SPRING 2017
Course Description Catalog

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• WELDING

For more information, call 561-868-3700 www.PalmBeachState.edu/CCE
## American Heart Association

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 Provider (CPR) AHO0123

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. Current textbook is required for this class.

### BLS Renewal AHO0124

This course is designed to update and renew health professionals in BLS. You must have a current American Heart Association BLS Provider card and bring it with you to class. Current textbook is required for this class.

### PALS Provider AHO0481

Via didactic and experiential teaching methods, students learn to recognize and provide emergency care for respiratory failure, shock and cardiopulmonary arrest. Students rotate through BLS, advanced airway, vascular access, fluid therapy medication and rhythm disturbance and management stations. Current textbook is required for this class.

**Prerequisites:** Participants must be proficient in performing child & infant BLS skills using the current AHA Guidelines; reading and interpreting ECG rhythm strips; and knowing basic resuscitation pharmacology. Participants must complete and pass the pre-course self-assessment with a score of 70% or higher.

### ACLS Provider AHO0033

The ACLS Provider course is designed for health care providers who either direct or participate in the management of cardiopulmonary arrest or other cardiovascular emergencies. EKG recognition is an essential element of the ACLS course, and participants will be responsible for the identification and interpretation of EKG rhythms. Prerequisites: Participants must be proficient in performing high-quality BLS skills, reading and interpreting electrocardiograms, understanding ACLS drugs, and bag-mask ventilations. Participants must complete and pass the Pre-course Self-Assessment with a score of 70% or higher.

## Health Information Management

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Documentation Improvement Professional (CDIP) Prep HIO0001</td>
<td>This AHIMA certification recognizes knowledge and competence in clinical documentation for patient health records. The course covers clinical and coding practice, leadership, record review, document clarification, CDI metrics and statistics, compliance, and research and education.</td>
</tr>
<tr>
<td>Certified Health Data Analyst Exam Prep (CHDA) HIO0002</td>
<td>This AHIMA certification validates expertise in health data analysis, including the ability to manage, interpret and transform health care data into accurate, consistent and timely information. The course focuses on data management, data analytics and data reporting.</td>
</tr>
<tr>
<td>Certified in Healthcare Privacy &amp; Security (CHPS) Prep HIO0003</td>
<td>This AHIMA certification signifies proficiency in designing, implementing and administering privacy and security protection programs in health care organizations. The course details management and administration of privacy and security programs, ethical, legal and regulatory issues, IT safeguards, incident investigation, and compliance and corrective action.</td>
</tr>
<tr>
<td>Certified Professional in Healthcare Quality Exam Prep (CPHQ) HIO0004</td>
<td>This course is designed as an advanced training course to prepare professionals for the Certified Professional in Healthcare Quality certification through the National Association for Healthcare Quality (NAHQ). The course will cover relevant and up-to-date information including: management and leadership, information systems, performance quality measurement and improvement, and patient safety.</td>
</tr>
<tr>
<td>ICD-10 For Physicians HIO0005</td>
<td>Previous experience coding and a knowledge of anatomy and physiology is required for this course. This course prepares the student to use this new alphanumeric system in the outpatient setting. This online course covers new documentation requirements, updated coding guidelines, and coding case studies.</td>
</tr>
<tr>
<td>ICD-10-CM For Facility Coders HIO0006</td>
<td>Diagnosis coding for inpatient and hospital outpatient settings</td>
</tr>
<tr>
<td>ICD-10-PCS Coding HIO0007</td>
<td>Learn the new seven-character/digit, alphanumeric Procedure Coding System for the hospital inpatient setting</td>
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## Radiography

### Vascular Interventional Technology XRO0190

This course provides preparation for Registered Technologists in angiography and interventional procedures, including operation of vascular imaging equipment, anatomy, procedures, patient care, pharmacology and pathology.

## Child Care First Aid & CPR

### Child Care First Aid & CPR HEO0106

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.
### EKG FOR HEALTH CARE PROFESSIONALS

**EKG for Healthcare Professionals**  
HO00131

This course is an introduction to EKG monitoring, rhythm interpretation and 12-lead EKG concepts intended for the health care professional. Basic knowledge of anatomy and physiology is required for successful course completion. Clinical correlation to patient care will include discussions of the pathophysiology and hemodynamics of various cardiac rhythms as well as treatment options. Also included is the use of 12-lead equipment, recognition of patterns of myocardial infarction and recognition of patterns that may mimic acute M.I. Current BLS Provider certification and course textbook are required.

### NURSING

**RN Refresher - Part 1**  
NSO0204

Didactic and lab skills component of the RN Refresher training. The course is intended for the RN who has been out of the acute care setting for a period of 3 years or more who would like to re-enter practice. Focus is on the medical-surgical adult patient. Course provides a review of previously learned theory while updating practice techniques using current technology. This course is a hybrid with online coursework and in-person lab sessions. The RN Refresher program includes both didactic/lab skills (Part 1) and clinical components (Part 2). Participants must successfully complete Part 1 prior to continuing on to Part 2. Successful completion of both components is recommended for re-employment into the medical-surgical setting. Prerequisites: Proof of current licensure as a Registered Nurse in the State of Florida and current AHA BLS Provider certification.

**IV Therapy For LPNs**  
NSO0599

This course is designed for the LPN needing to gain a working knowledge of the fundamentals of IV Therapy. Topics covered include: the role of the clinician guided by the Nurse Practice Act, pertinent anatomy and physiology and site selection, infection control/biohazard waste compliance, types of catheters available along with their recommended usage, preparing for and performing venipuncture, recommendations regarding types of dressings and timeframe for dressing changes, proper documentation maintaining catheter patency, relationship between IV therapy and the body’s hemostatic and regulatory functions, formulas used to calculate fluid and drug administration rate, nursing care of the patient receiving: drug therapy, blood and blood components, parenteral nutrition, fluid for hydration, applied learning of knowledge learned in practice.

**Phlebotomy**  
MLO0190

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

**Local Anesthesia - Part A**  
DSO0138

Didactic component of Local Anesthesia Administration for Florida Licensed Dental Hygienists training. This course was 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 B**  
DSO0139

Clinical component of Local Anesthesia Administration for Florida Licensed Dental Hygienists training. Participants must bring copy of current Florida Dental Hygiene license and copy of current BLS Provider card (copy both sides of card. Card must be signed) to first day of clinical. This course was 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.

**Dental Radiography**  
DSO0135

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).
## COSMETOLOGY

**Aromatherapy Intro TIO0976**
Learn how to relax or energize your client. Increase your retail sales. The process of smelling begins with the olfactory receptors. Smells can induce pleasure and trigger memory. Aromas are now used in medicine, retail and the beauty business. (4 hours)

**Makeup Essentials & Beyond TIO0960**
Add to the skills received in your licensing program—Using the basic beauty building blocks- put them back together to create a polished final look. Some of the topics include will be client consultation, essential tools, product knowledge and selection, color choices, prepping the canvas, and make-up theory and application techniques. (16 hours)

**Skincare Ingredients TIO0963**
Learn about cosmetic ingredients used in skin care products! Learn the functions and chemical names of main base ingredients like emollients and active ingredients like peptides so that you can identify them on skin care packaging, evaluate the effect of the product and accordingly recommend the right product to your client. Get deep knowledge about how the ingredients work in the skin and why!

**Facial Techniques - Advanced Tips & Tricks TIO0966**
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 available on the market to enhance the results of the facials and to change up facial routines to keep yourself and your customers excited. Efficacy and excitement are great tools to maintain returning customers.

**Microdermabrasion - How and Why it Works! TIO0976**
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. (4 hours)

**Hair Braiding License Prep TIO0958**
Become a licensed, professional Hair Braider. In a short time you will gain the skills needed in a profession that is very profitable. You will learn the theory, practical and safety skills needed to braid. Practical braids included. This course meets state required guidelines. No experience needed! (20 hours)

**Body Wrapping State License Prep TIO0957**
Become a body wrapping licensed practitioner! This course will provide you with the proper procedures involving herbal and mineral wraps. Body wrapping teaches the ancient technique of body sculpting and accelerated ways to lose inches. Course includes lecture, state laws and hands on instruction. Upon successful completion of this course you may apply for a license to practice body wrapping from the State of Florida Department of Business and Professional Regulation.

## CONSTRUCTION

**Construction Drawings Intro - Reading and Interpretation TIO0750**
Learn to understand and read construction drawings (blueprints). In this introductory course, the student will become familiar with lines, views and dimensions and be capable of reading and understanding basic construction drawings. Topics include: identifying basic print symbols, how to use the architect’s scale, construction codes, interpretations of print information, and verbally expressing the construction drawing instructions. (18 hours)

**Estimating for Construction Intro TIO0755**
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 calculations, 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. (18 hours)

**Florida Contractors License Exam Prep TIO0700**
Interested in getting your State of Florida Contractor’s license? This course will help to prepare candidates to take the State of Florida General, Building and Residential Contractor’s License Examinations. Course contents include information for all three sections of the two-part exam: Part 1 - Business and Finance, Part 2 - Contract Administration and Project Management. Included are in-class discussions, homework assignments, practice sessions and practice examination. (48 hours)

For more information, call 561-868-3700 or visit www.PalmBeachState.edu/CCE
## Welding

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<tr>
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<tbody>
<tr>
<td>Welding Stick</td>
<td>Interested in learning to weld? This is an introductory course that will provide you with the knowledge, skills, and abilities to demonstrate the safe use of welding shop hand tools and equipment used during basic Shielded Metal Arc Welding (Stick). Basic oxyfuel gas cutting/welding processes will be used. (18 hours)</td>
</tr>
<tr>
<td>Welding Aluminum (TIG)</td>
<td>Advance your aluminum welding skills in this GTAW for aluminum course. Progress your skills by learning safe welding exercises to include “T” &amp; lap joints. Hands on exercises using Gas Tungsten Arc Welding. (18 hours)</td>
</tr>
<tr>
<td>Welding Aluminum (MIG)</td>
<td>Take your welding skills to a new level. Learn advanced welding techniques in Gas Metal Arc Welding (GMAW) for aluminum; Course will utilize a spool gun for GMAW welding process. Student will learn proper set up of GMAW welding equipment. Hands on welding will include exercises of &quot;T&quot; &amp; lap joins/stringer &amp; fillet welds. (18 hours)</td>
</tr>
<tr>
<td>Welding Carbon Steel (TIG)</td>
<td>Want to learn the basic of Gas Tungsten Arc Welding (TIG)? Procedures include stringer &amp; weave beads on carbon steel while practicing the hand techniques of &quot;Walking the cup&quot; and &quot;Lay wire&quot; welding. (18 hours)</td>
</tr>
<tr>
<td>Welding Carbon Steel (MIG)</td>
<td>Learn the basic use of Gas Metal Arc Welding (GMAW), while safely performing identified techniques utilizing the industries newest technology &amp; machines. Students will perform fillet welds on carbon steel in numerous weld positions. (18 hours)</td>
</tr>
<tr>
<td>Welding AWS Certification</td>
<td>AWS certifications are the industry standard. This course includes 4 hrs. of practice time with an instructor and 4hrs for testing. Students will safely perform the identified welding techniques using the necessary tools, equipment and personal protective equipment. Numerous AWS certifications are available including SMAW and GTAW processes.</td>
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## Water & Wastewater Treatment Operator

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Wastewater Treatment Plant Operator “C” LEVEL</td>
<td>Students are trained in the practical aspects of operating and maintaining wastewater treatment plants, emphasizing safe practices and procedures. Part 1 and Part 2 are the prerequisite courses for taking the State’s Class “C” Water Treatment Operator License Exam. (160 hours total, 80 hours each part)</td>
</tr>
<tr>
<td>Water Treatment Plant Operator “C” LEVEL</td>
<td>Learn to safely and effectively operate and maintain drinking water plants. Information is presented on the importance and responsibilities of a water treatment plant operator, sources of water, reservoir management, and intake structures. Part 1 and Part 2 are the prerequisite courses for taking the State’s Class “C” Water Treatment Operator License Exam. (160 hours total, 80 hours each part)</td>
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## Drafting

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<tbody>
<tr>
<td>AutoCAD Intro</td>
<td>Join us and learn about the new and enhanced tools that make AutoCAD a designer’s dream. Learn to use Autodesk AutoCAD software, the industry standard for computerized drafting. Upon completion of this course, the student should be able to create a basic 2D drawing using drawing and editing tools, organize drawing objects on layers and add plot. (25 hours)</td>
</tr>
<tr>
<td>AutoCAD Intermediate</td>
<td>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. Prerequisite: CPO 0325 or equivalent knowledge. (15 hours)</td>
</tr>
<tr>
<td>Revit Architectural Drafting Intro</td>
<td>Learn to use Autodesk Revit, fully parametric architectural 3D design software. By using Autodesk Revit you will learn to design the same way the professionals do. This course teaches you to create a 3-dimensional model of a residence, and print the floor plan and elevations of the building. Prerequisites: Basic computer skills. AutoCAD skills are helpful. (30 hours)</td>
</tr>
<tr>
<td>Revit Architectural Drafting Intermediate</td>
<td>Intermediate Revit teaches how to automate creation of schedules and sections by taking advantage of the parametric features. Learn how Revit’s building information model prevents errors in architectural drawings, how to create and print photo realistic renderings of a model, and to print a whole set of drawings. Prerequisite: TIO0380. (30 hours)</td>
</tr>
<tr>
<td>Revit BIM Intro</td>
<td>Expand your Revit skills! Design professionals, construction and facilities managers - Learn how to utilize BIM (Building Information Modeling) to create 2D CAD drawings that represent a virtual building model including data on costs, product installation instructions, code compliance, and more. BIM makes it possible to collaborate with design, construction and facilities managers in real time. Use BIM to study building energy usage and track recycled materials.</td>
</tr>
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**BUSINESS**

- **Entrepreneurship BEO0152**
  Everything you need to know about starting a small business, from writing a business plan to launching your new venture. Find out if you have what it takes to be a successful entrepreneur. Learn to define and articulate your business objectives to formulate successful business plans and strategies. Navigate through the maze of business decisions and alternatives to identify, focus and design the best course of action for your business.

- **Technical Writing Principles BEO0385**
  What is the difference between technical writing and other types of writing? Come and learn the answer! In this hands-on interactive classroom course you will learn how to develop and write effective technical reports for any type of industry.

- **Grant Writing Made Easy BEO0381**
  This workshop is appropriate for non-profit as well as for-profit organizations. You will learn the finer points of grant writing thus enabling a proposal or application to be more competitive. This workshop is a hands-on experience where participants develop a program, practice pre-writing exercises, write sections of a proposal, and review peer’s writing and budget exercises.

- **Enrolled Agent Prep - Part I BEO0386**
  This course will prepare students for Part 1, Individual Taxation, of the Special Enrollment Examination, required to become an Enrolled Agent. Topics will include collecting and assessing taxpayer data, identifying income and assets, understanding deductions and credits, and advanced subjects in individual taxation. In addition, students will work with practice questions for the exam. Prerequisite: Taxation of Individuals 1 and 2 or similar taxation background.

- **Enrolled Agent Prep - Part III BEO0388**
  This course will prepare students for Part 3, Representation, Practice and Procedures, of the Special Enrollment Examination, required to become an Enrolled Agent. Topics will include requirements to practice before the IRS, representation procedures, ethics rules, research, and advanced representation topics. In addition, students will work with practice questions for the exam. Prerequisite: Taxation of Individuals 1 and 2 or similar taxation background.

- **Retirement to Passport BEO0389**
  You’ll learn how to integrate important concepts to help you prepare for retirement. In addition, you will find out how to fight off the effects of inflation, avoid unnecessary taxes, and protect yourself from the potentially devastating costs associated with long-term care expenses. You’ll receive a 145-page workbook that contains current information about financial concepts and tools. Through hands-on class examples, exercises, and case studies, you’ll discover how to take control of your finances and position yourself for a brighter financial future.
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<tbody>
<tr>
<td>Intensive English 1 LGO0113</td>
<td>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.</td>
</tr>
<tr>
<td>Intensive English 2 LGO0114</td>
<td>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.</td>
</tr>
<tr>
<td>Intensive English 3 LGO0115</td>
<td>Build your high intermediate to advanced 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.</td>
</tr>
<tr>
<td>Intermediate Conversation LGO0101</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.</td>
</tr>
<tr>
<td>Advanced Conversation LGO0102</td>
<td>This course is designed for non-native English speakers at an advanced level who want to improve their oral communication and overall fluency in order to communicate better at work and in daily situations. Ten essential model conversations and unique &quot;Discussion Builders&quot; provide a wide array of conversation strategies for developing confident, competent communication. Discussion will focus on contemporary and daily topics as well as on situational English for specific situations.</td>
</tr>
<tr>
<td>Pronunciation LGO0100</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.</td>
</tr>
<tr>
<td>Intermediate Grammar LGO0103</td>
<td>Expand your current language skills using intermediate grammatical structures in workplace situations, general everyday conversations, and in writing. Key grammatical points covered will include verbs, pronouns, count/non-count nouns, adjectives, adverbs, gerunds, infinitives, comparatives/superlatives, passive voice, articles and other/another.</td>
</tr>
<tr>
<td>Advanced Grammar LGO0104</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.</td>
</tr>
<tr>
<td>TOEFL Preparation LGO0106</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.</td>
</tr>
<tr>
<td>Intro to Portuguese LGO0107</td>
<td>This course presents basic Brazilian Portuguese for social settings, business, or travel. Students will learn general conversation topics, vocabulary, and expressions for everyday situations along with Brazilian cultural issues of interest and importance.</td>
</tr>
<tr>
<td>CS Community Spanish LGO0105</td>
<td>Connect with your Spanish-speaking clients, co-workers, and community with Community Spanish! With this quick, easy approach, you’ll rapidly learn key words and phrases used most frequently in routine, daily communications. Your new Spanish language skills will help you expand your impact with the diverse communities and customers of South Florida; increase workforce productivity, safety and employment options; and enhance your professional and personal communication effectiveness. This course uses a non-academic and non-grammar approach that requires no prior knowledge of Spanish.</td>
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Don’t see what you need in this schedule?

We offer customized training and deskside coaching.

Training can be offered one-on-one or for a group.

Contact us to arrange the training you need.

Contact us at 561-868-3700
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<tr>
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<tbody>
<tr>
<td>CWO00164</td>
<td>PowerPoint: Create</td>
<td>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!</td>
</tr>
<tr>
<td>CWO0197</td>
<td>PowerPoint Pizzazz</td>
<td>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. Class size is limited so enroll now!</td>
</tr>
<tr>
<td>CWO00115</td>
<td>Excel Basics</td>
<td>This course teaches students how to create, modify and format worksheets; work with toolbars, formulas ranges and functions; and format and print work-sheets.</td>
</tr>
<tr>
<td>CWO0116</td>
<td>Excel Intermediate</td>
<td>Prerequisite: Excel Basics Manage and work with large worksheets with confidence! Create hyperlinks; split worksheet windows; set print options; use Office templates and create custom templates; set passwords; use linked formulas; attach digital signature; create tables and outlines; create SmartArt; and more.</td>
</tr>
<tr>
<td>CWO0245</td>
<td>Photoshop Fundamentals</td>
<td>This course introduces students to the fundamentals of image editing using the latest version of Photoshop. The focus is on basic tools for creating graphic images, retouching of images, color correction in photographs or artwork, using layers and filters to create composites, and preparing images for output either on the web or for print. Hands-on computer usage.</td>
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For more information, call 561-868-3670 or visit www.PalmBeachState.edu/IEECE
GLOBAL SIX SIGMA CERTIFICATIONS

Six Sigma is a set of techniques and tools for process improvement. It aims to improve the quality output of process by identifying and removing the causes of errors and minimizing variability in manufacturing and business processes. It uses a set of quality management methods (empirical and statistical) which creates a special infrastructure of people within an organization. Each Six Sigma project carried out within an organization follows a defined sequence of steps and quantified value targets.

Six Sigma Yellow Belt Certification TIO0492

The Six Sigma Yellow Belt provides students with an introductory understanding of the fundamentals of Six Sigma.

Six Sigma Green Belt Certification TIO0493

The Six Sigma Green Belt provides students with the knowledge and skills needed to form and facilitate Six Sigma teams and manage basic Six Sigma Projects. Students will engage and learn the ability to implement tool and best practices used to lower costs and improve quality within their organization.

Six Sigma Black Belt Certification TIO0494

The Six Sigma Black Belt provides students with the knowledge and skills needed to manage advanced Six Sigma projects. Six Sigma Black Belt students will return to their organizations to lead organizational wide projects. Students will learn to lead using statistical analysis software to reduce costs and improve quality. In addition, they will be able to mentor Six Sigma Green Belts within their organization.

PROJECT MANAGEMENT PROFESSIONAL (PMP)

Project Management Professional (PMP) Exam Preparation Course Certification HRO0192

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.

Introduction to Project Management Principles and Practices HRO0289

Project Management is an in-demand skill set and one of the fastest growing professional disciplines in North America. This project management training session is an accelerated eight hour session offering you the opportunity to learn the core essential tools required to be successful as a Project Manager. Using Project Management tools and techniques help break down the chaos of an overwhelming workload into manageable elements by following a process of initiating, planning, executing, monitoring and controlling and closing a project. Core essential project management tools and methodologies will be defined to help you manage the initiating, planning, executing, monitoring and controlling and closing out of a project. During this session you will be introduced to the basic concepts of project management and an overview of some of the tools and techniques from the Project Management Body of Knowledge (PMBOK).

GLOBAL FINANCE CERTIFICATIONS

Certified Financial Planner ™ (CFP®) Certification BEO0401 BEO0402 BEO0403

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. This program provides the participants with a broad knowledge in financial planning and satisfies the educational requirements to sit for the CFP® Certification Examination. Certified Financial Planner Board of Standards, Inc. owns the certification marks CFP®, CERTIFIED FINANCIAL PLANNER™ and federally registered CFP (with flame design) ® in the U.S., which it awards to individuals who successfully complete initial and ongoing certification requirements.

Course content consists of the following modules:
Module 1: General Principles of Financial Planning (38 hours)
Module 2: Insurance Planning (38 hours)
Module 3: Investment Planning (38 hours)
Module 4: Income Tax Planning (38 hours)
Module 5: Retirement Planning (38 hours)
Module 6: Estate Planning (38 hours)
Module 7: Capstone (45 hours)
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<td><strong>Leadership Boot Camp Certification</strong>&lt;br&gt;BEO0409</td>
<td>The 3-day, goal focused, outcome-driven seminar will help your leadership skills make a quantum leap to the next level of performance, productivity and effectiveness as a leader. Participants will create their own personal leadership philosophy, become a better leader and master the skills that can help improve your business/organization results and accelerate your career. Participants of this course will bring what they have learned into every day, real-life scenarios in any type of work environment. Participants will learn about their own leader profile, goal setting, leader’s compass, communicating as a leader, motivating people, conflict management, managing time, leading productive meetings, leading by coaching and the use of situational leadership (Hersey-Blanchard model).</td>
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<td><strong>Community Association Management (CAM) Pre-Licensure Course Certification</strong>&lt;br&gt;BEO0398</td>
<td>The Community Association Management (CAM) 18-hour pre-licensure course prepares individuals interested in becoming a community association manager. This course meets the necessary hour requirement set forth by the Florida Department of Business and Professional Regulation (FLDBPR) to sit for the state certifying CAM Exam.</td>
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<tr>
<td><strong>Sales Management Certification</strong>&lt;br&gt;BEO0397</td>
<td>A comprehensive course that covers the essential skills and knowledge required to effectively sell in the 21st Century. Participants will learn a variety of concepts to becoming a top-notch, respected sales manager. Focus will be on three main components of selling: A New Way of Selling, Your-Self Marketing System for Lead Generation, and You Have the Leads- Now Get the Sales.</td>
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<tr>
<td><strong>Society for Human Resource Management (SHRM)</strong>&lt;br&gt;HRO0290</td>
<td>Establish yourself as a globally-recognized human resource expert by earning the new standard in HR Certification: SHRM Certified Professional SHRM-CP (TM)) and SHRM Senior Certified Professional (SHRM-SCP (TM)). Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.</td>
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<tr>
<td><strong>SHRM Essentials to Human Resource Management</strong>&lt;br&gt;HRO0291</td>
<td>The SHRM Essentials of Human Resource Management Certificate Program is an introductory course offering a comprehensive overview of the human resource function. The course covers today's most vital and timely topics, including employment law, selecting qualified employees, compensation, orientation and training, and the employee performance process.</td>
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Palm Beach State College is proud to be the host institution for the Florida Small Business Development Center (FSBDC) in Palm Beach County. Professional expertise is available to small business owners and entrepreneurs to help them succeed in both the domestic and international marketplace.

The SBDC @ Palm Beach State invites you to contact our center for consulting and training assistance by calling 561-862-4726 or visiting us at www.palmbeachstate.edu/SmallBusiness

Learn a new skill or improve your current skills

We offer many courses designed to help professionals renew their certification or license, increase their work skills or help them enter a new field. Our high quality and low cost Continuing Education courses are designed to meet the needs in our community and give our students an edge in a very competitive job market. Many of our courses meet the requirements for licensure or certification renewal by a regulatory agency or credentialing body. We can help you prepare for many new professions.
Palm Beach State College is the place for you with Online CCE

Do you have a busy schedule? Do you prefer a self-paced learning style? Or, perhaps you just want to avoid the heavy South Florida traffic, but still want to fuel your mind, add to your professional growth and enrich your career. To meet your needs, we partner with the nation's leaders in online educational training. With a click of the mouse, you can access quality, state-of-the-art, web-based training at your home or office any time of the day or night.

Call: 561-868-3700 for more information.

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Florida Services:
- Florida Boating Course
- Florida Notary Services

Driving School:
- Florida 4 Hour Basic Driver Improvement (BDI & TCAC)
- First Time Driver (D.A.T.A.)
- Florida Mature Driver Program
- Florida 8 Hour Intermediate Driver Improvement (Judge Ordered)

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
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.

www.PalmBeachState.edu/CCE

Registering for Continuing Education Courses

1. Go to www.palmbeachstate.edu/CCE and click on the campus of your choice, or view all CCE courses.
2. Find the course you wish to register for and click the DETAILS link at the end of the line.
3. You will see the class listing in the shopping cart & will be asked if you are a new or returning student.
4. Returning students will be asked for 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). Once logged in, you will be ready to complete your registration and pay for your class.
5. For new students, select new. You will need to fill out the short application to get your Student ID and create a password. Once you have logged in, you can complete the registration process and pay for your class.
6. Pay for your classes at the Cashier’s Office.
7. Download and print the student registration form.
8. Bring the completed form with payment in full to the Registration Office at any of 4 campuses locations.

Students who wish to register in person for CCE Courses

1. Go to www.palmbeachstate.edu/CCE and click on the campus of your choice, or view all CCE courses.
2. Find the course you wish to register for and click the DETAILS link at the end of the line.
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Do not forget to pay for the class by the payment due date to avoid being dropped for nonpayment.