



September 23, 2020

TO: DISTRICT BOARD OF TRUSTEES
OF VALENCIA COLLEGE

FROM: SANFORD C. SHUGART
President

RE: CONTINUING EDUCATION COURSES

The President recommends that the District Board of Trustees approve the following Continuing Education courses:

Course Area	Course Number	Course Title	Fee
CNB	6020	Medical Office Specialist	\$4,350.00
BCP	7587	Trench Safety Competent Person	\$200.00
BCP	7588	Confined Space Competent Person	\$250.00
BCP	7589	Fall Protection	\$250.00
BCP	7590	Qualified Rigger and Signal Person	\$350.00
CNP	7139	Advanced Business Writing	\$249.00
CNB	6027	The Art of Interviewing	\$299.00
CNB	6028	Powerful Presentations	\$319.00
CNB	6029	Leading Through Crisis	\$299.00
CNB	6030	Strong Start	\$299.00
CNB	6031	Microsoft Outlook – Tips & Tricks	\$299.00
CNB	6032	IT/Network Support Specialist	\$7,500.00
CNB	6033	Commercial Driver's License Testing	\$400.00
CFT	7137	Fire Inspector Refresher	\$69.00

RECOMMENDED ACTION:

The President recommends that the District Board of Trustees of Valencia College approve the Continuing Education courses, as presented.

President