lecture C**
This course prepares the student with the knowledge and skills in Computerized Tomography Imaging

**CAE 0541**  
**48 HRS.**  
$400  
T 01/09-04/30  6:00pm-9:00pm  CEN 735208

**Computerized Tomography Clinical B**
This course is designed to meet the Clinical Experience Requirements for Computed Tomography (CT) Certification as established by the American Registry of Radiologic Technologist (ARRT).

**CAE 0651**  
**120 HRS.**  
$1,362  
MTWRF 01/11-05/09  7:00am-11:00am  CEN 735209

Pre-req - Computerized Tomography Lecture

**Magnetic Resonance Imaging Lecture C**
Acquire the knowledge, attitude and skills to enable you to become a safe and competent in MRI technologist and prepare for an entry-level position as an MRI technologist.

**CAE 0622**  
**48 HRS.**  
$400  
W 01/10-05/01  6:00pm-9:00pm  CEN 735210

**Magnetic Resonance Imaging Clinical B**
This course is designed to meet the clinical experience requirements for Magnetic Resonance Imaging Certification as established by the American Registry of Radiologic Technologist.

**CAE 0669**  
**240 HRS.**  
$1,512  
MTWRF 01/11-05/09  7:00am-11:00pm  CEN 735211

Pre-req Magnetic Resonance Imaging Lecture

**Basic Arrhythmia B**
The Basic Arrhythmia Analysis course is designed to equip the healthcare professional with the necessary skills needed to interpret basic ECG rhythms.

Pre-requisites: Active Licensure (RN, LPN, EMT, PM, Respiratory Therapist, Exercise Physiologist, Radiology Technician)

**CAE 0702**  
**24HRS.**  
$279  
T 01/09-01/11  8:30am-4:30pm  CEN 736248
TWR 01/23-01/25  8:30am-4:30pm  CEN 736249
TWR 02/06-02/08  8:30am-4:30pm  CEN 736250
TWR 02/20-02/22  8:30am-4:30pm  CEN 736251
TWR 03/12-03/14  8:30am-4:30pm  CEN 736252
TWR 03/26-03/28  8:30am-4:30pm  CEN 736253
TWR 04/09-04/11  8:30am-4:30pm  CEN 736254

**IV/Central Lines for Nurses C**
The IV/Central Lines for Nurses course is designed to equip the nurse with the skills needed to care for patients receiving IV therapy, blood transfusions, and for those with central venous catheters.

Pre-requisites: Active RN Licensure

**CAE 0661**  
**7.5HRS.**  
$240  
MTWRF 01/10  8:00am-4:30pm  CEN 735936
MTWRF 02/28  8:00am-4:30pm  CEN 735937
MTWRF 04/17  8:00am-4:30pm  CEN 735938

**Cardiac Monitoring B**
**CAE 0713**  
**40 HRS.**  
$450  
This course provides an introduction to electrophysiology and cardiac rhythm interpretation.

email cewfd@broward.edu for registration details

**IV Therapy for Radiology Technologists C**
This course is designed for radiographers who are required to provide venous access and administer and assess the use of contrast media. Through this course, the radiographer will obtain essential skills and knowledge necessary for safe practice.

Pre-requisites: Active Licensed Radiology Technologist

**CAE 0699**  
**7.5HRS.**  
$240  
W 02/14  8:30am-4:30pm  CEN 736274

**Progressive Care B**
The progressive care course is designed for the Registered Nurse working in progressive care, telemetry, or step-down areas, and includes essential information and skills necessary for progressive care nursing, along with associated pathological conditions for the progressive care population.

Pre-requisites: Active RN Licensure, Completion of Basic Arrhythmia Analysis

**CAE 0761**  
**40HRS.**  
$500  
MTWRF 01/29-02/02  8:30am-4:30pm  CEN 735941
MTWRF 03/18-03/22  8:30am-4:30pm  CEN 735942
MTWRF 04/29-05/03  8:30am-4:30pm  CEN 735943

**Ventilator Management Introduction B**
This course reviews the concepts and skills needed to care for patients requiring invasive and noninvasive modes of ventilation and airway management.

Pre-requisites: Active RN or LPN Licensure

**CAE 0557**  
**7.5HRS.**  
$149  
F 01/12  8:00am-4:30pm  CEN 736245
F 02/02  8:00am-4:30pm  CEN 736246
F 03/15  8:00am-4:30pm  CEN 736247

**Critical Care Lecture/Skills C**
The Critical Care program is designed to provide the Registered Nurse with the knowledge, skills and understanding of caring for high acuity, critically ill patients. Focus is on cardiovascular, pulmonary, neurologic, renal, gastrointestinal, endocrine, hematologic and multi-system disorders.

Pre-requisites: Active RN Licensure, Completion of Basic Arrhythmia Analysis

**CAE 0601/CAE0587**  
**150HRS.**  
$1,874  
MTWRF 01/22-02/16  8:00am-4:30pm  CEN 735943
MTWRF 03/18-04/12  8:00am-4:30pm  CEN 735946
MTWRF 04/15-05/10  8:00am-4:30pm  CEN 735948

Your Specialized Training

Registered Nurse - Specialized Training

Post Licensure Programs

Make 2024 Count!
**Steps to Convert Completed CE Courses to College Credit**

Register, complete, and earn any of the industry certifications below and obtain college credits that align with Broward College's AS degree programs. *See where you are in your journey on the next page.

### High-Paying Career

#### Associate Degree

#### College Credit Certificate

#### Industry Certification/License

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<th>Technical Certificate and AS Degree</th>
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<td>Supply Chain Management</td>
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<tr>
<td>Phlebotomy Technician</td>
<td>Phlebotomy</td>
<td></td>
<td>AS Medical Laboratory Technology</td>
</tr>
</tbody>
</table>

**Steps to Convert Completed CE Courses to College Credit**

Visit us: broward.edu/ce  
Contact us: ce@broward.edu

For more CE to Degree paths click or scan the QR code

Learn your way

B  S  O  C
TUITION FINANCIAL ASSISTANCE

Individual Training

WIOA Individual Training Account (ITA)
Need help paying for Career Training? If you’re a Broward County resident, you may be eligible to receive a scholarship of up to $12,000 from CareerSource Broward for the in-demand career training programs below at Broward College. https://ext.careersourcebroward.com/ITASync/Scholarships.aspx

Programs approved for WIOA funding
- Certified Associate in Project Management (CAPM)
- Certified Information Security Manager*
- Certified Information Systems Auditor*
- CompTIA A+ Certification Training
- Certified Clinical Medical Assistant (CCMA)
- Medical Billing and Coding Professional
- Florida 2-20 Property/Casualty Ins. Pre-License*
- Florida 20-44 Personal Lines Agent Pre-License*
- Florida 3-20 and 6-20 Claims Adjuster*
- Florida 4-40 to 2-20 Conversion Pre-License*
- Florida Health and Life Insurance Pre-License*
- Full Stack Software Developer
- Human Resources Professional
- HVACR Technician*
- Certified Paralegal
- Information Security Training*
- Project Management Essentials with CAPM® Prep
- Purchasing and Supply Chain Management
- Six Sigma Black Belt*
- Six Sigma Green Belt*
- And More!

Business Grants

Quick Response Training. (QRT)
Funds businesses like yours to implement flexible and customized training for your new, full-time, permanent employees. Available only to new and expanding companies in Florida’s booming business market. Quick Response Training provides funds to create specialized training specifically for your high-skill industry. https://careersourceflorida.com/business-services/training-grants/qrt

Incumbent Worker Training. (IWT)
Florida’s Incumbent Worker Training grants can help. The program provides grants for continuing education and training of current full-time employees at Florida companies. https://careersourceflorida.com/business-services/training-grants/iwt/

For information, 954-201-7800 ce@broward.edu

Military Spouse

MyCAA Military Spouse Funding
As a military spouse of an active-duty service member, you have options when it comes to your education. In fact, you may qualify for $4,000 through the My Career Advancement Account Scholarship (MyCAA) to pursue training and professional certifications. Broward College offers MyCAA-approved 100% online courses that you can complete anywhere, anytime—at your own pace. For more information on this grant, visit https://www.broward.edu/academics/continuing-education/programs/my-caa-military-spouse-funding.html

Programs approved for MyCAA funding
- 40 hr 6-20 - All Lines Accredited Claims Adjuster
- 40hr 4-40 RCSR - Registered Customer Rep
- 60 hr 2-15 Health and Life Insurance (3 months)
- 60 hr 2-15 Health and Life Insurance (6 months)
- ACSM Personal Training
- Assisted Living Technician with Clinical Externship
- Certified Administrative Professional
- Certified Electronic Health Records Specialist
- Certified Medical Administrative Assistant
- Certified Clinical Medical Assistant
- Certified Information Security Manager
- Certified Information Systems Auditor
- Certified Information Systems Security Professional
- Cisco CCNA Certification Training
- Cisco CCNP Security
- Clinical Medical Assistant
- CompTIA A+ Certification Training
- CompTIA Cert. Training: A+, Network+, Security+
- EKG Technician Certificate
- Human Resources Professional
- Mastering Project Management
- Medical Administrative Assistant
- Medical Billing and Coding
- Patient Access Representative
- Pharmacy Technician Certificate
- Phlebotomy Technician Certificate
- Real Estate CE Bundle
- Real Estate Sales Associate
- Registered Behavior Technician

Healthcare Program Funding

The HealthPRO Grant at Broward College has scholarships to cover tuition of the following approved programs:

Scholarship approved for HealthPRO Grant Funding:
- Medical Assistant
- Certified Nursing Assistant (CNA)
- Clinical Medical Assistant

For eligibility requirement contact: kguy2@broward.edu

Pre-Payment Plan
www.broward.edu/students/cashier/
Open Door
Broward College Rapid Credential Funding
If you are unemployed or underemployed and want to **UPSKILL**, enroll in an occupational training course that leads to an industry-recognized credential that **COUNTS** for school and/or work. **SCHOLARSHIPS** available at BC. Florida residency of 12 months or equivalent

### Course
- **CompTIA A + Certification Training (Vouchers Included)**
- **CompTIA Linux+ (Vouchers Included)**
- **CompTIA + Network+ Certification Training (Vouchers Included)**
- **CompTIA Project+ (Vouchers Included)**
- **CompTIA Security+ Certification Training (Vouchers Included)**
- **CompTIA Cloud Certification Training (Vouchers Included)**
- **Adobe Certified Professional in Video Design (Voucher Included)**
- **AWS Technical Essentials for Cloud Practitioners**
- **Certified AWS Developer (Vouchers Included)**
- **Healthcare IT Technician (A+ Cert)**
- **Medical Billing and Coding**
- **CCSP-Certified Cloud Security Professional**
- **Certified EKG Technician (CET)**
- **Certified Electronic Health Record Specialist (CEHRS)**
- **CEH (v12) - Certified Ethical Hacker**
- **CISSP - Certified Information Systems Security Professional**
- **Certified Clinical Medical Assistant (CCMA)**
- **Certified Clinical Medical**
- **Nursing Assistant**
- **Certified Patient Care Technician (CPCT)**
- **Certified Pharmacy Technician (CPhT)**
- **Certified Phlebotomy Technician (CPT)**
- **NCSF Certified Strength Coach (Voucher Included)**
- **Child Development Associate - Center-Based (Voucher Included)**
- **Cisco CNNA Certification Training (Vouchers Included)**
- **CompTIA Fundamentals (Vouchers Included)**
- **Computer Hacking Forensics Investigator (CEFI) (Voucher Included)**
- **Certified Network Defender (CND) (Vouchers Included)**
- **Medical Laboratory Assistant (CMLA)**
- **AZ-104 Microsoft Azure Administrator (Voucher Included)**
- **AZ-104 Microsoft Azure Fundamentals (Voucher Included)**
- **Microsoft Office Specialist (MOS) Certification**
- **Pharmacy Technician**
- **PMI-ACP Certification**
- **PMI Project Management Ready**
- **SCPro Fundamentals Bundle (8 exams)**
- **Certified Six Sigma Black Belt**
- **Lean Six Sigma Green Belt (Exam Cost Included)**
- **Remote Pilot in Command FAA Certificate**
- **NCSF Sport Nutrition Specialist (Vouchers Included)**

### Length and Tuition
- **CompTIA A + Certification Training (Vouchers Included)**
  - 1-Month: $1,995
  - 1-Month: $1,295
  - 1-Month: $1,895
  - 1-Month: $1,695
  - 1-Month: $1,895
  - 1-Month: $1,695
  - 1-Month: $1,495
  - 1-Month: $1,995
  - 1-Month: $1,995
  - 1-Month: $4,000
  - 1-Month: $2,199
  - 1-Month: $3,099
  - 1-Month: $1,649
  - 1-Month: $1,649
  - 1-Month: $3,099
  - 1-Month: $3,099
  - 1-Month: $1,649
  - 1-Month: $2,969
  - 1-Month: $2,499
  - 1-Month: $2,399
  - 1-Month: $1,649
  - 1-Month: $1,649
  - 1-Month: $595
  - 1-Month: $1,695
  - 1-Month: $895
  - 1-Month: $2,895
  - 1-Month: $2,895
  - 1-Month: $4,000
  - 1-Month: $1,995
  - 1-Month: $1,995
  - 1-Month: $2,295
  - 1-Month: $1,649
  - 1-Month: $999
  - 1-Month: $999
  - 1-Month: $2,080
  - 1-Month: $1,995
  - 1-Month: $1,695
  - 1-Month: $299
  - 1-Month: $595

### 3 Easy steps to earning a certificate

**Step 1** Scholarship Application
After you complete the Information form, you will receive an email with an Information Session invite.

**Step 2** Attend an orientation
Sign up to find out more about your course options. Speak to an advisor about job growth and certification requirements and eligibility. Dates coming soon!

Please contact us for more information to RSVP for an orientation: 954-201-7800 or ce@broward.edu

**Step 3** Register in Your Course
A career pathway navigator will be there to assist you with registering into your class and getting your class fees paid. Start dates and course logistics will be provided at this time.

---

**EARN your Micro Credentials & DIGITAL BADGE**
Share your accomplishments with colleagues and employers

**Exam prep**

Tuition Assistance Options:

- **Learn your way**
  - Blended Classroom
  - Self-guided with instructor
  - Self-paced Classroom

Visit us: broward.edu/ce Contact us: ce@broward.edu
Benefits of our online courses
Obtain in-demand certificates and credentials to help launch or expand your career in a field that interests you. Discover personalized support from our Student Advisors and Enrollment Representatives make sure all your questions are answered at every step of your education journey—from selecting the right course to your job search. Most of our online courses include certificate exam fees included. Open enrollment, begin anytime

MyCAA Military Spouse Funding
Obtain the skills to improve your employment in high-demand occupations with these industry credentials - 100% covered

MyCAA-Approved Courses
- 6-20 - All Lines Accredited Claims Adjuster
- 4-40 RCSR - Registered Customer Rep
- 2-15 Health and Life Insurance (3 months)
- 2-15 Health and Life Insurance (6 months)
- ACSM Personal Training
- Assisted Living Technician with Clinical Externship
- Certified Administrative Professional
- Certified Electronic Health Records Specialist
- Certified Medical Administrative Assistant
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- Certified Information Systems Auditor
- Certified Information Systems Security Professional
- Cisco CCNA Certification Training
- Cisco CCNP Security
- Clinical Medical Assistant
- CompTIA A+ Certification Training
- CompTIA Cert. Training: A+, Network+, Security+
- EKG Technician Certificate
- Human Resources Professional
- Mastering Project Management
- Medical Administrative Assistant
- Medical Billing and Coding
- Patient Access Representative
- Pharmacy Technician Certificate
- Phlebotomy Technician Certificate
- Real Estate CE Bundle
- Real Estate Sales Associate
- Registered Behavior Technician

Learn your way
Visit us: broward.edu/ce  Contact us: ce@broward.edu
Create/Access Account

You must have a Broward College CE account to register for all course sections, make payments and access account information. Please follow directions below to access and/or create an account.

Navigate to your web browser address bar and enter the following:
www.broward.edu/ce

Click Login

Existing Users: Sign-in with the credentials associated with your account
- Use Find My Username to verify username by providing the student ID associated with your account (contact ce@broward.edu for assistance).

Use Forgot Password to reset your account password.
You must have access to this email account to reset your password.

New User:
Create New Account and submit an application if you are a new student.

Online Registration

- Select a category or review full course listing.
- When selecting a category, a list of courses will be displayed.
- Select a course to view.
- Select your desired course section and add to cart.
- Once item is added, you will be directed to your shopping cart.
- Review all The Continuing Education Program’s Policies and Procedures.
- Click Check Out.

- Sign-in or create a new account through the “apply” option
- Confirm payment method and enter Billing Information.
REGISTRATION | 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 | Go to the Registration office on A. Hugh Adams Central Campus, North Campus or Judson A. Samuels South Campus.

ONLINE | 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 | Email ce@broward.edu or call 954-201-7800

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

COURSE CANCELLATION | 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 or reschedule courses in the event of inclement weather, college emergencies, extenuating circumstances beyond the college's control. Course schedule may transition to online learning or rescheduled to ensure successful course completion. Students will be contacted if cancellation impacts their schedule.

WITHDRAWALS AND TRANSFERS | Withdrawals: A student may withdraw from a course or educational activity that has not started, by logging onto 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

SPRING | JAN- MAY 2024 – HOLIDAYS AND DAYS OFF
• January 15: Martin Luther King Jr. day
• February 23: Professional Development Day
• March 4 - 10: Spring Break

ACCESSIBILITY OFFICE | 954-201-7517

CAMPUS SAFETY | 954-201-4357 (HELP)

PAYMENT PLAN | www.MyCollegePaymentPlan.com/broward

PARKING | All campuses except Willis Holcombe Center (Downtown): 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.

CAMPUS LOCATIONS
CEN - A. Hugh Adams Central Campus
3501 Davie Road, Davie, FL 33314

MTC - Miramar Town Center (2nd floor — library)
2050 Civic Center Place, Miramar, FL 33025

MWC - Miramar West Center
1930 SW 145th Avenue, Miramar, FL 33027

NOR - North Campus
1000 Coconut Creek Blvd., Coconut Creek, FL 33066

PIN - Pines Center
16957 Sheridan Street, Pembroke Pines, FL 33331

SOU - Judson A. Samuels South Campus
7200 Pines Blvd., Pembroke Pines, FL 33024

TIG - Tigertail Lake Recreational Center
580 Gulfstream Way, Dania Beach, FL 33004

WES - Weston Center (2nd floor library)
4205 Bonaventure Boulevard, Weston, FL 33332

WHC - Willis Holcombe Center
111 East Las Olas Blvd., Fort Lauderdale, FL 33301

OFFSITE LOCATIONS
WEB - Online, anytime, anywhere

YMCA - YMCA 1409 NW 6th St. Fort Lauderdale, FL 33311

SUN - Sunshine Health 1299C NW 40th Ave, Lauderdale, FL 33313
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