

# SCHOOL OF BUSINESS



## College Credit Courses Spring 2009-2

16-Week Classes: From Tuesday 01/05/10 to Friday 04/30/10

Course	Title	REF.#	Day/Time	Professor
ACG2001	Principles of Accounting 1	549347	MWF 10:00-10:50 a.m.	F. Sanchez
ACG2001	Principles of Accounting 1	549349	TR 9:50-11:05 a.m.	B. Sadler
ACG2001	Principles of Accounting 1	549348	R 5:40-8:10 p.m.	J. Guzman
ACG2001L	Principles of Accounting 1 Lab	549352	TBA	A. Cruz
ACG2011	Principles of Accounting 2	556408	T 5:40-8:10 p.m.	J. Guzman
ACG2011	Principles of Accounting 2	549353	TR 8:25-9:40 a.m.	C. Balmori
ACG2011L	Principles of Accounting 2 Lab	549355	TBA	A. Cruz
ACG2021	Financial Accounting	554660	MWF 10:00-10:50 a.m.	M. Knapp
ACG2021	Financial Accounting	554661	MWF 11:00-11:50 a.m.	W. Imhoff
ACG2021	Financial Accounting	549356	TR 9:50-11:05 a.m.	C. Balmori
ACG2021	Financial Accounting	549359	T 5:40-8:10 p.m.	R. Vega
ACG2021L	Financial Accounting Lab	549365	TBA	A. Cruz
ACG2071	Managerial Accounting	549368	TR 9:50-11:05 a.m.	M. Knapp
ACG2071	Managerial Accounting	554662	MF 12:00-1:15 p.m.	C. Balmori
ACG2071	Managerial Accounting	549370	M 5:40-8:10 p.m.	P. Simon
ACG2071	Managerial Accounting	549369	T 5:40-8:10 p.m.	R. Vega
ACG2071	Managerial Accounting	549371	MWF 11:00-11:50 a.m.	M. Knapp
ACG2071L	Managerial Accounting Lab	549377	TBA	TBA
BUL2241	Business Law	549563	M 5:40-8:10 p.m.	TBA
ECO2013	Principles of Economics (Macro)	549942	TR 8:25-9:40 a.m.	A. Corrales
ECO2013	Principles of Economics (Macro)	549938	MWF 9:00-9:50 a.m.	P. Henry
ECO2013	Principles of Economics (Macro)	549937	TR 9:50-11:05 a.m.	A. Corrales
ECO2013	Principles of Economics (Macro)	549940	MWF 10:00-10:50 a.m.	P. Henry
ECO2013	Principles of Economics (Macro)	549934	MWF 11:00-11:50 a.m.	M. Sealy
ECO2013	Principles of Economics (Macro)	549935	TR 11:15-12:30 p.m.	J. Foran
ECO2013	Principles of Economics (Macro)	549936	W 5:40-8:10 p.m.	J. Foran
ECO2013	Principles of Economics (Macro)	549939	R 5:40-8:10 p.m.	M. Sealy
ECO2023	Principles of Economics (Micro)	549954	TR 9:50-11:05 a.m.	J. Foran
ECO2023	Principles of Economics (Micro)	554663	MWF 10:00-10:50 a.m.	A. Corrales
ECO2023	Principles of Economics (Micro)	549951	MWF 11:00-11:50 a.m.	A. Corrales
ECO2023	Principles of Economics (Micro)	549952	M 5:40-8:10 p.m.	J. Foran
ECO2023	Principles of Economics (Micro)	549956	T 5:40-8:10 p.m.	P. Henry
FIN2000	Principles of Finance	550127	T 5:40-8:10 p.m.	M. Knapp
GEB1011	Principles of Business	550139	TR 8:25-9:40 a.m.	T. Rusin
GEB1011	Principles of Business	550140	MWF 10:00-10:50 a.m.	T. Rusin
GEB1011	Principles of Business	550142	W 5:40-8:10 p.m.	J. Vazquez
GEB1949	Co-Op Experience 1 (Disney Internship)	556419	TBA	TBA
GEB2112	Introduction to Entrepreneurship	550148	MWF 10:00-10:50 a.m.	TBA
GEB2949	Co-Op Experience 2 (Disney Internship)	556421	TBA	TBA
MAN2021	Principles of Management	550358	MWF 11:00-11:50 a.m.	T. Rusin
MAN2021	Principles of Management	550357	M 5:40-8:10 p.m.	L. Aguirre
MAN2300	Human Resources Mgmt (Disney Internship)	556420	TBA	TBA
MAR1011	Principles of Marketing	550363	TR 9:50-11:05 a.m.	M. Ansoleaga
MAR1011	Principles of Marketing	550364	T 5:40-8:10 p.m.	TBA
MAR1011	Principles of Marketing (Disney Internship)	556423	TBA	TBA
MNA1345	Effective Supervision	550472	W 5:40-8:10 p.m.	C. Pittman
MNA2120	Human Relations in Business (Disney Internship)	556656	TBA	TBA
MTB1103	Business Mathematics	550473	M 5:40-8:10 p.m.	G. Madrazo
MTB1103	Business Mathematics	550474	MWF 9:00-9:50 a.m.	M. Woodard
OST1100	Beginning Keyboarding	550704	MWF 8:00-8:50 a.m.	M. Barake
OST1100	Beginning Keyboarding	550703	M 5:40-8:10 p.m.	F. Etti
OST1100L	Beginning Keyboarding Lab	550705	TBA	S. Poke
OST1110	Keyboarding Applications	555787	MWF 8:00-8:50 a.m.	M. Barake
OST1110	Keyboarding Applications	550706	M 5:40-8:10 p.m.	F. Etti
OST1110L	Keyboarding Applications Lab	550707	TBA	S. Poke
OST1330	Business English	550708	T 5:40-8:10 p.m.	C. Moore
OST1601	Machine Transcription 1	550709	R 5:40-8:10 p.m.	S. Poke
OST1702	Office Procedures 1	550711	MWF 9:00-9:50 a.m.	M. Barake
OST1702	Office Procedures 1	550710	T 5:40-8:10 p.m.	F. Etti
OST1741	Beginning Word Processing	550712	TR 9:50-11:05 a.m.	M. Barake
OST1741	Beginning Word Processing	550713	W 5:40-8:10 p.m.	J. Pusey
OST1741L	Beginning Word Processing Lab	550714	TBA	S. Poke
OST1851	Spreadsheets for the Office	555800	M 12:00-12:55 p.m.	TBA
OST2335	Business Writing	550715	M 5:40-8:10 p.m.	T. Parker
OST2402	Office Procedures 2	550718	T 5:40-8:10 p.m.	F. Etti
OST2602	Machine Transcript 2	550719	R 5:40-8:10 p.m.	S. Poke
OST2760	Advanced Word Processing	555788	W 5:40-8:10 p.m.	J. Pusey
OST2760L	Advanced Word Processing Lab	550721	TBA	S. Poke
OST2930	Office Administration Lab	556440	TBA	S. Poke
QMB2100	Basic Business Statistics	550851	TR 9:50-11:05 p.m.	E. Madiedo
QMB2100	Basic Business Statistics	550852	R 5:40-8:10 p.m.	E. Madiedo
QMB2100L	Basic Business Statistics Lab	550855	TBA	E. Madiedo
TAX2000	Income Tax	550999	TR 11:15-12:30 p.m.	C. Balmori
TAX2000	Income Tax	555155	R 5:40-8:10 p.m.	TBA



**Register Today for  
2009-2 Spring Courses**

Associate in Science (AS)  
and  
Associate in Applied Science (AAS)  
If you are looking for a program requiring specialized study at the college level, select your choice from the following areas:  
A.S. Accounting Technology  
A.S. Business Administration  
A.S. Financial Services  
A.S. Marketing Management  
A.S. Office Administration  
A.A.S. Business Administration

College Credit Certificates  
(Up to 33 specializations to choose from)  
Banking Management, 24 Credits  
Banking Operations, 18 Credits  
Banking Specialist, 12 Credits  
Business Management, 24 Credits  
Business Operations, 18 Credits  
Business Specialist, 12 Credits  
Office Management, 27 Credits  
Office Specialist, 18 Credits  
Office Support, 12 Credits

Vocational Credit Programs  
If you want to enter a career or vocation with short-term training, you can select from the following:  
Accounting Operations  
Administrative Assistant  
Business Supervision and Management  
Legal Secretary

For more information contact :

**School of Business**  
**300 N.E. Second Ave.**  
**Building 3, 7<sup>th</sup> Floor**  
**Room 3704**  
**Phone: 305-237-3151**  
**Fax: 305-237-3802**

**Web site:**  
[www.mdc.edu/business](http://www.mdc.edu/business)

### Banking Classes Spring 2009-2 (Starting date and location vary for each class)

Course	Title	REF.#	Day/Time	Professor
BAN1004	Principles of Banking (01/20/10—Wolfson 5318)	549456	W 6:00-8:40 p.m.	R. Albo
BAN1800	Law and Banking (01/19/10—Continental Bank)	549457	T 6:00-8:40 p.m.	TBA
BAN1155	International Banking	556657	R 6:00-8:40 p.m.	J. Tacoronte
BAN2501	Money and Banking	559984	M 5:40-8:40 p.m.	L. Leon



Miami Dade College  
School of Business  
Wolfson Campus  
300 N.E. Second Avenue  
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### Mini Term Spring 2009-2 College Credit (From Monday 02/08/10 to Friday 04/30/10)

Course	Title	REF.#	Day/Time	Professor
ACG2021	Financial Accounting	549357	S 8:30-11:50 a.m.	P. Simon
ACG2021L	Financial Accounting Lab	549366	TBA	A. Cruz
ACG2450	Microcomputers in Accounting	549378	M 5:40-9:10 p.m.	R. Villar
BUL2241	Business Law I	549562	TR 8:00-9:40 a.m.	TBA
ECO2013	Principles of Economics (Macro)	549941	S 8:30-11:50 a.m.	H. Assad
ECO2023	Principles of Economics (Micro)	549955	S 8:30-11:50 a.m.	TBA
GEB1011	Principles of Business	550141	S 8:30-11:50 a.m.	C. Wynter
PUR2003	Public Relations	550848	W 5:40-9:10 p.m.	W. Colon
QMB2100	Basic Business Statistics	550853	S 8:30-11:50 a.m.	TBA
QMB2100L	Basic Business Statistics Lab	550856	TBA	E. Madiedo
SBM1000	Small Business Management	550903	R 5:40-9:10 p.m.	TBA
TAX2010	Business Taxes and Returns	551001	W 5:40-9:10 p.m.	R. Villar

### Vocational Courses Spring 2009-2

Course	Title	REF.#	Day/Time	Professor
ACO0101	Accounting I	551039	R 5:40-8:10 p.m.	W. Imhoff
ACO0751	Income Tax Accounting	551043	T 5:40-8:10 p.m.	F. Sanchez
BUL0243	Business Law I	551117	M 5:40-8:10 p.m.	TBA
MAN0001	Introduction to Management	556406	M 5:40-8:10 p.m.	TBA
MAN0005	Effective Supervision	556405	W 5:40-8:10 p.m.	C. Pittman
MTB0102	Business Mathematics	552376	M 5:40-8:10 p.m.	G. Madrazo
MTB0102	Business Mathematics	552377	MWF 9:00-9:50 a.m.	M. Woodard
OCA0312	Advance Word Processing	555709	TR 9:50-11:05 a.m.	M. Barake
OCA0312	Advance Word Processing	555710	W 5:40-8:10 p.m.	J. Pusey
OFT0712	Beginning Word Processing	555711	TR 9:50-11:05 a.m.	M. Barake
OFT0712	Beginning Word Processing	552382	W 5:40-8:10 p.m.	J. Pusey
OTA0101	Beginning Keyboarding	552386	MWF 8:00-8:50 a.m.	M. Barake
OTA0101	Beginning Keyboarding	552393	M 5:40-8:10 p.m.	F. Etti
OTA0102	Intermediate Keyboarding	555712	MWF 8:00-8:50 a.m.	M. Barake
OTA0102	Intermediate Keyboarding	552394	M 5:40-8:10 p.m.	F. Etti
OTA0105	Advanced Keyboarding	555713	MWF 8:00-8:50 a.m.	M. Barake
OTA0171	Machine Transcription	552399	R 5:40-8:10 p.m.	S. Poke
OTA0303	Writing for Business	551128	R 5:40-8:10 p.m.	T. Parker
OTA0311	Basic Business English	552401	T 5:40-8:10 p.m.	C. Moore
OTA0421	Office Procedures I	555714	MWF 9:00-9:50 a.m.	M. Barake
OTA0421	Office Procedures I	552403	T 5:40-8:10 p.m.	F. Etti
OTA0905	Open Office Technology Lab	555715	F 12:00-2:00 p.m.	TBA
SLS0341	Employability Skills	551140	W 5:40-7:20 p.m.	R. Breiter

### Mini Term Spring 2009-2 Vocational (From Monday 02/08/10 to Friday 04/30/10)

Course	Title	REF.#	Day/Time	Professor
ACO0511	Microcomputers in Bookkeeping and Business	551041	R 5:40-9:10 p.m.	R. Villar
ACO0752	Business Forms	551045	W 5:40-9:10 p.m.	TBA

#### MDC Mission:

*“To provide accessible, affordable, high quality education by keeping the students’ needs at the center of decision-making and working in partnership with its dynamic, multicultural community.”*

### REGISTER ON-LINE

1. Go to the College Website: [www.mdc.edu](http://www.mdc.edu) and click on the icon register for classes on the right.
2. Enter your MDC account and the password you had already created. Then, select the Term *Spring 2009-2*
3. Click on *speed registration*.
4. Click on *use this term*.
5. Under classes to add, input the *reference number (s)*.
6. Enter your *PIN* number and click on *process classes next*, and
7. Click on *view/print my schedule*.

## School of Business

**This Spring, look into the School of Business and see what we have to offer you:**

Essential guidance and tools to succeed in the work force.

- Academic programs in different disciplines, including accounting, business administration, economics, financial services, marketing management, real estate, small business management and office technologies.
- Modern learning programs that can lead to industry certifications.
- Excellent school reputation supported by the high quality of its students, strong record of delivering innovative and excellent programs, and an expert faculty.