

Broward UP Workforce Training Courses

With support from the College's Critical Occupation Response through Education (CORE) grant and the Broward UP Program Fund, the first phase of Broward UP programming consists of noncredit courses leading to certificates and industry certifications in multiple high-demand areas.

The following courses have been available to Broward UP Communities since the launch of Broward UP:

Current Options	Descriptions
Lean Six Sigma White Belt <i>(1-day course)</i>	<p>This course covers the basics of the Lean Six Sigma methodology (process improvement and business excellence) practiced by many Fortune 500 corporations and their suppliers. The core of Lean Six Sigma is to foster a culture of continuous improvement for companies to maximize their performance in critical areas. The hands-on activity of this course provides participants a chance to apply basic Lean Six Sigma process mapping and improvement methodology. Develop fundamental skills to support process improvement projects at your organization through the proven steps of DMAIC (Define, Measure, Analyze, Improve, and Control), designed to reduce waste while increasing satisfaction among customers.</p>
Lean Six Sigma Yellow Belt <i>(1-2 day course)</i>	<p>Learn Six Sigma concepts, strategies, tools, and techniques used in process improvement projects. Course modules explain key foundational Six Sigma steps, DMAIC methodology, and demonstrate how a Six Sigma approach can benefit organizations in varied business sectors. Develop skills to support process improvement projects as either a Project Leader or as a Team Member. This is a Yellow Belt Preparation Course.</p>
Microsoft Excel Certificate <i>(1-day course)</i>	<p>This course is designed to prepares you for the workforce demands as you become proficient with Microsoft Excel. Upon successful completion you will be able to: create and format a worksheet; create formulas; manipulate and calculate data with advanced formulas, create and modify tables, present data with charts, analyze data using PivotTables, customize data, work with multiple workbooks, import and export data.</p>
Microsoft Excel Data Analysis Introduction <i>(1-day course)</i>	<p>Analysis of data is a process of inspecting, cleaning, transforming, and modeling data with the goal of discovering useful information, suggesting conclusions, and supporting decision-making. After learning and using the data table function in Excel it will allow you to perform a comparative analysis of the available values.</p>

Project Management Introduction (1-2 day course)	Spark your interest in a Project Management career. In this hands-on introductory course, you will gain a working understanding of the Project Management Process and Project Lifecycle. Course covers: project documentation, managing multiple projects, portfolio management, planning, scheduling, estimating, time management, tracking and control, communication, and more. This course is for beginners hoping to break into the Project Management field, anyone currently working on large projects or exploring additional training on PM.
Project Management Execution (1-2 day course)	Create a culture of execution embedding four basic disciplines into your organization. This course is designed to prepare to introduce you to the 4 Disciplines of Execution and guides you to establish a clear line of sight to your wildly important goals. The 4 Disciplines of Execution: Manager Certification is not just for business management strategy, but to help managers create actual work plans focusing on the Wildly Important, acting on the Lead Measures, keeping compelling Scoreboard, and creating a Cadence of Accountability.
Supply Chain Management Principles (5-week course)	The Supply Chain Management Principles certification track is a great place to start and is considered to be a 'launch pad' to begin your supply chain educational and certification process. It provides a high-level overview of each of the functions in the supply chain process.
Supply Chain Management Customer Service Operations (5-week course)	This certification track discusses the basics of customer service; sound communications; advice for dealing with challenging customers; the customer order and return processes (reverse logistics); jobs in customer service; and legal concerns.
Comptia A+ Beginner Information Technology Course (12-week course)	This course provides participants with the knowledge required to assemble components based on customer requirements; install, configure and maintain devices, PCs and software for end users; understand the basics of networking and security/forensics; and properly and safely diagnose, resolve and document common hardware and software issues while applying troubleshooting skills. Successful candidates will also provide appropriate customer support; understand the basics of virtualization, desktop imaging, and deployment. (12 weeks, 2 Sessions per week)

In spring 2020, we are expanding course options to include QuickBooks, PM Risk Management, PM Scheduling, MS Office, Mini MBA, and several Health Science concentrations.