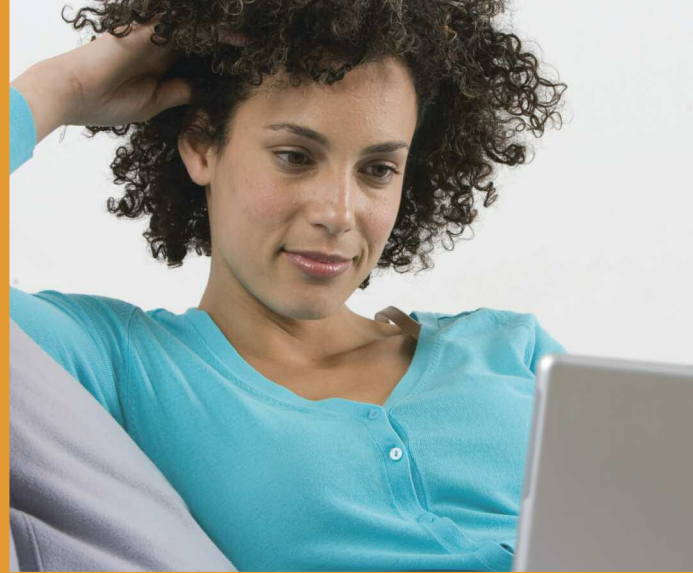


Corporate and Continuing Education **SCHEDULE**

APRIL, MAY, JUNE & JULY, 2012



**New Skills
Start Here!**

 **BROWARDSM
COLLEGE**

CORPORATE AND CONTINUING EDUCATION

www.broward.edu/ce

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Register Today!

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.



Online: www.broward.edu/ce/application. Follow the directions for application, registration, and payment. For registration assistance call 954-201-7800.

Online insurance:

After registering online, e-mail your receipt to ce@broward.edu or fax it to 954-201-7882. Include your e-mail address and phone number. A return e-mail from Online Training, Inc. will provide you with website, user name and password information.



In person: Go to a Continuing Education office on A. Hugh Adams Central Campus, North Campus, Judson A. Samuels South Campus, or Willis Holcombe Center (Downtown Fort Lauderdale).



By phone: Call 954-201-7800

Directions for Registering

1. Go to www.broward.edu/ce
2. Click the "Register Now" button
3. Choose (Subject) under Advanced Search
4. Identify your course
6. Click "Proceed to checkout"

Holidays and Days Off

May 28, July 4

Please note:
All courses subject to change without notice.



How To Register For Classes

Current Student

- You are a current student if you have applied to BC for any type of course (credit or non-credit).
- Previously taken a class on any BC campus OR completed an application to BC
- Go to Current Student -log in
- Log in: Your student ID or Your SS#
- PIN/Password: Your birthday MMYYYY i.e. (101995)
- Click "Save Changes"; the course has been saved to your cart
- Click on "My BC" (top right hand corner) to proceed to payment

New Student

- You are a new student if you have never applied to BC for any type of course (credit or non-credit) or never taken classes on any BC campus
- Click on New Student "Continue"
- Complete the online application- all required fields are marked with an asterisk (*)
- Click "Submit Application"
- Click "Complete Registration"
- You will see the course in your cart, click on "Save Changes"
- The course has been saved to your cart
- Click on "My BC" (top right hand corner) to proceed to payment

How To Pay For Classes

Follow these steps only if you just finished registering for a course.

- Click on "My BC" (top right hand corner)
- Select Term
- Choose payment option
- Input your payment information
- Submit your payment
- PRINT receipt

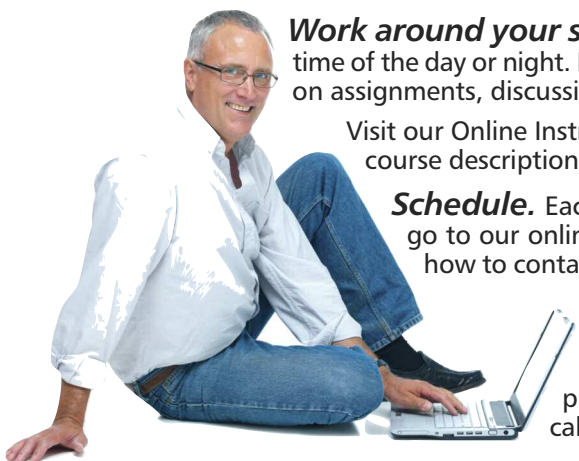
Congratulations, you're registered and paid!

Follow these steps only if you registered on a prior date and need to make payment.

- www.broward.edu
- Click "my BC Login" (middle of the page to your left)
- Enter Student ID
- Enter Password
- Click on "Pay Now"
- Choose payment option
- Input your payment information
- Submit your payment
- PRINT receipt

Congratulations, you're registered and paid!

e-Learning



Work around your schedule. Courses can be completed entirely from your home or office at any time of the day or night. Project-oriented courses are six weeks long, and include lessons, quizzes, hands-on assignments, discussion areas and more.

Visit our Online Instruction Center at www.broward.edu/ce and click on e-Learning for complete course descriptions, lesson outlines, evaluations, requirements and instructor credentials.

Schedule. Each course runs for six weeks. Once you've registered and paid for your course, go to our online orientation and learn about the specific requirements for your course, and how to contact your instructor and create your password. A new section of every course begins every month.

Register and pay online. The day your course begins, return to the Online Instruction Center, choose "classroom" then log in with the information you provided in the online orientation. For questions regarding online classrooms call 954-201-8513.

Save time and gas! Over 300 online courses to choose from!

Courses can be completed from your home or office any time, anyplace, any interest.

Class begins April 18, May 16, June 20.

Look for the  icon throughout this brochure.

Business Development

Business Law for the Small Business Owner

Discover how to avoid the costly legal problems that many small business owners make when setting up and operating their businesses.



\$135

Creating a Successful Business Plan

Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused.



\$135

Grammar: Taking the "Grr" Out of Grammar

You will enjoy learning and working with practical rules that relate to typical business writing.



\$99



Learn to Buy and Sell on eBay

Create titles that get noticed, craft advertising copy that sells items quickly and for top dollar.



\$135

Small Business Development

Learn the essentials to develop your business: business plan rationale, financials and record keeping, marketing strategies, and leadership skills.

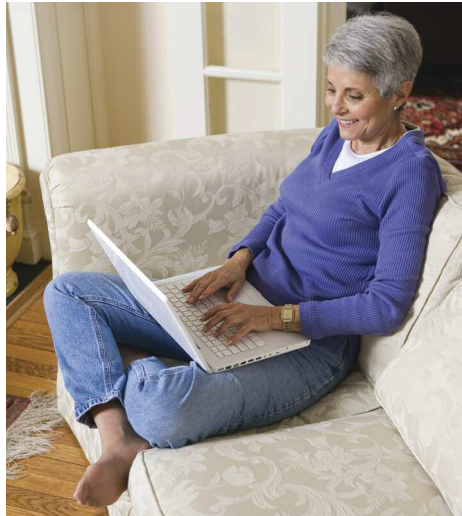
EDI 0428 \$299

R 6/7-7/5 6:30-9:30p CEN 432738

Start Your Own Business Today!

Gain the knowledge you need to be able to register and incorporate your business, write a good business plan, and successfully market your company.

EDE 0091 TBA \$299



Start and Operate your own Home-based Business

Earn what you deserve, be independent, have tax deductions, do away with traffic, office politics and more!



\$135

Writers at Work: A Review for Professionals: Part 1- 4

Four-part review courses that together provide an in-depth review of grammar, punctuation, mechanics, sentence structure and style.



\$145

Writing for Business Professionals

This course will teach you what to cover in your writing and how to outline to produce a better document.



\$99

Customer Service

Complaints and Angry Customers

Discover the best way to approach difficult and challenging situations that you encounter at work.



\$69

Customer Astonishment: The Commitment to World-Class Customer Care

Positively astonish your customers by anticipating their needs; build on solid customer relationships to earn the right to offer the very best solutions.



\$99



Customer Service Certificate

Learn how to provide excellent customer service by establishing standards as well as strategies for effective communication and problem resolution.



\$199

Professional Certification in Customer Service Exam Preparation

Earn the most widely recognized Professional Certification in Customer Service.

EDI 0601 TBA \$149



Computer Skills and Applications

AutoCAD Level 1

Overview of AutoCAD and 2D Course designed for students interested in Architectural, Mechanical or Landscape Design.

EDI 0941 **\$335**

F 6/8-7/13 2-5p WHC 431694

AutoCAD 3D, Software Included

Get a thorough grounding in the fundamentals of 3D and explore the main features of AutoCAD's advanced 3D Modeling workspace.

\$1795

Computer Skills for Work

Learn the basics of computers in the workplace. Become versed in Windows, e-mail, Word, Excel, PowerPoint and the Internet.

EDI 0527 **\$299**

F 5/18-6/29 9a-noon WES 431699

R 6/14-7/26 6-9p NOR 431698

Creating Websites 1

Discover the basics of creating web pages using HTML.

EDC 0958 **\$325**

M 5/14-6/18 6-9:35p CHCHS 431688

Dreamweaver 1

Create professional quality web pages and gain advanced styling skills.

EDE 0288 **\$295**

R 5/10-6/7 6-9p CSCHS 431690

W 6/20-7/18 6-9p CSCHS 431691

Excel Fundamentals

Learn how to use MS Excel.

EDC 0961 **\$305**

R 5/10-6/14 noon-3p WES 431689

Java Programming Intro

Don't have any prior experience in programming, learn one of the most widely used computer languages in the world.

\$135

Microsoft Access Online certificate

Learn how to use and design tables, forms, and queries, and how to link information and automate data entry.

\$595



Microsoft Office Intro

Gain a basic proficiency for using Word, Excel and PowerPoint.

EDE 0845 **\$245**

R 6/7-6/28 9a-noon WES 431693

T 6/26-7/17 6-9p CSCHS 431692

PC Security Intro

Find out what you can do to protect your precious personal and business data from the outside world.

\$135

Photoshop 1

Expand your creative power for print and web works.

EDC 0911 **\$295**

W 5/16-6/13 6-9p CSCHC 431686

R 7/12-8/9 6-9p CSCHC 431687

QuickBooks Introduction

Use the power of QuickBooks software to take control of your business finances.

\$135

QuickBooks Introduction

Learn how to manage your finances using Quickbooks.

EDC 0882 **\$345**

S 6/2-7/18 9a-noon NOR 431685

Wireless Networking

Wireless networking is one of the fastest growing segments of the computer industry.

\$135

Computer Certification Training

Cisco® CCNA® Certification Training

Gain the essential knowledge you need to install, configure, and operate simple routed LANs and WANs.

\$1995

CompTIA™ Network+ Certification Training

Master basic networking concepts and learn about network design, security, routing, and switching.

\$1495

Microsoft Certified IT Professional: Server Administrator (MCITP)

Master the skills you need to excel at one of the most crucial jobs in a company: setting up and maintaining the servers.

\$1895

Microsoft (MCTS): SQL Server 2008

Develop the skills and knowledge to configure, manage, and maintain a server network.

\$795



Finance and Tax Preparation

Accounting 1

Find out the fundamentals of accounting in this beginner's course.

EDI 0426 **\$199**

T 7/13-7/31 6:30-9:30p NOR 432740

Accounting 2

Build on your knowledge of accounting to provide yourself with a solid understanding of corporate accounting practices.

\$135

Bank Teller Certification

A must have for anyone starting a career in banking. This course offers American Bankers Association approved curriculum that leads to the AIB Teller Certificate.

EDI 0611 TBA \$695



Bookkeeping 1

Set up and maintain records, analyze and record transactions, and create balance sheets.

EDE 0824 **\$189**

S 6/2-6/30 9:30a-12:30p NOR 432739

Bookkeeping Certification

Experienced bookkeepers get a national certification with the American Institute of Professional Bookkeepers (AIPB).

\$1795

Income Tax Preparation – Business

Learn to prepare federal income tax returns for businesses.

EDI 0494 **\$149**

S 6/2-6/30 12:30-3:30p CEN 432758

Income Tax Preparation – Individual

Attain the ability to prepare income tax returns for yourself and others.

EDE 0718 **\$149**

S 6/2-7/30 9a-noon CEN 432757

Payroll – PayTrain College and University Fundamentals

Get the skills you need to start a career in the payroll profession.

EDI 0046 TBA \$795

Payroll – PayTrain College and University Mastery

Payroll managers and supervisors will gain a solid understanding of advanced payroll topics.

EDI 0107 TBA \$895

Payroll – Performing Payroll in QuickBooks

By using the payroll feature in QuickBooks 2009, you can create paychecks, pay tax liabilities, and generate dazzling payroll reports with little effort.

\$135

Stocks, Bonds, and Investing

Improve your knowledge of the stock market, 401k plans, and retirement.

\$135



Human Resources Development

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.



\$135

Human Resources Development

Gain a basic understanding of human resources management.

EDI 0429 **\$299**

T 6/5-7/3 6:30-9:30p CEN 432820



Human Resources S/PHR Certification Preparation

Get the credentials you need to enhance your career and your earning potential in human resources management.

EDI 0536 TBA \$1149

Workers' Compensation

Discover the ins and outs of the legal aspects of workers' compensation.



\$135

Understanding the Human Resource Function

Learn to handle basic human resource functions to ensure the best possible results.



\$135

Sales & Marketing

Business Marketing Writing

Write or identify copy that achieves business and marketing goals.



\$135

Marketing Design Certificate

Develop technical skill and creative artistry using applied marketing principles.



\$5595

Pay-Per-Click Marketing

Learn how to be effective in pay-per-click (PPC) marketing.



\$1495

Small Business Marketing on a Shoestring

Attract attention, woo your target audience, grow your customer base, and expand your profits – all for little or no money.



\$135

Social Media Marketing – Grow Your Business

Discover free marketing techniques using social media.

EDI 0486 TBA \$179

Web-Achieving Top Search Engine Positions

Learn which search engines are used the most frequently, and which ones you must absolutely get your site listed in.



\$135

Web-Marketing Your Business on the Internet

Find out how to market your business on the Internet, even if you have little or no money to spend!



\$135



Workplace Basics

Administrative Assistant

Learn to communicate in the office effectively, maintain electronic files, manage multiple assignments, and more.

EDI 0367 \$299

R 5/31-6/28 6-9p SOU 432735

Administrative Professional with Microsoft Office 2007

Get the skills you need to be a successful administrative professional, as well as a master of Microsoft's suite of programs.



\$1995



Better Business Writing in One Week

Get one work-week (five days) of daily lessons, designed explicitly for business professionals.



\$99

Brilliant Business Writing and Communication

Take control of the most common issues and questions that business professionals face in the workplace.



\$99

Certified Legal Assistant/ Certified Paralegal Examination Preparation

The course covers all five sections of the National Association of Legal Assistants certification exam, in addition to test taking skills, essay writing techniques and memorandum drafting.

EDI 0621 \$399

R 5/10-8/2 6:30-9:30p SOU 433201

Coping with Difficult People

Learn strategies and communication skills you can use immediately to deal with different types of difficult behavior.

EDI 0593 TBA \$59

Email Gems

Develop screen savvy as you create electronic messages readers view not as junk but as gems.



\$99

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and find new tools for solving problems and resolving conflicts at work.



\$135

Leadership

Learn the principles of great leaders to achieve success in almost every aspect of your daily life.



\$135

Legal Secretary

Master everything from the basics of legal terminology and procedure to practicing management tasks, accounting, and QuickBooks skills.



\$2095



Peak Performance under Pressure

Learn effective coping and stress management skills that will help you work and live more effectively and maintain greater health and success.

EDI 0594 TBA \$59

Construction and Sustainability

Achieving Solar – An Introductory Guide

Gain an understanding of the fundamentals of U.S. energy consumption and Learn about today's solar energy applications.



\$59

Building Analyst Quick Start

Discover the principles of green buildings and performing comprehensive building assessments.



\$1195

Certified Green Supply Chain Professional

Help companies achieve environmental sustainability through global sourcing, materials management, procurement and buying, transportation and logistics.



\$1595

Certified Indoor Air Quality Manager

Diagnose, resolve, and prevent indoor air quality (IAQ) complaints and establish a comprehensive IAQ plan.



\$795

Certified Indoor Environmentalist

Create a healthy home or building by preventing, diagnosing, and resolving indoor environmental problems.



\$895

Contractor's License Prep for Florida Contractors Business and Finance

Preparation for day one test.

EDI 0075 TBA \$315

Contractor's License Prep for Florida General, Building or Residential

Preparation for day two test.

EDI 0074 TBA \$315

Contractors' License Prep for Florida Building Codes

Preparation for Florida Building codes knowledge on the contractors' license exam.

EDI 0292 \$315
TR 7/19-8/16 6-9:20p NOR 433188



Going Green at Home

Reduce your carbon footprint by making simple changes that benefit the environment and your own health.



\$135

Going Green at the Workplace

Position your business as an environmental leader in a world of green consumers and carbon-conscious regulators.



\$135

Natural Gas Plant Operations

Gain the knowledge and skills you'll need to begin an exciting career in natural gas plant operations.



\$2,595

Performing Comprehensive Building Assessments

Understand the building assessment process and conduct visual building inspections, perform diagnostic testing, and guide the home improvement process.



\$695

Principles of Green Buildings

Gain the principles you must know in order to make buildings perform more efficiently.



\$595

Global Trade

Import/Export Introduction

Discover international trade and the possibility of developing an import/export business, sources of assistance, and more.

EDC 0467 TBA \$115

International Trade – Import/Export Business

Gain a firm foundation to start your business or career in import/export in this practical hands-on course.

EDI 0463 \$299

R 6/14-7/12 6:30-9:30p SOU 432746

Customs Broker Licensing Exam Preparation Course

Become a licensed Customs Broker and build your career today by learning the basics of importing into the USA and the complexities of Customs and Border Protections Regulations.

EDI 0586 TBA \$999

Supply Chain Management Fundamentals

Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.



\$135

Water Treatment

Certified Pool Operator Training Program

Get certified to maintain the cleanliness, water quality, and chemical balance of public pools.

EDI 0592 TBA \$275



Institute of the Arts

Event Management and Design

Gain knowledge to advance in the field if you're already working in special events, or it will prepare you to enter the industry.

 **\$1865**

Fashion Designing

This certificate program will help you build a solid foundation to start a career or business in the world of Fashion Designing.

 **EDI 0286** **\$399**

T 6/5-7/24 6:30-9:30p WES 432741

Fine Arts Certificate

Get the foundation in art theory and technique. Core theory courses build a vocabulary in the visual arts, exploring the purpose and methodology of art-making.

 **\$5595**

Game Art Certificate

Gain the skills and knowledge to get started as a digital artist in today's fast-paced game development industry: 3D modeling, texturing, lighting, and animating.

 **\$5595**

Graphic Design with Photoshop CS5 Training

Translate your creative talents into an in-demand career! This nationally recognized training program will teach you the fundamentals of Photoshop CS5.

 **\$1795**

Interior Decorator/Home Stager

This double certificate program will help you build a solid foundation to start a career or start a business in Interior Decorating and Home Staging.

 **EDI 0058** **\$495**

S 6/2-7/21 9:30a-12:30p SOU 432742

Interior Design – Residential

Interested in a career in residential interior design? Gain basic skills work as a designer and take the Residential Interior Designer Exam (RIDE)

 **\$1995**


Multimedia Arts Certificate

Build your proficiency in core tools for interactive development: Adobe Photoshop, Premiere Pro, and After Effects, and examine professional techniques for video production and video editing.

 **\$5595**

Video Game Design and Development

Seeking a professional career as a video game designer and developer? This program is also well-suited for enthusiastic amateurs and gamers.

 **\$1995**

Wedding and Event Planner

Build a solid foundation to start a career or start a business in Wedding and Event Planning.

EDI 0038 **\$595**

R 6/7-7/26 6:30-9:30p WES 432743



Project Management

Certified Associate in Project Management Certification Exam Prep

If you are just getting started as a working professional in the field of project management this is the course for you to stand out from the crowd.

EDI 0584 **\$1295**

S 7/7-7/28 8a-4p PIN 433405

Project Management – Hands on Introduction

Gain knowledge of the project management process through planning, scheduling, estimating, documenting, and more.

EDI 0465 **TBA** **\$299**

Microsoft Project 2007 – Intro

Learn how to effectively use Microsoft Project 2007.

 **\$135**

Professional (PMP) Certification Exam Prep

Earn one of the top-earning certifications for working professionals in the country by fully preparing for the PMP exam in this face to face class.

EDI 0585 **\$1595**

S 6/2-6/30 8a-4p PIN 433404

Six Sigma Green Belt

Learn to implement Six Sigma Tools, techniques and practices to achieve cost reduction and improve quality. Learn the processes for data collection, analysis and process mapping.

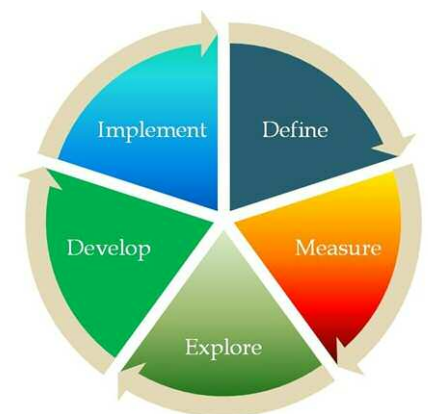
EDI 0619 **TBA** **\$1995**

Six Sigma Yellow Belt

This introductory class is for those who support the planning and execution of process improvement projects.

EDI 0620 **\$495**

S 6/2-6/9 8:30a-4:30p CEN 433407



Global Language Institute English as a Foreign Language

Accent Reduction 1

Learn to speak "American English" in this beginning course in linguistics.

EDC 0579 **\$165**

TR 5/8-5/31 6-9p WES 433358
S 5/12-6/16 9a-1p NOR 433359

Accent Reduction 2

Improve your pronunciation, articulation, intonation, rhythm, and fluency skills.

EDC 0580 **\$165**

TR 6/5-6/28 6-9p WES 433356
S 6/30-8/4 9a-1p NOR 433357

English Conversation

Gain the ability to communicate more effectively in informal English conversation. (no textbook).

EDE 0071 **\$370**

MWF 5/7-7/6 9a-noon CEN 433373

English Writing for Business 1

Learn how to compose business correspondence (course designed for non-native speakers).

EDC 0685 **\$165**

T 5/15-6/29 5:50-9:50p PIN 433378

English Writing for Business 2

Enhance your business writing skills in this intermediate to advanced course.

EDC 0818 **TBA** **\$165**

Grammar for ESL

Enhance your English grammar skills.



\$135

I Want to Learn English

Introduce yourself to the English language while having fun and gaining confidence.

EDI 0532 **\$355**

FS 5/11-7/21 9a-noon PIN 433388

Intensity English 1

Learn very basic grammar, conversation, as well as reading and writing skills. New beginning vocabulary introduced.

EDC 0751 **\$355**

MR 5/7-7/16 6-9p CEN 433397
TR 5/8-7/12 6-9p NOR 433399
MWF 6/4-7/20 6-9p PIN 433391

Intensity English 2

Discover more advanced grammar, conversation, writing and reading skills in English.

EDC 0791 **\$355**

MR 5/14-7/23 6-9p CEN 433412
MWF 6/4-7/20 6-9p CEN 433402
TR 5/8-7/12 9a-noon MTC 433401

Intensity English 3

Expand and enhance communication skills, improve grammar skills through written and verbal exercises

EDC 0919 **\$355**

TR 5/8-7/12 9a-noon MTC 433410
WR 5/22-7/25 6-9p CEN 433409
MWF 6/4-7/20 9a-noon WES 433411

Intensity English 4

Develop advanced conversation skills, practice complex reading and writing skills and increase your English vocabulary.

EDE 0494 **\$355**

MWF 5/21-7/9 11a-2p CEN 433395
TRF 5/23-7/6 12:45-3:45p WES 433400
MW 5/7-7/18 6-9p CSCS 433394

Intensity English 5

Practice, refine, and apply comprehensive grammar structures, as well as enhance your reading, writing and vocabulary skills in English (advanced non-native speakers).

EDE 0495 **TBA** **\$355**



Learn Grammar the Easy Way

Get a better feel for grammar in order to strengthen their writing skills.



\$69

Let's Talk 1

Come and converse about current events and more in this informal conversation class (no textbook).

EDI 0030 **\$185**

TF 5/22-6/22 9 a-noon WES 433384
T 5/29-7/31 6-9p MTC 433385

Let's Talk 2

Learn even more about informal conversation in fun and interesting conversations that apply to everyday occurrences.

EDI 0505 **\$185**

TF 6/29-7/31 9a-noon WES 433383

ESL for Business – Letters and Memos

Learn how to write better letters and memos; course is tailored to problem areas.



\$145

ESL for Business - Special Documents

Write and prepare special documents particular to your job with confidence.



\$145

ESL for Email Communication

Improve your written communications via email; course is tailored to problem areas.



\$145

Practical English Workshop

Refresh your English language skills.

EDI 0609 **\$185**

R 5/24-7/26 6-9p CEN 433370

Speak Smart – Oral Grammar

Discover practical tips in identifying speaking problems by using five parts of speech correctly: verbs, pronouns, adjectives, adverbs, and prepositions.



\$99

Writing for ESL

Uncover what English readers expect and learn how writing can achieve your goals.

EDI 0569 **TBA** **\$189**



Global Language Institute Foreign Language

Chinese Mandarin 1

Learn the Mandarin Chinese characters, structures, and conversation skills in this beginning language course.

EDC 0837 TBA \$265

Chinese Mandarin 2

Learn the Mandarin Chinese.

EDI 0296 \$265

TR 6/12-7/7 7-10p CEN 433433



French 1

Learn basic grammar structures through conversation and media - for business, personal or vacation needs.

EDC 0259 \$165

T 5/15-6/19 5:50-9:50p WES 433380

French 2

Advance your conversation, expand your vocabulary and improve your reading and writing skills in French.

EDC 0255 TBA \$165

Italian 1

Learn the basics of beginning Italian conversation, as well as reading and writing skills.

EDC 0838 \$165

W 5/16-6/20 6-10p SOU 433392

Italian 2

Explore Italian culture and expand your communication in Italian through communication, reading, and writing.

EDC 0918 \$165

W 6/27-8/8 6-10p CEN 433389

Portuguese 1 (Brazilian)

Learn conversational skills for business and personal use through basic grammar structures.

EDC 0605 \$165

F 5/11-6/15 6-10p CEN 433371

Portuguese 2 (Brazilian)

Enhance and improve conversational skills for business, personal, travel and commercial use.

EDC 0643 TBA \$165

Japanese 1

Gain an understanding of the fundamentals of the Japanese language.

EDE 0677 \$265

RF 5/15-8/8 6-8p CEN 433387

Spanish 1

Learn Spanish for business or personal use through listening, reading, writing and grammar activities.

EDC 0187 \$165

S 5/12-6/16 10a-2p NOR 433365

M 5/21-6/25 6-10p WHC 433364

Spanish 2

Enhance and improve your Spanish skills through conversation, use of past tense verbs, Spanish idioms and more.

EDC 0210 \$165

S 6/30-8/4 10a-2p NOR 433361

M 7/9-8/6 6-10p WHC 433363

Spanish for Health

Professionals – Intermediate

Professionals (Intermediate) Self-Directed Improve your medical Spanish communication skills.



\$99

Spanish for Law Enforcement

Master the fundamentals of the Spanish language and learn essential Spanish terminology for law enforcement situations.



\$135

Spanish for Medical Professionals

Learn medical Spanish quickly and easily; master key healthcare words and phrases.



\$135

Spanish Language: Asbestos Awareness (Comprensión del Asbesto)

Get an overview of Asbestos, its history, its health hazards, OSHA regulations concerning work with Asbestos and safe practices to follow when handling Asbestos.



\$79

Spanish Language: Bloodborne

Learn about OSHA standards on bloodborne pathogens and how you can get infected and how you can protect yourself in the workplace.



\$79

Sign Language 1

Learn finger-spelling, how to use facial expressions, and body language to communicate effectively in sign language.

EDC 0207 TBA \$165

Sign Language 2

Advance, enhance, and improve your signing skills. Demonstrate indexing and modifiers, and learn how to sign simple sentences.

EDC 0206 TBA \$165



Online Insurance

Accredited Claims Adjuster (ACA)

Earn your ACA designation and obtain the 520 adjuster license by successfully completing this course.

EDE 0899 431795 \$395

2-15 – Life, Health & Variable Annuity Agents

Prepare for the 2-15 Life/Health/Variable Annuities Agents exam. State exam is required.

EDC 0903 431788 \$295

2-20 – General All Lines Agent

Course meets requirements for the 2-20 General Line Agents exam.

EDI 0492 431797 \$565

20-44 – Personal Lines Agent Prelicensing

Become a licensed personal lines agent by completing this state-approved course.

EDI 0491 431798 \$395

4-40 – Registered Customer Service Rep

Earn your RSCR designation and obtain the 4-40 insurance licenses. State exam is waived.

EDE 0072 431790 \$395

4-40 to 2-20 – Conversion and Casualty/General Lines Prelicensing

As a current customer representative (4-40) you can become a licensed insurance property and casualty agent (2-20).

EDI 0493 431799 \$489



Nonprofit Management

Grant Writing Workshop

Hands-on workshop focused on how to write grants, bring your proposal.

EDI 0045 \$299

W 5/23-6/27 6:30-8:30p CEN 439427

Grant Writing: Evaluation

Gain an understanding of the criteria funding sources use to determine funding.

EDI 0474 TBA \$99



Marketing Your Nonprofit

Discover practical strategies to help you compete effectively for members, media attention and others.



\$135

Fundraising Essentials – Nonprofit

Take your first step toward a rewarding career in fundraising for nonprofit organizations.



\$135

Management – Nonprofit

Explore the roles and responsibilities of a nonprofit board of directors and the management team.



\$2095

Starting a Nonprofit

Get the know-how to turn your vision into reality.



\$135

Real Estate

FREC 1 – Florida Real Estate Course

This is the required class for Florida Real Estate Agents, get your license and become part of a quick paced and challenging industry.

EDC 0590 \$299

MW 6/4-8/1 6-9:30p CEN 433406



Real Estate Investing

Learn how to make money in any area, in good times and bad, even if you have little money to start with.



\$135

Real Estate Investing II: Financing Your Property

Discover the tools professional investors use to crunch numbers and analyze potential deals, and learn how to make better decisions with sophisticated, yet easy-to-use worksheets for doing your own financial analysis.



\$135

Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages.



\$135

Professional Development Center

Childcare and Early Childhood Education



Attention: In order to be admitted into the classroom you must register with Broward College AND the State of Florida at www.myflorida.com/childcare

Atencion: Para matricularse en el programa usted tiene que registrarse con Broward College y el estado de la Florida a www.myflorida.com/childcare

10-hour Child Care: Infant /Toddler

This class focuses on the skills necessary to work with children birth through 3 years of age.

EDE 0095 (English) \$42

W 7/18-8/1 6-10p CSCHS 433417

Esta clase se enfoca en las habilidades de recién nacidos hasta la edad de 3 años.

 **EDE 0100 \$42**

T 7/10-7/24 6-10p CEN 433419

10-hour Child Care: Pre-School

This class teaches skills needed to understand and work with children ages 3 to 5.

EDE 0096 (English) \$42

F 6/1-6/15 6-10p SOU 433430

Esta clase enseña las habilidades necesarias para entender y para trabajar con niños de las edades de 3 a 5 años.

 **EDE 0101 \$42**

M 7/16-7/30 6-10p CEN 433431

Child Development Associate Training

This certificate program in Childcare and Education will allow you to earn your National Child Development Associate Certification (CDA).

 **\$850**

Child Development Associate Training Renewal

This course provides the 45 hours or 4.5 Continuing Education Units (CEUs) required by the CDA Council to renew your CDA.

 **\$499**

Enhancing Language Development in Childhood

Discover how children learn to process language and how they become proficient speakers and thinkers.

 **EDI 0567 TBA \$189**

 **\$135**

Introduction to Child Care with Behavioral Observation and Screening

30-hour course for Child Care personnel.

EDE 0099 (English) \$125

S 5/12-6/16 9:30a-4:30p SOU 433413

R 5/24-7/12 6-10p CSCHS 433432

Un curso de 30 horas para el personal del cuidado de niños.

 **EDE 0104 \$125**

F 5/11-6/29 1-5p CEN 433414



Teacher Education

Substitute Teacher Training

No experience in the classroom, but want to teach in Broward Schools? Take this required course and receive your certificate of completion.

EDE 0755 **\$79**

TR	5/15-5/24	6-9:30p	NOR	433421
TR	6/5-6/16	6-9:30p	SOU	433423
MW	6/16-7/26	6-9:30p	CEN	433424

Integrating Technology in the Classroom (Noncredit Class)

Learn the secrets of technology integration in the classroom, gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively.

\$135

Survival Kit for New Teachers (Noncredit Class)

Uncover proven tools, tips, and tricks to make your early years in the classroom a breeze.

\$135

Teaching Adult Learners

Learn powerful techniques for reaching and motivating adult learners in today's student-centered classroom.

\$135

Teaching Students with Autism: Strategies for Success

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

\$135

Teaching Smarter with SMART Boards

Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students' attention.

\$135

An Introduction to Teaching ESL/EFL- Noncredit Class

Explore what it means to be a teacher, understand who your students are and the needs they have, and how to choose the most appropriate materials and activities for your classroom.

\$135

Practical Ideas for the Adult ESL/EFL Classroom

Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students.

\$135

Teaching ESL/EFL Grammar

See why teaching grammar in a way that makes it personally meaningful to your students brings the best results.

\$135

Teaching ESL/EFL Reading

Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

\$135

Teaching ESL/EFL Vocabulary

Uncover what the different types of vocabulary are, as well as how to accurately assess what your students already know and what they need to learn.

\$135



Test Prep/Skills Review


ACT/SAT Web Enhanced

Need to review your math skills review before you take the ACT/SAT? This is the course for you.

 **EDI 0522** **TBA** **\$189**

Algebra Intermediate - Refresher*

Refresh algebra skills in a self-paced, instructor-assisted, online refresher course.

 **EDI 0452** **\$89**

T 6/26-8/7 2-3p SOU 433393

*Orientation first day of class 2-3p

Algebra Online*

Refresh your algebra skills.

 **EDI 0339** **\$89**


T 5/8-6/19 1-2p SOU 433403

T 6/26-8/7 1-2p SOU 433434

*Orientation first day of class 1-2p

American Citizenship Test Prep

Prepare for the American Citizenship Exam.

 **\$159**

Classroom Math Workshop

Don't feel ready for college math? Review the math basics in this hands-on workshop.


EDI 0607 **\$169**

R 5/24-7/19 6-8p WHC 433375

S 6/2-7/28 10a-noon CEN 433374

College Essay Brush-up

Refresh your college essay writing skills, so that you can produce effective and well-constructed essays.

 **\$99**

Creative Writing Brush-up

Refresh your characterization, plots and symbolism and perspective.

 **\$99**

Florida Teacher Certification Exam General Knowledge

Math

Brush up on your math skills to prepare for the Florida Teacher Certification Exam.

EDI 0291 **\$125**

M 6/4-6/25 6-9p CEN 433381

GED Preparation

Develop the skills you need to succeed in the GED: math, language arts or writing

 **\$135**

GMAT Test Preparation

Learn tips and techniques for taking the GMAT.

EDE 0724 **\$275**

S 6/2-7/21 9a-noon CEN 433382

GRE Test Preparation

Review math and verbal skills as you prepare for the GRE.

EDC 0458 **\$250**

R 6/7-7/19 6-9p CEN 433386


Grammar Brush-up Bundle

Polish your writing to persnickety perfection with this program designed for all levels of writers.

 **\$179**

Grammar Mechanics Brush-up

Improve your English grammar mechanics for college, on the job and test-taking.

 **\$99**

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

 **\$135**

Intermediate Algebra Refresher

Gain an intermediate understanding of algebra in this algebra refresher course.

 **\$89**

LSAT Test Preparation

Find out what you need to know to prepare for the LSAT exam.

EDE 0804 **TBA** **\$395**

Math Refresher

Gain confidence in your basic math skills and start using math to your advantage.

 **\$135**

Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

 **\$135**

PERT Preparation

Preparation for the new PERT (Test Skills Review) test.

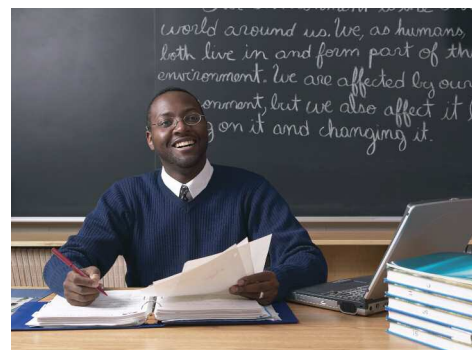
EDI 0534 **\$139**

T 7/17-8/7 6-9p CEN 433376

Punctuation Brush-up

Brush up on the vital rules and proper use of various punctuation marks and points.

 **\$99**



SAT Test Preparation

Prepare for the SAT, and review your math and verbal skills.

EDC 0212 **\$169**

S 6/2-6/30 9a-noon CEN 433369

M 6/25-7/23 6-9p NOR 433366

Spelling Brush-up

Take a simple 3-rule approach to spelling that will help you to quickly brush up on the main problematic spelling issues.

 **\$99**

Syntax (Sentence Wording) Brush-up

Produce clean, clear and concise sentences by learning how to edit your writing.

 **\$99**

Writing Brush-up

This course will refresh in the basic three academic writing structures: essay, story and the research paper.

 **\$99**

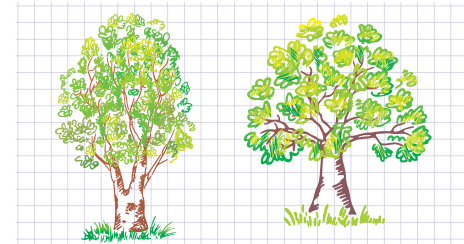
Creative Arts

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be.



\$135



Genealogy Basics

Learn where to look, who to contact, and how to use research tools to begin to explore your roots.



\$135

Get Assertive

Find out how you can stop others from intimidating you or treating you poorly.



\$135

Get Funny

Learn how to use humor to speak more effectively, write better, and increase your popularity.



\$135

Goodbye to Shy

Become more confident in social, professional, and romantic situations.



\$135

Guitar for Beginners

Master basic guitar skills and become the musician you've always wanted to be.

EDE 0764 \$125

T 6/12-7/31 6:30-8:30p CEN 432755

Listen to Your Heart, and Success Will Follow

Design a life that makes you happy. Learn how you can use work to express yourself and share your interests and talents.



\$135

Music Made Easy

Learn the fundamentals of music theory and to read, write, and play simple music.



\$135

Culinary

Cake Decorating Workshop

Learn simple and easy techniques for decorating cakes like a professional. Step by step techniques practiced.

EDI 0498 \$199

T 6/12-6/26 6:30-9:30p PIN 432762

Dinner Party Services

Turn your cooking passion into a business. Start your gourmet dinner party service for small parties and events.

EDI 0434 TBA \$149

Food Safety Manager Training and Certification

Food service managers must be certified every five years. This is the state-accepted course through the National Registry of Food Safety Professionals.

EDI 0448 TBA \$125

Meals – Quick, Low-Fat, Lightning, Luscious

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious.



\$135

Coming Soon!

- Edible Centerpieces
- Personal Chef



Fitness and Well-Being

Biggest Winner Fitness Program

Develop skills for living a healthy lifestyle with ease and long term benefits.

EDI 0102 TBA \$89

Food Smart Nutrition

This course addresses dietary and nutritional disorders, nutritional requirements in specialized populations, and food preparation with a focus on nutritional value.

EDI 0617 \$169

R 5/24-7/22 6-9p CEN 433379

Lose Weight and Keep It Off

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.



\$135

Natural Health and Healing Intro

Learn how to promote wellness, balance, and health in all aspects of your daily life.



\$135

Nutrition for Optimal Health, Wellness and Sports

Learn to develop individualized nutritional programs for clients, patients, or yourself.



\$2395

Personal Trainer Certification Preparation

Learn the latest advances in exercise, nutrition and health while preparing to take the NCSF national certification exam. To order book, call 800-772-6273.

EDE 0601 \$495

TR 5/29-7/19 7-9p SOU 432187

Personal Training and Group Exercise Training for Older Adults

Incorporate standards from the International Curriculum Guidelines for Preparing Physical Activity Instructors of Older Adults, endorsed by World Health Organization.



\$1239



Money Matters

Econo-Mia

Aprenda a manejar su dinero en una economía inestable. Esta clase se dicta en español.

EDI 0610 **\$89**

MT 7/9-7/10 7-9p CEN 433377

Keys to Successful Money Management

Certified financial planner shows you how most wealthy people build their fortunes.

 **\$135**

Personal Finance

Protect your assets and discover how best to achieve all your financial goals.

 **\$135**

Protect Your Money, Credit, and Identity

Learn how to guard against scam artists, identity thieves, predatory lenders and abusive debt collectors.

 **\$135**

Where Does All My Money Go

Learn how to get control of your money once and for all.

 **\$135**



Photography



Photography

Introduction to the world of digital photography learning how to start a career in this field.

EDC 0037 **\$399**

R 6/14-8/4 6:30-9:30p WES 432760

Glamour and Boudoir Images

Discover the art of taking beautiful fashion, glamour and boudoir pictures.

EDC 0416 **\$109**

T 5/22-6/12 6:30-9:30p WES 432759

Nature Photographs

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

 **\$135**

Photoshop Elements

In this Adobe Photoshop Elements class, you'll learn the secrets to successfully editing photos and bringing out the best in your images.

 **\$135**

Photoshop CS4 – Intro

Learn to use Adobe Photoshop CS4 to edit images, process photos, and create original graphics.

 **\$135**

Photoshop CS5

Learn how to use Adobe's Photoshop CS5 to edit and enhance your photographic images.

 **\$135**

Travel Photography

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.

 **\$135**

Writing and E-Publishing

E-Publishing Intro

If you have a book you know people want to read, we'll show you what you need to know about sites, royalties, hardware and software.

EDI 0528 **\$49** TBA

Key to Effective Editing

Gain an understanding of the fundamentals of top-notch editing for both fiction and nonfiction.

 **\$135**

Market Your E-Published Book

Once your book is available, help readers discover it. Explore venues for self-promotion and networking.

EDI 0530 **\$49** TBA


Mystery Writing

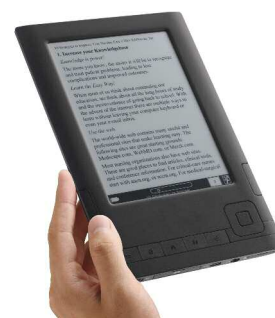
Learn the techniques you need to become a successful author.

 **\$135**

Pleasures of Poetry

Create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends.

 **\$135**



Publish Your Book for the Kindle and Other E-Readers

Learn how to prepare your manuscript, add design and pricing and actually upload your e-book. Bring your proofread manuscript.

EDI 0529 **\$49** TBA

Write Your Life Story

Create and distribute an inspirational and professional autobiography for family, friends, and others.

 **\$135**

Kids and Teens (ages 8-15)

Academic Enrichment Returning in the Fall

Algebra

Discover the language, concepts and techniques of algebra. Learn to solve problems in a logical succession of steps.

EDE 0918 **\$75**

Tutoring: Reading, Writing, and Math

Tutoring based on students' needs in their grade level. Lessons mirror concepts covered in school.

EDI 0079 **\$179**

Homeschool with Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

\$135

Guiding Kids on the Internet

Gain confidence and experience so you can help your children discover all the Internet has to offer.

\$135

Summer College

June 18-July 27 2012

Join us this summer to celebrate our 25th year of providing enriching, innovative, and academic courses at various Broward College locations.

Choose your PASSION:

Art, Computer Multimedia, Culinary, Decorating, Fashion, Guitar, Hair Braiding, Leadership, Photography, SAT prep, Technology, FCAT Tutoring: Reading, Writing, Math, & Water sports.

Brochure available in April.

Additional information:
www.broward.edu/ce
Click on "Programs" then
"Kids & Teens."



Recreation and Water Sports

Golf – Beginning/Intermediate

Learn the fundamentals of golf. Bring \$6 per class for golf balls and range fees. Meets at North Campus driving range.

EDE 0964 **\$89**

S 6/2-7/21 9:30a-12:30p NOR 432751



PADI Open Water Scuba Certification Program

Get certified to go scuba diving worldwide, bring your own mask, fins, snorkel, and wetsuit.

EDE 0853 **\$326**

TR	5/8-5/17	7-9p	TIG	432720
TR	6/5-6/14	7-9p	TIG	432727
TR	7/10-7/14	7-9p	TIG	432733

PADI Advanced Open Water Scuba

Enjoy underwater navigation, boat diving, drift diving, and more.

Prerequisite: Open Water Scuba Diver Certification. Book not included.

EDE 0852 **\$457**

M 7/30-8/5 7-8p TIG 432774

Sailing

Gain hands-on sail rigging and craft handling experience.

EDC 0542 **\$152**

S	5/12-6/16	9a-noon	TIG	432189
U	5/13-6/17	9a-noon	TIG	432514



Windsurfing

Learn tacking and gibbing and to safely handle a board.

EDC 0543 **\$141**

S 5/12-6/16 9a-noon TIG 432523



Additional Programs, Information, and Locations

Programs

Project RENEW

Renew • Skills • Careers • Earning Potential
Renueva • Tus Habilidades • Tu Carrera • Tu Potencial
Renouvle • Konpetans • Karyè • Potansyel Bon Salè
Renew your life in America . . . start with us!

Project RENEW (Refugees Entering New Enterprises and Workforce) is a comprehensive program that provides English for Speakers of Other Languages (ESOL), continuing education, and vocational/work- force training for eligible refugees, asylees, Amerasians and victims of human trafficking living in Broward County.



Training Programs

- English for Speakers of Other Languages (ESOL)
- Vocational, career and continuing education
- Workplace readiness and computer skills

Main Office: Miramar Town Center – Second floor
2050 Civic Center Place, Miramar, Florida 33025

For additional services and information
contact **Project RENEW** today. Call 954-201-8709

Sponsored by Broward College and the State of Florida, Department of Children and Families, Refugee Services Program, with grants from the U.S. Department of Health and Human Services, Office of Refugee Resettlement.

WINGS



(Women Investigating New Goals and Services)

provides scholarships for women who are over 35 years of age, are separated, divorced, widowed, or have a disabled spouse and are returning to school to pursue a certificate or degree program at Broward College. Call 954-201-2398 or go to www.broward.edu/wings to learn more about eligibility criteria.

Customized Classes

All professional developmental center classes may be customized to meet the needs of your growing business. Call 954-201-7803 for more information.

Locations

- CEN** – A. Hugh Adams Central Campus
3501 S.W. Davie Road, Davie, FL 33314
- MTC** – Miramar Town Center (2nd floor of county library)
2050 Civic Center Place, Miramar, FL 33025
- NOR** – North Campus
1000 Coconut Creek Boulevard, Coconut Creek, FL 33066
- SOU** – Judson A. Samuels South Campus
7200 Pines Boulevard, Pembroke Pines, FL 33024
- PIN** – Pines Center
16957 Sheridan Street, Pembroke Pines, FL 33331
- TIG** – Tigertail Lake Recreational Center
(no registration facilities or bookstore)
580 Gulfstream Way, Dania Beach, FL 33004
- WES** – Weston Center (2nd floor of county library)
4205 Bonaventure Boulevard, Weston, FL 33332
- WHC** – Willis Holcombe Center
111 East Las Olas Boulevard, Fort Lauderdale, FL 33301

Off Campus Locations

CSCSHS – Coral Springs Charter High School
3205 N. University Drive, Coral Springs, FL 33065

Information

Cancelled Classes: Broward College reserves the right to cancel any course that does not meet student enrollment requirements. If insufficient enrollment requires cancelling of an offering, tuition fees will be fully refunded. In the event of weather emergencies, energy emergencies or other corresponding emergencies, every effort will be made to re-schedule the offering.

Disabilities/ADA: Call 954-201-7545 for information and brochure.

Refund Policy: A 100 percent refund for Continuing Education courses may occur before the meeting of the first class for those classes meeting only once. A 100 percent refund for Continuing Education courses may occur before the second class period for those classes meeting more than once.

Parking: All campuses **except** downtown Fort Lauderdale: After registering and paying for your class(es), print out your parking permit, located online at www.broward.edu/ce/parking (your license plate number will be required). Students must park in student parking spaces.

Downtown Parking: Park on the first two levels of the City Parking Garage, located north of 111 East Las Olas Blvd. Pay at the parking kiosks (charge: \$1.25/hour).



www.broward.edu

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Corporate and Continuing Education SCHEDULE

APRIL, MAY, JUNE & JULY, 2012



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