Make a Big Move!

Palm Beach State College

SPRING 2018

CORPORATE & CONTINUING EDUCATION COURSE CATALOG

PalmBeachState.edu/CCE
561-868-3700
Why Choose Corporate & Continuing Education at Palm Beach State College

Palm Beach State College’s Corporate & Continuing Education (CCE) Department is ready to help expand your learning and career options while enhancing your personal or professional life with learning that fits your needs.

Explore the latest technology, enhance your business expertise or complete advanced training in your field.

There are no placement tests, no transcripts or lengthy applications to deal with.

◊ **Receive training, a certification or a license without going through a college academic program.**
◊ **Get the knowledge and skills to take to the workplace immediately**
◊ **Find courses beginning year round**
◊ **Attend one or more of our five convenient campus locations**
◊ **Get the knowledge and skills to take to the workplace immediately**
◊ **Learn from experienced and knowledgeable instructors**
◊ **Take blended online and class/lab programs**
◊ **Customized training for business and industry**

Hello, and welcome to the Continuing Education department at Palm Beach State College. It is my distinct honor to share our spring catalog with you. My team of continuing education professionals and workforce development specialists have been busy programming an exciting arrangement of courses, which have been thoughtfully crafted to fulfill your personal enrichment and professional educational needs. As always, we continue to strive to delivery you high quality programming, at accessible times, which work with your busy life. So, whether you are seeking a new beat to move to, in one of our life-long learning courses or you are planning to take a dive into a new career, allow us to move you to the next level.

*Together, we can make 2018 your most successful year yet!*

Carrie Pasquale
Director of Continuing Education

www.palmbeachstate.edu/cce
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CareerSource Palm Beach County is chartered by the state of Florida to work with Palm Beach County businesses to provide job placement, recruitment assistance and funds for skills training. On average, more than 7,500 people each month receive help from the specialized services at CareerSource Palm Beach County Career Centers in West Palm Beach and Belle Glade. The centers offer online and live workshops each month for job search and job skills training, career development and consulting.

Central Career Center
3400 Belvedere Road
West Palm Beach, FL 33406
Phone: (561) 340-1060
Fax: (561) 340-1057

West Career Center
1085 South Main Street
Belle Glade, FL 33430
Phone: (561) 829-2040
Fax: (561) 909-2110
**How to Register...**

Students must register and pay for each course before they attend the first class meeting. Students may register online or in person at one of our five campus locations. Tuition is the same for Florida residents and non-Florida residents.

*There is no admissions fee.*

**To register on the Web for continuing education courses:**

1. Go to the CCE home page and click on Current CCE courses.
2. Find the course(s) you wish to register for and click the DETAILS link.
3. If this is the course you are interested in, click the 'Register Now button, at the bottom of the page.
4. After clicking the 'Register Now button you will be asked if you are a new or returning student.
5. Returning students will need their user name (student ID) and password (if you do not remember your password, click the link for "Don't know password?" and follow the directions).
6. Once logged in, you will be ready to complete your registration and pay for your class.
7. For new students, select new. You will need to fill out the short application to get your Student ID and create a password.
8. Once you have logged in, you can complete the registration process and pay for your class.

**How to Register In Person for Continuing Education Courses**

1. Download and print the student registration form.
2. Bring completed form, with payment in full, to the Registration Office at any of five campus locations.
3. Pay for your classes at the Cashier’s Office.
4. Payment for courses can be by cash, check, money order or credit card.

**Frequently Asked Questions...**

1. **Can I register at one campus for classes on another campus?**
   
   Yes. You can register for any PBSC class at any PBSC campus location. Step by step directions can be found at [http://www.palmbeachstate.edu/CCE/documents/HowtoRegisterOnline.pdf](http://www.palmbeachstate.edu/CCE/documents/HowtoRegisterOnline.pdf)

2. **My class was cancelled. How do I get my refund?**

   Refunds are automatically processed unless you register for a class in its place. Refunds will either be issued back to the credit/debit card that was used or mailed to you in the form of a check.

   To drop a class, go to palmbeachstate.edu/PantherWeb or go in person to any campus registrar’s office.

   **REFUND POLICY:** Students who wish to drop a class must do so before the start date to receive a 100 percent refund.

3. **When will I get my refund?**

   Refunds are typically issued within 3-4 weeks after the add/drop period as stated in the college catalog.

4. **What is the difference between college credit and noncredit classes?**

   Credit classes count toward graduation in certain programs of study. Noncredit classes are primarily for job advancement, enhancement or training.

5. **How do I get a parking decal?**

   All students taking noncredit classes will need to present a paid receipt or schedule showing that classes have been paid. Students will receive one decal that will be good for the current academic year. There will be a fee for replacement decals or additional decals for second vehicles. Parking decals can be obtained from the Security Office at the Lake Worth and Palm Beach Gardens locations, or from the Cashier’s Office at the Boca Raton, Belle Glade and Lox Groves locations. Cars that have a PBSC parking decal MAY NOT park in VISITOR or RESERVED parking spaces or they will receive a ticket.
Palm Beach State College offers high quality courses at affordable rates. Corporate and Continuing Education (CCE) courses are offered to meet the needs of the community. Courses are designed to provide training opportunities for individuals wanting to upgrade job skills or explore new career fields. CCE courses are non-credit and reach beyond the traditional offerings of the College.

Visit us on the web palmbeacstate.edu/cce
or
call 561-868-3700
for more information.
Is Your Business Seeking Sustainable Growth and Success?

The CareerSource Florida network offers nationally recognized training grants to help Florida companies of all sizes compete and grow.

Our grants cover a matching portion of training expenses and, in some cases, related equipment and partial wage reimbursement too.

Businesses stay in full control of how, when and where they train their employees. We provide the expertise, funding and resources needed to succeed.

We have helped hundreds of thousands of employees statewide boost their productivity, while helping their employers grow and compete in a global economy. Let us help you save time and money to find the talent you need!

FloridaFlex offers businesses in Florida or relocating to Florida, a completely integrated talent support solution to help them compete and grow.

Whether your business needs help recruiting specialized talent, hiring new team members, training existing employees, or all three, FloridaFlex can help. Our team of business and economic development professionals can offer expertise, funding and resources – including labor market data – to help businesses succeed.

For decades, FloridaFlex programs have provided businesses with professional services, grant funding and physical resources worth many millions of dollars in total value.

FloridaFlex connects you to multiple solutions. You can apply for just one of our programs, or take advantage of all available services for an integrated talent support solution that’s tailored to your company’s specific goals.

FloridaFlex Can Help Fund Employee Training for Future Success

Your business relies on a strong, skilled team of employees to be successful. The CareerSource Florida network is committed to cultivating and growing talent for businesses in Florida, and we do so through nationally recognized, flexible training grants that strengthen businesses across many industries. CareerSource Florida’s customized, business-driven grant programs help Florida companies of all sizes compete and grow by keeping employees at the top of their game.

Business leaders retain full control over choice of training providers and what/when/where training occurs. FloridaFlex grants simply provide the funding needed.

Training grants help fund new and existing employee development. Matching grant dollars may also cover related equipment costs.

The state training grants offered through FloridaFlex have helped train more than 289,000 employees statewide, helping Florida businesses grow and compete globally.

Applying online is easy and approval is quick.

For more information and to see what PBSC can do for you call 561-868-3574
ACCOUNTING & FINANCE

Bookkeeping Essentials 1
AKO 0101 $240

If you’re a bookkeeper who is new to this field through placement, promotion or perhaps part of a start-up organization, get up to speed on the essentials of bookkeeping. Learn to perform all the necessary bookkeeping transactions and produce a set of books that meets generally accepted accounting principles. (20 hours)

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Bookkeeping Essentials 2
AKO 0101 $240

If you have some bookkeeping experience and responsibilities and would like to advance your knowledge and learn how to prepare journals and other general ledger statements, this course has been designed with you in mind. Topics include: preparation of internal control and special journals, bank reconciliation, internal control of fixed assets, preparation of payroll and payroll taxes. (20 hours)

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Taxation of Individuals 1
BEO 0348 $180

Learn basic federal individual tax preparation job skills. Upon completion, you will learn the mechanics both by hand and by using a professional tax software to be able to prepare a basic individual income tax return. You will also have knowledge of recent tax law changes, overlooked deductions, and an overview of common tax preparation mistakes. (15 hours)

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SIX SIGMA

Improving Quality and Profitability

Lean Six Sigma Green Belt is a business management strategy that is aimed at improving the performance and profitability of a business by increasing process efficiency and eliminating waste. Green Belt participants learn to use reliable equations to assess the results of any process - no need to come from a mathematical background to succeed. Participants will learn the DMAIC (define-measure-analyze-improve-control) methodology using case studies from several industries. Participants will learn to define improvement projects to satisfy their customers and increase quality. This reduced-rate training is made available by the TAACCCT grant awarded by the U.S. Department of Labor. Students agree to grant guidelines as part of the training. This course will prepare you for the certification exam given by ASQ.
CERTIFIED FINANCIAL PLANNER
The CFP certification has become the most widely recognized financial planning certification. CFP certification is granted only by the Certified Financial Planner Board of Standards, Inc.
To earn the CFP certification, you must:
• Have a Bachelor’s Degree
• Complete the seven module exam preparation course
• Pass the 6-hour CFP® Certification Examination
• Satisfy work experience requirement
• Abide by CFP Board’s Code of Ethics, Professional Responsibility and Financial Planning Practice Standards

SHRM CERTIFIED PROFESSIONAL (CP) SENIOR PROFESSIONAL (SCP)
Establish yourself as a globally-recognized human resource expert by earning the new standard in HR Certification: SHRM Certified Professional (SHRM-CP™) and SHRM Senior Certified Professional (SHRM-SCP™) and practical, real-life competencies in area critical for HR career success.
Topics include:
• Employment Law
• Selecting qualified employees
• Compensation basics
• Orientation and training of employees
• Performance Management

LEADERSHIP DEVELOPMENT & STRATEGIC PLANNING
Helps new and experienced leaders to understand leadership skills and offers proven concepts on how to improve organizational performance. The course is structured to provide an understanding of Leadership mnemonic explaining ten leadership principles and is interspersed with real life examples.
• Personal Leadership
• Talent Management
• Performance Management
• Coaching
• Team Leadership
• Organizational Leadership

www.palmbeachstate.edu/CCE/BR
Course scheduling can be customized to meet your needs.
For more information, contact
NIKOLE KONIECZNY, Program Director
561.868.4245 or konieczn@palmbeachstate.edu
CERTIFIED FINANCIAL PLANNER

CERTIFIED FINANCIAL PLANNER™ Certification
Module 1 BEO 0401 $850.00
Palm Beach State College is registered with Certified Financial Planner Board of Standards, Inc. (CFP Board) to provide the educational requirements for financial professionals to obtain the CERTIFIED FINANCIAL PLANNER™ Certification. (38 hours)

PROJECT MANAGEMENT

Project Management Professional Exam Prep Course HRO 0192 $1495.00
The Project Management Professional (PMP) Exam Preparation Course prepares project managers for the Project Management Professional (PMP) certification exam offered by the Project Management Institute (PMI). This course includes lectures, slides, and hands-on exercises. This course meets the 35-hour requirement set forth by the Project Management Institute to sit for the PMP Certification exam. (35 hours)

SHRM-CP AND SHRM-SCP

SHRM Certified Professional (CP)/Senior Certified Professional (SCP)
HRO 0290 $1195.00
Establish yourself as a globally-recognized human resource expert by earning the new standard in HR Certification: SHRM Certified Professional (SHRM-CP™) and SHRM Senior Certified Professional (SHRM-SCP™). Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success. (36 hours)

COURSES

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WWW.PALMBEACHSTATE.EDU/CCE
MS OFFICE

The following courses are designed for participants who have already taken the Computer Basics course or have equivalent computer experience. These courses teach skills in the most widely-used office applications using the Microsoft Office Suite software. They are designed for participants who want to learn new office skills or improve their current skills. Classes are “hands-on” with each participant assigned his or her own classroom computer.

WORD BASICS CWO 0120
This course teaches students how to create and save documents, edit documents, manipulate text, format text and paragraphs, find and replace text and use proofing tools.

WORD INTERMEDIATE CWO 0121
Students will learn using Microsoft® Word to create professional looking documents and implementing time-saving features such as document templates and automated mailings helps you and your organization reduce expenses. Prerequisite: Word Beginner

WORD ADVANCE CWO 0122
In the course, students will learn how to use Microsoft® Word advance tools, including image manipulation tools, collaboration features, cross-referencing and linking tools, entry forms and data collection, security features, and tools to automate document production. Books included in course cost. Prerequisite: Word Beginner and Intermediate

POWERPOINT CREATE CWO 0164
For the user with little or no experience with MS Office PowerPoint software. This course will take students on a journey through creating basic slides and a slideshow, creating and editing titles, selecting and importing pictures, files, graphics, music and much more. Class size is limited so enroll now!

POWERPOINT PIZZAZZ CWO 0197
Join our talented instructors in our state-of-the-art computer labs and take your existing PowerPoint presentations to the next level. Using MS Office PowerPoint software, students will learn the tips and tricks of effortless navigation and fine-tuning presentations for business and personal use.

EXCEL BASICS CWO 0115
This course teaches participants the foundation of Microsoft® Excel knowledge and skills, creating spreadsheets, workbooks and obtaining the necessary skills to format, edit, manage and print worksheets, which you can build upon to eventually become an expert in data manipulation.

EXCEL INTERMEDIATE CWO 0116
This course teaches students how to create, modify and format charts, use advanced formulas and format and work with multiple worksheets and workbooks. Students will also learn how to freeze panes and split worksheets.

EXCEL ADVANCE CWO 0117
This course teaches students how to create and save documents, edit documents, manipulate text, format text and paragraphs, find and replace text and use proofing tools.

Courses are subject to CANCELLATION based on enrollment.

M-MONDAY   T-TUESDAY     W-WEDNESDAY      R-THURSDAY     F-FRIDAY      S-SATURDAY
BG-BELLE GLADE       BR-BOCA RATON       LW-LAKE WORTH       LG-LOX GROVES     PBG-PALM BEACH GARDENS
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<td>MICROSOFT PUBLISHER</td>
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These classes are for non-native speakers who need to improve their English language skills for General, Business, or Special Purposes – not for an academic degree. First-time enrolled ESOL students must take the LOEP test at any one of the Testing Centers on the five campuses.

Registration requirements for first time enrolled ESOL students

Step 1 - Complete a Continuing Education (Non-Credit) Application
• Complete the application online or at the Admissions/Registration Office. The link for online application at palmbeachstate.edu/cce
• Make a note of your Student I.D. Number and password (PIN) when you apply - you will need it to complete your registration process after taking the LOEP test.

Step 2 – Pay for the LOEP Test
• Request a LOEP Test Referral Form at the campus Admissions/Registration Office. The LOEP test evaluates your current language level and is a self-paced, computer-based test that takes 1 1/2 - 3 hours.
• Take the Test Referral Form and pay $15 for the LOEP test at the Cashier’s Office. An official form of photo identification is required.
• The Cashier will give you a receipt to take to the Testing Center to authorize your test.

Step 3 – Take the LOEP Test
• Take your receipt from the Cashier’s Office to PBSC campus Testing Centers and take the test:
  • Lake Worth (561) 868-3011 or (561) 868-3012
  • Boca Raton (561) 862-4324
  • PB Gardens (561) 207-5359
• Speak with a Student Advisor after you finish the test to help you:
  1. review the courses available for your level of language competency and
  2. select your specific classes for registration.

Step 4 – Register and Pay for Class
• Select the classes you want within your language level and register here with your Student I.D. Number and PIN.
• You may also pay online or in person at the Cashier’s Office after you print out your class schedule. Classes are available in the day, evening, and on Saturdays.

Step 5 – Request a Parking Decal
• Show your paid receipt for your class at the Security Office (at the Cashier’s Office in Boca Raton, Lox Groves and Gardens campuses).
• Provide your vehicle make, model, year and license plate number to obtain your student parking decal.

Step 6 – Buy Your Books
• Show your class schedule to your campus bookstore to buy any required textbooks before the first class.

Intensive English 1: (ESOL)
LGO 0113 $375
Build your limited to basic English skills quickly and comprehensively using this combined approach to language learning. The integrated focus of this course on basic grammar, vocabulary, speaking, listening, reading, writing, and cultural information with high-interest themes will help you efficiently and effectively achieve your language goals. (39 hours)

Intensive English 2: (ESOL)
LGO 0114 $375
Build your low intermediate to high intermediate English skills quickly and comprehensively using this combined approach to language learning. The integrated focus of this course on basic grammar, vocabulary, speaking, listening, reading, writing, and cultural information with high-interest themes will help you efficiently and effectively achieve your language goals. (39 hours)

Intensive English 3: (ESOL)
LGO 0115 $375
Build your high intermediate to advanced English skills quickly using this combined approach to language learning. The focus of this course is on basic grammar, vocabulary, speaking, listening, reading, writing, and cultural information. (39 hours)
### ESOL FOR GENERAL PURPOSES (EGP)

**Advanced Grammar**

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<td>LGO 0104</td>
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<td>Designed for advanced non-native speakers of English who want to improve their overall grammar in speaking and writing in the workplace. (33 hours)</td>
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**Intermediate Conversation**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGO 0101</td>
<td>$300</td>
<td>This course presents non-native speakers with the essential language skills for effective oral communication at the intermediate level. Using real English for today's world, students will develop both listening comprehension and oral expression skills using highly practical, communicative language in a variety of situations. (33 hours)</td>
</tr>
</tbody>
</table>

**Advanced Conversation**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGO 0102</td>
<td>$300</td>
<td>Improve your overall skills using advanced grammatical structures in workplace situations, general everyday conversations, and in writing. Key grammatical points covered will include verb tenses, adverb clauses, subject/verb agreement, nouns/pronouns, passive voice, noun and adjective clauses, gerunds, infinitives and conditionals. (33 hours)</td>
</tr>
</tbody>
</table>

### ESOL FOR SPECIAL PURPOSES (ESP)

**TOEFL Exam Preparation**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGO 0106</td>
<td>$375</td>
<td>Sharpen both your language and academic skills while learning effective test-taking strategies to prepare for the TOEFL iBT. Designed for intermediate English language learners, this instructional approach to test preparation will help you identify and study for the information necessary for success on the exam. (33 hours)</td>
</tr>
</tbody>
</table>

**Pronunciation**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGO 0100</td>
<td>$300</td>
<td>Increase the effectiveness of your communication skills by learning to correctly produce the sounds and sound combinations of American English. Improved pronunciation skills will help you to express yourself more clearly and be better understood in all of your speaking situations. (33 hours)</td>
</tr>
</tbody>
</table>

### COMMUNITY ENGLISH

**English for Spanish Speakers 1 - INGLES MINIMO 1**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>LGO 0111</td>
<td>$300</td>
<td>Designed for Spanish-speaking people with limited or no prior knowledge of English, this course provides an easy and quick way to learn limited amounts of U. S. English and functional phrases for everyday use. Instructors are fluent and teach in both English and Spanish so that students have the opportunity to receive instruction and clarification in their native language. This is a non-academic and non-grammar based course. (12 hours)</td>
</tr>
</tbody>
</table>

**English for Spanish Speakers 2 - INGLES MINIMO 2**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>LGO 0120</td>
<td>$300</td>
<td>This is the second part to English for Spanish Speakers: Ingles Minimo 2, which continues to provide a quick, easy way for native Spanish speakers to continue learning basic useful English words and phrases. An instructor fluent in English and Spanish will use a non-academic, non-grammar approach. (12 hours)</td>
</tr>
</tbody>
</table>

### AMERICAN SIGN LANGUAGE

**American Sign Language I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Description</th>
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<tbody>
<tr>
<td>HPO 0047</td>
<td>$375</td>
<td>Students at this level should have had little or no exposure to American Sign Language (ASL). Instruction and student response at this level is recommended to be in American Sign Language only. The course will cover the pathological and cultural aspects of deafness which include: the ear, hearing loss, and introduction to deaf culture and community. Additionally, the course will cover fingerspelling, numbers, sign language grammar which includes facial expressions, vocabulary, and basic ASL sentence construction. It is recommended that students have minimal contact within the local Deaf community as a requirement. (36 hours)</td>
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</tbody>
</table>

**American Sign Language II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>HPO 0053</td>
<td>$375</td>
<td>Students at this level should possess the content knowledge contained in Sign Language I, Sign Language II, Sign Language III and Advanced I. It is recommended to be at least 50% Sign Language Only. No vocalization by instructor or student. The course will cover ADA, CODA, Voc. Rehab Act, interpreter's role in K-12, advanced finger spelling, synonymy in ASL, metaphors, language contact, structure, structure use of space and movement and ASL translation of dialogues in storytelling. (36 hours)</td>
</tr>
</tbody>
</table>
EMERGENCY MEDICAL SERVICES

The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by The American Heart Association, and any fees charged for such a course do not represent income to the Association

BLS (CPR) PROVIDER AHO 0123 $49.91
The BLS Provider course is designed to train participants to recognize cardiac arrest, provide high-quality CPR for victims of all ages, and to provide early use of an AED. The class also teaches how to relieve choking. Textbook is required for this course and is available in the PBSC Bookstore. (4.5 hours)

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<td>2/3</td>
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<td>8:30AM - 1:00PM</td>
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<td>4/21</td>
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<td>8:30AM - 1:00PM</td>
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</table>

BLS (CPR) RENEWAL AHO 0124 $47.41
This course is designed to update and renew health professionals in BLS. You must have a current American Heart Association BLS for Healthcare Provider card and bring it with you to class. Current textbook is required for this class. Prerequisite: Current AHA BLS Providers card. (4 hours)

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<td>8:00AM - 12:00PM</td>
<td>LW</td>
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</table>

Child Care First Aid & CPR HEO 0106 $50.00
This class is designed for child care personnel and meets one of the requirements for CDA. Material covered will include safe environment; basic first aid; and basic rescue techniques such as cardiopulmonary resuscitation (CPR) and foreign body airway obstruction (choking) for infants and children. Palm Beach State College certification cards will be issued.

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<thead>
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<th>REF#</th>
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</table>

Courses are subject to CANCELLATION based on enrollment.

M-MONDAY   T-TUESDAY   W-WEDNESDAY   R-THURSDAY   F-FRIDAY   S-SATURDAY
BG-BELLE GLADE   BR-BOCA RATON   LW-LAKE   WORTH   LG-LOX GROVES   PBG-PALM   BEACH GARDENS
LOCAL ANESTHESIA ADMINISTRATION FOR FLORIDA LICENSED DENTAL HYGIENTISTS

These courses were designed to meet the requirements outlined by Florida Statute 466.017 for Administration of Local Anesthesia by Dental Hygienists. The coursework consists of two components - 30 hours of didactic and 30 hours of clinical - for a total of 60 contact hours. Participants must successfully complete the Local Anesthesia Administration didactic component (Part A) prior to continuing on to the clinical component (Part B). Successful completion of both the didactic and clinical components is required to apply for Florida Certification in Local Anesthesia.

Local Anesthesia PART A
DSO 0138 $162
Didactic component of Local Anesthesia Administration for Dental Hygienists training.

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<th>REF#</th>
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<td>238944</td>
<td>2/5</td>
<td>M T W R F</td>
<td>ONLINE</td>
<td>LW</td>
</tr>
</tbody>
</table>

PHLEBOTOMY

Phlebotomy
MLOO 190 $540.91
This course is designed for the experienced health care provider and provides participants with the knowledge and laboratory skills required to become a phlebotomist. Participants will learn how to perform a variety of blood collection methods and techniques. Classroom and skills laboratory instruction will also include a basic review of anatomy and physiology, medical terminology, infection control, handling and storage. Upon completion of this course participants will be prepared to pursue certification to become a certified phlebotomist. Information on certification requirements in phlebotomy will be provided to participants during the course.

DENTAL RADIOGRAPHY

Dental Radiography
DSO 0135 $309.25
This course is designed to provide the basic knowledge and clinical practice necessary for the on-the-job trained (OJT) dental assistant to meet the requirements for radiographic training for dental assistants in the State of Florida. As a prerequisite, must have a minimum of 3 months of continuous OJT assisting in the positioning and exposing of dental radiographic film under the direct supervision of a licensed dentist and be at least 18 years of age (Chapter 64B5-9.011). Signed acknowledgement by the dentist of meeting the prerequisite is required.
This non-credit series will boost the teaching power of substitute, pre-service, and beginning teachers. Each course contains specific information and related hands-on activities designed to encourage teacher effectiveness in the elementary and secondary educational classroom, providing skills and confidence to participants. Students are strongly encouraged to register for the entire series; however, single courses may also be taken. Classes are only offered at our Lake Worth Campus

### General Knowledge Test Prep

These courses will prepare participants to take and successfully pass the General Knowledge Test which consists of four sections: Essay (4 hours), English (4 hours), Math (8 hours) and Reading (4 hours).

<table>
<thead>
<tr>
<th>COURSE ID#</th>
<th>PRICE</th>
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</thead>
<tbody>
<tr>
<td>EDO 0056</td>
<td>Essay $20</td>
</tr>
<tr>
<td>EDO 0057</td>
<td>English $20</td>
</tr>
<tr>
<td>EDO 0058</td>
<td>Math $40</td>
</tr>
<tr>
<td>EDO 0059</td>
<td>Reading $20</td>
</tr>
</tbody>
</table>

### Intensive Math GKT Prep

This course offers an in-depth review of essential math concepts needed to perform well on the General Knowledge math section of the exam. This course devotes one week to each of the four major competencies thereby allowing students more time for conceptual understanding. This course also provides students with instructional tools to engage in self-directed learning of course topics. (16 hours)

<table>
<thead>
<tr>
<th>COURSE ID#</th>
<th>PRICE</th>
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</thead>
<tbody>
<tr>
<td>EDO 0086</td>
<td>$90</td>
</tr>
</tbody>
</table>

### Intensive Elementary Ed Prep

This course provides in-depth preparation to equip participants to take and pass the Elementary Education K-6 Test, which is part of the Florida Teacher Certification Exam Series. This class will cover all of the four major subject areas (Language Arts/Reading, Social Studies, Math and Science) as well as the major competencies within each subject area. Participants will have both in-class instruction and online component to engage in self-directed learning of course topics. (16 hours)

<table>
<thead>
<tr>
<th>COURSE ID#</th>
<th>PRICE</th>
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<tbody>
<tr>
<td>EDO 0084</td>
<td>$90</td>
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</table>

### Elementary Education: K-6 Test Prep

This course will prepare participants to take and successfully pass the Subject Area Exam for Elementary K-6 part of the Florida Teacher Certification Exam Series. (8 hours)

<table>
<thead>
<tr>
<th>COURSE ID#</th>
<th>PRICE</th>
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<tbody>
<tr>
<td>EDO 0065</td>
<td>$40</td>
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</table>

### Exceptional Student Education: K-12 Test Prep

This course will prepare participants to take and successfully pass the Subject Area Exam for Exceptional Student Education K-12, part of the Florida Teacher Certification Exam Series. (8 hours)

<table>
<thead>
<tr>
<th>COURSE ID#</th>
<th>PRICE</th>
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<tbody>
<tr>
<td>EDO 0066</td>
<td>$40</td>
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</table>

### Professional Education Test Prep

This course will prepare participants to take and successfully pass the Professional Education Test, part of the Florida Teacher Certification Exam Series. (8 hours)

<table>
<thead>
<tr>
<th>COURSE ID#</th>
<th>PRICE</th>
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<tbody>
<tr>
<td>EDO 0062</td>
<td>$40</td>
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</table>

### TIPS 1: Classroom Management

This course will provide educators with preparation identified as essential to their survival in the classroom. The information presented includes a review of FEAP’s, Code of Student Conduct, rules and procedures, routines, working with groups through community groups/cooperative learning, building relationships with students and parents, and diversity in the classroom.

<table>
<thead>
<tr>
<th>COURSE ID#</th>
<th>PRICE</th>
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<tbody>
<tr>
<td>EDO 0083</td>
<td>$30</td>
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</table>

## FLORIDA TEACHER CERTIFICATION EXAM PREP WORKSHOPS

### offered regularly each semester include:

- All four sections of the General Knowledge Test
- The Professional Education Test
- Subject Area Exams, such as Elementary K-6, and EXE K-12

For enrollment information visit "Teacher Certification" - "FTCE Review Courses" at: [www.palmbeachstate.edu/programs/TeacherEd](http://www.palmbeachstate.edu/programs/TeacherEd)

Courses are subject to CANCELLATION based on enrollment.

- M-MONDAY
- T-TUESDAY
- W-WEDNESDAY
- R-THURSDAY
- F-FRIDAY
- S-SATURDAY

- BG-BELLE GLADE
- BR-BOCA RATON
- LW-LAKE WORTH
- LG-LOX GROVES
- PBG-PALM BEACH GARDENS
GREAT DISCUSSIONS
LUO 0173 $75.00
This class is designed to increase the participants' enjoyment and understanding of literature through thought-provoking study and discussion of a variety of literary pieces, including books, prose and poetry. Participants discuss central readings within the context of their social and historical setting, current theory and criticism, and the writer’s viewpoint and style. Participants bring their insight, knowledge and experience into the discussion to create vivid literary interactions that facilitate personal and group understanding of literary works at a deep and meaningful level. (16 hours)

REF# DATE(S) DAY(S) TIME CAMPUS
238795 4/24 T R 9:00AM - 11:00AM BR

RETIRED PLANNING
HRO 0287 $50.00
This retirement planning course is designed to teach you how to build wealth and align your money with your values to accomplish your goals in life. Whether you plan to retire in 20 years from now or have just recently retired, the information you learn in this class can deliver rewards throughout your lifetime (6 hours)

REF# DATE(S) DAY(S) TIME CAMPUS
238784 1/25 R 6:30PM - 9:30PM PBG
238783 1/30 T 6:30PM - 9:30PM PBG
238931 4/26 R 6:30PM - 9:30PM PBG
240119 5/1 T 6:30PM - 9:30PM PBG

REJUVENATE RETIREMENT
HRO 0187
Whether your objective is to become more active, give your life a new sense of purpose or make more informed financial decisions, Rejuvenate Your Retirement (TM) has something for everyone. This comprehensive course covers all the key issues for retirees. You'll discover new ways to stay mentally, physically and socially active, as well as learn about important financial topics such as tax reduction planning, investment risk management, health care planning, and estate planning. Above all, you'll discover how to apply this knowledge to help you pursue a more active, healthy and financially secure lifestyle in retirement. (4 hours)

REF# DATE(S) DAY(S) TIME CAMPUS
238549 1/5 F 1:00PM - 3:00PM PBG
238550 3/2 F 1:00PM - 3:00PM PBG

COMMUNITY BOOT CAMP FITNESS
LUO 0180 $49.99
A total body workout for all fitness levels! Focused on functional training exercises designed to increase stamina, reduce body fat and tone your body. Community Fitness Boot Camp includes a unique combination of high-intensity exercises like running, lunges, push-ups, squats, cardio, and strength and core work that will leave you feeling stronger and more fit than ever! By losing fat and gaining muscle, you'll lose inches and gain strength while looking and feeling better. Also, you'll meet great people who share in the same vision of striving to reach their goals for a healthier mind and body. (4 hours)

REF# DATE(S) DAY(S) TIME CAMPUS
238751 4/16 M 7:15AM - 8:15AM LW

FOR MORE INFORMATION CALL:
561-868-3700
## COMPUTER AIDED DRAFTING (CAD)

### AutoCAD (Introduction)
**CPO 0325** $235

Learn to use AutoDesk AutoCAD software, the industry standard for computerized drafting. Upon completion of this course, the participant will be able to create a basic 2D drawing using drawing and editing tools, organize drawing objects on layers, add text and basic dimensions and prepare to plot. Course is taught using AutoCAD 2010. (24 hours)

<table>
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<td>2/13</td>
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### AutoCAD (Intermediate)
**CPO 0326** $170

Prerequisite: AutoCAD (Introduction) Increase your AutoCAD skills by learning to use efficiency tools including grips and advanced object selection; drawing with complex objects including polylines, regions and multiline; defining blocks and attributes; using external reference files and image files; using layouts and advanced plotting features. (15 hours)

<table>
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<td>3/15</td>
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### Revit Architectural Drafting - Intro
**TIO 0380** $325

Prerequisite: Basic computer skills. AutoCAD skills are helpful. Learn to use Autodesk Revit, a fully parametric architectural 3D design software. By using Autodesk Revit you will learn to design the same way the professionals do. When you change one view using a parametric program the other views are changed automatically to reflect your change. For example, if a door is deleted in the door schedule, that door is automatically deleted from the floor plan and elevations. This state-of-the-art software, also called Building Information Modeling, truly takes architectural computer design beyond being a high-tech pencil. This course teaches you to create a 3-dimensional model of a residence, and print the floor plan and elevations of the building. (30 hours)

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<th>CAMPUS</th>
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<td>LW</td>
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### Revit Architectural Drafting - Intermediate
**TIO 0381** $325

Prerequisite: TIO 0380 or equivalent knowledge. Intermediate Revit teaches how to automate creation of schedules and sections by taking advantage of the parametric features. You will learn how Revit's building information model prevents errors in architectural drawings. With Revit it is almost impossible to have a miss-reference detail tag. The course teaches creation and printing of photo realistic renderings of the model, and how to create and print a whole set of drawings. (30 hours)

<table>
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<td>3/17</td>
<td>S</td>
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</table>

## CONSTRUCTION

### Construction Drawings Intro Reading and Interpretation
**TIO 0750** $180

In this introductory course the student will become familiar with lines, views and dimensions and be capable of reading and understanding basic construction drawings (blueprints). Topics include identifying basic print symbols, using the architect's scale, construction codes, interpretations of print information and verbally expressing the construction drawing instructions. (18 hours)

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</table>

### Estimating Intro
**TIO 0755** $194.40

Learn to recognize the proper estimating method for various types of projects. This course will improve the skills of the beginner and experienced alike in estimating an architectural set of plans using the approximate and detailed methods. Topics include: interior and exterior materials, math calculation, formulas and unit count estimating. At the end of the class students will be able to interpret the plans and estimate the cost of a construction project.

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</table>
These non-credit continuing education courses prepare students for the Water and/or Wastewater Level “C” State of Florida license. Level “C” is offered in three parts of 54 hours each. Students must complete in order: Part 1, Part 2 then Part 3. Upon successful completion of all three parts, students will be qualified to sit for the "C" State License exam. An important segment of these courses provides operators information on overall plant operation and covers topics such as daily operating procedures, regulation of flows, chemical use and handling, records and reports, plant maintenance, emergency conditions and procedures, handling complaints, and energy conservation. The Department of Environmental Protection (DEP) has approved these continuing education courses.

**Water Treatment Plant Operation (C Level)**

Water treatment plant operators - Learn to safely and effectively operate and maintain drinking plants. Information is presented on drinking water regulations, fluoridation, instrumentation and advanced lab procedures. Administrative procedures for dealing with budgeting, setting rates, recordkeeping, personnel administration, public relations, and emergency planning are also covered in this course. All three parts (must be completed in order) are the prerequisite courses for taking the State’s Class "C" Water Treatment License Exam.

54 hours /per course  $525  per course

<table>
<thead>
<tr>
<th>Course ID</th>
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**Wastewater Treatment Plant Operation (C Level)**

Wastewater treatment plant operators - These courses are designed to train operators to safely and effectively operate and maintain wastewater treatment plants. Students are trained in the practical aspects of operating and maintaining wastewater treatment plants, emphasizing safe practices and procedures. All three parts (must be completed in order) are the prerequisite courses for taking the State’s Class "C" Wastewater Treatment License Exam.

54 hours /per course  $525  per course

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Courses are subject to CANCELLATION based on enrollment.

M-MONDAY  T-TUESDAY  W-WEDNESDAY  R-THURSDAY  F-FRIDAY  S-SATURDAY
BG-BELLE GLADE  BR-BOCA RATON  LW-LAKE WORTH  LG-LOX GROVES  PBG-PALM BEACH GARDENS
Up your skill level and your income potential with one of our NCCER Certificate Programs

*Core NCCER Certification

The construction industry has many entry-level positions, and this course provides the entry-level skills to assist you with most trades. Topics include basic safety, covering the use of hand and power tools and OSHA regulations. Upon successful completion students will receive the National Center for Construction Education and Research (NCCER) Core Training Certificate.

Plumbing NCCER - Level One

**TIO 0661** 145 hours

Most people are familiar with plumbers who come to their home to unplug a drain or install an appliance. In addition to these activities, however, plumbers install, maintain, and repair many different types of pipe systems, or supply air conditioning. Pipe systems in power plants carry the steam that powers huge turbines. Pipes also are used in manufacturing plants, to move material through production processes.

*M Prerequisite: NCCER Core

Carpentry NCCER - Level One

**TIO 0655** 165 hours

Carpenters make up the largest building trades occupation in the industry and those with all-around skills are in high demand. Carpenters are involved in many different kinds of construction activities, from building highways and bridges to installing kitchen cabinets. Carpenters construct, erect, install, and repair structures and fixtures made from wood and other materials.

*M Prerequisite: NCCER Core

HVAC NCCER - Level One

**TIO 0657** 120 hours

The increasing development of HVAC (heating and air-conditioning systems) technology causes employers to recognize the importance of continuous education and keeping up to speed with the latest equipment and skills. Hence, technical school training or apprenticeship programs often provide an advantage and a higher qualification for employment. NCCER’s program has been designed by highly qualified subject matter experts with this in mind. Our four levels, North American Technician Excellence (NATE) recognized, present theoretical and practical skills essential to your success as an HVAC installer or technician.

*M Prerequisite: NCCER Core

Masonry NCCER - Level One

**TIO 0664** 123 hours

The study of masonry is one of the world’s oldest and most respected crafts. Masonry construction existed for thousands of years. The remains of stone buildings date back 15,000 years, and the earliest manufactured bricks unearthed by archaeologists are more than 10,000 years old. These bricks were made of hand-shaped, dried mud. Among the most well-known works of masons are the pyramids of ancient Egypt and Notre Dame Cathedral in Paris.

*M Prerequisite: NCCER Core

Electrical NCCER - Level One

**TIO 0662** 113 hours

Electricians light things up! Electricians install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, light fixtures and pipe and they follow blueprints, the National Electrical Code® and state and local codes.

*M Prerequisite: NCCER Core

Welding NCCER - Level One

**TIO 0653** 300 hours

This course provides the knowledge and skills needed to become an entry-level welder. Course covers SMAW bead and fillet welds, joint fit-up, and groove and open V-groove welds. Upon successful completion of this course and TAO0650 (NCCER Core), students will receive NCCER Welding Level One credential.

*M Prerequisite: NCCER Core

For more information call: 561-868-3700 and mention NCCER training
Hair Braid License
TIO 0958  $332.41
Join us and become a licensed, professional hair braider. In a short time you will gain the skills to have a profession that will be profitable. You will learn the theory, practical and safety skills needed to braid. Practical braids included. This course meets state required guidelines.

Hair Cutting: Understanding Elevation
TIO 0940  $147.41
Refresh your knowledge of classic hair cutting techniques fundamentals. Enhance your understanding of lines, graduation, layering and their combinations. This course provides you with hands-on knowledge and hands-on work sessions with detailed tutorials from highly qualified instructors. Join us to heighten your cutting techniques as a professional hair stylist; this is ideal as a finishing course or for recently qualified stylists seeking to perfect their technical cutting skills. (6 hours)

Hair Color Basics
TIO 0941  $147.41
Hair color is one of the most rewarding services offered at a salon. Many stylists shy away from color because of chemistry involved, possible problems, and mistakes that may occur. Learn in-depth color training including color theory, measurement, analysis, color level system, undertones and developers. This course will highlight basics of the coloring process and color application to help you elevate your confidence level as you increase your knowledge. (6 hours)

Highlighting and Foil
TIO 0942  $147.41
Colorist - Seeking to refresh and revisit the subject of highlighting techniques to enhance your skills? This course offers a clear understanding of foil placement in its relation to hair cutting and how the two complement each other; students will learn weaving and slicing technique, how to avoid bleed outs, correct partings, neat foil placement and more. (6 hours)

Skin Care Ingredients
TIO 0963  $42.41
Learn about cosmetic ingredients used in skin care products. Learn the functions and chemical names of main base ingredients such as emollients or active ingredients like peptides to identify them on skin care packaging. Evaluate the effectiveness of products and recommend the right product for your client accordingly. Get deep knowledge about how the ingredients work on the skin and why!

Facial Technique Advanced
TIO 0966  $102.41
Become a pro in facials! Facial treatments are as versatile as skin conditions. There is much more than regular exfoliation/peel and gel or cream masks. To be a successful esthetician it is important to know specialty products and devices available on the market to enhance the results of the facials and to change up facial routines to keep yourself and your customers excited. Efficiency and excitement are great tools to maintain returning customers. Being confident in the variety of facial treatments will also support you in starting your career quicker since many spas require experience.

Microdermabrasion
TIO 0976  $52.41
Your skin is exposed to environmental elements every day. Over the years, the sun’s rays, pollution, and other damaging agents can take a toll on your skin. Microdermabrasion is a non-chemical, non-invasive cost-effective treatment that can help reduce or eliminate the wrinkles and fine lines, age spots, light acne scars, and undesired pigmentation that may appear on the skin over time. Microdermabrasion removes the outermost layer of dry, dead skin cells and reveals younger, healthier-looking skin. Join us to learn the who, what & how of microdermabrasion.

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DO NOT FORGET TO PAY FOR THE CLASS AFTER REGISTERING TO AVOID BEING DROPPED FOR NONPAYMENT
Palm Beach State College offers summer youth programs for ages 8-14 years. Students will enjoy a unique college experience that’s full of fun and learning without the pressure of grades, homework or tests!

Programs include
- Robotics • Band Camp • Arts • Minecraft
- Mom & Daughter STEM Camp • Drumline
- BAK • Dreyfoos School of the Arts • BEST Academy

Visit us online for dates, classes, costs, and registration at [PalmBeachState.edu/SYC](http://PalmBeachState.edu/SYC)
Or contact us at:
[SYCOLLEGE@palmbeachstate.edu](mailto:SYCOLLEGE@palmbeachstate.edu) 561-868-4145
Palm Beach State College offers these Florida Real Estate Pass/Prep courses through a partnership with Online Training Institute.

**Online Florida Real Estate Sales Associate Pass/Prep - Cram Course**

This course prepares the student for state Real Estate Appraiser Exams with a database of over 440 questions with over 2,200 screens of information. It consists of a course map and practice questions. The course is designed to expose the student to only correct information and is available 24/7.

Topics include:
- Site Evaluation
- Sales Approach
- Income Capitalization Approach
- Cost Approach

**Optional Corresponding Manual:** *Fundamentals of Real Estate Appraisal*,
*Current Edition by William L. Ventolo & Martha R. William*

**Online Insurance CE**

Corporate and Continuing Education offers Florida approved courses for Insurance licensees through a partnership with Online Training Institute. This course is approved state Insurance continuing education courses.

Insurance & Real Estate:
- 2-15 Pre-licensing & Pass & Prep
- 2-20 Pass/Prep and Practice Question Generator
- Real Estate Education
- Insurance Continuing Ed Courses
- Certified Financial Planner CE courses

Don’t see what you are looking for?
Check us out online for a full listing of our classes.

Go to: palmbeachstate.oltraining.com to see what we have for you!
The websites listed here are our online partnerships for e-learning.

If you have questions about registering, please e-mail farinelc@palmbeachstate.edu or call (561)868-3574

How to Register...

Our online CCE-Learning courses are informative, convenient, and interactive.
Palm Beach State College, in partnership with ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

**Arts & Design**
- Graphic design and web design programs make it easy for you to learn new skills or transition to a new career.
- Animation
- Graphic Arts
- Web Design

**Business**
- Management training and business skills programs can help you enter a new career field or advance your current skillset. Select programs even prepare you for Industry recognized certifications, such as Lean Six Sigma or PMP.
- Accounting
- Administrative
- Communication
- Marketing and Sales
- Operations
- Project Management
- Small Business
- Soft Skills

**Computer Applications**
- Whether you want to earn Microsoft certifications, learn QuickBooks, or even Photoshop, these online training programs can help you achieve your goals.
- AutoCAD
- Microsoft
- QuickBooks

**Computer Programming**
- Prepare for a career in software development or web development with online programming courses and programs. Programs include sought after programming languages, like Java, C#, and HTML5.

**Construction & Trades**
- The convenience of online construction training allows you to learn new concepts and skills at your own pace and in the comfort of your own home.
- Construction
- Environmental & Energy Trades

**Health & Fitness**
- Whether you’re seeking a career in the health sector or want to earn a fitness certification, these online training programs can help you start or advance a rewarding career in helping people lead healthier lives.
- Dental
- Fitness
- Medical
- Veterinary
- Wellness

**Hospitality**
- Making a career out of helping others can be incredibly rewarding. Whether you want to be a travel agent, a wedding planner, or even a pastry artist, these online hospitality training programs can help you get started.

**Information Technology**
- Start your career in IT with foundational understanding of the industry. If you’re an advanced professional, prepare for In-demand IT certifications, to advance your career.
- Cloud Computing
- Networking
- Security

**Legal**
- Did you know you can earn your paralegal certificate online? You can also become a Certified Mediator and Arbitrator. Each of these online training programs enables you to prepare for various legal careers.

**Teacher Professional Development**
- Whether you want to run an in-home daycare or want to learn more about child development, these online trainings are perfect for teachers or hopeful childcare professionals, alike.
- Child Development

**Writing**
- Careers in writing are difficult to break into, even if you have a degree in writing studies. These online writing courses will teach you specialty careers and techniques to give you an edge within the industry.
Complete ALL your state-required CE online through Online Training Institute (OLT). PBSC has joined with OLT a provider of Continuing Education for Insurance agents, to deliver all of the web-based courses you need to renew a single license in Life/Health, Property and Casualty, Adjuster, LTC/LTC Partnership, and Title. Getting Started is Easy!

palmbeachstate.oltraining.com/

**Continuing Education**
- FL - 6-hour Law and Ethics - Life and Health (2016-2017)
- FL - 6-hour Law and Ethics - Property and Casualty 2016-2017 (King)
- Florida - 8-hour Course - 5-hour Law and Ethics Update for Adjusters (6-20) & 3-hour Optional for Adjuster
- Florida - Health Insurance (CE)
- Florida - Property and Casualty - Personal Lines (6hrs CE)
- Florida - Property and Casualty Insurance - Commercial Lines (6hrs CE)
- Florida - Property and Casualty Insurance CE (14 hrs. CE)
- Florida - Hurricanes Impact on Insurance (CE)
- Florida - National Flood Insurance Program (NFIP) (CE)
- Florida - Premium Discounts Mitigation Options (Wind) (CE)
- Florida - Medicare Today (CE)
- Florida - Suitability of Annuity and Life Insurance Transactions for Seniors (CE)
- Florida - Senior Suitability - Annuity and Life Insurance Transactions for Senior (CE)

**Real Estate**
- Real Estate Appraiser Pass Prep Course
- Florida - Real Estate Sales Associate Pass/Prep - Cram Course

**Pass/Prep and Practice**
- Florida Life, Health & Annuity Pass Prep
- Florida - 2-20 Pass Prep Course (Donovan)
- Florida - Property & Casualty Pass Prep Course
- Life, Health & V.A. Practice Exam Generator
- Life, Health & V.A. Practice Exam Plus
- Life, Health & Annuity Tutorial
- Florida 2-20 and 20-44 Agent Practice Question Generator

**Professional Development**
- Building a Professional Image (What you say before you speak)
- Building Business Relationships - The Series
- Managing the Social Security Maze
- Introduction to Relationship Building
- Targeting Your Market
- Effective Business Cards
- Work an Event with Ease
- Follow Up is Golden (After the Event)

**Florida Traffic School**
- Basic Driver Improvement
- First Time Driver
- Mature Driver
- Intermediate Driver

For more information, e-mail or visit stateofflorida.com/traffic-school.aspx
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<td>Introduction to Agile Certificate in Agile Project Management Agile Team Challenges Integrating Agile and Waterfall Practices</td>
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<tr>
<td>Communication</td>
<td>Certificate in Business Communications Communicating Collaboratively Effective Business Writing Effective Emails, Memos, and Letters Effective Presentations Effective Public Speaking</td>
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<tr>
<td>Creativity &amp; Innovation</td>
<td>Certificate in Innovation and Critical Thinking Creativity in Teams and Organizations Innovation in Teams and Organizations Introduction to Critical Thinking Personal Creativity</td>
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<tr>
<td>Leadership</td>
<td>Certificate in Leadership Introduction to Leadership Leaders and Work-Life Balance Leading and Managing Change Leading Teams</td>
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<td>- The Manager’s Toolbox - Business Nuts and Bolts - Compliance Challenges - Handling Conflict - Morale and Inspiration - New Leader Challenges - New Manager Challenges - Performance Challenges</td>
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Palm Beach State College offers high quality courses at affordable rates. Corporate and Continuing Education (CCE) courses are offered to meet the needs of the community. Courses are designed to provide training opportunities for individuals wanting to upgrade job skills or explore new career fields. CCE courses are non-credit and reach beyond the traditional offerings of the College.

Visit us on the web or call 561-868-3700 for more information.

PalmBeachState.edu/CCE
561-868-3700

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