Welcome to Miami Dade College’s School of Continuing Education and Professional Development (SCEPD). Our programs serve the greater Miami Dade County and beyond. We encourage you to visit our eight campuses to learn more about our programs and meet with our representatives. There is something for everyone. We offer high-quality classroom and online courses for adults and summer camps for children. SCEPD can train you in the latest workforce programs you need for a promotion or a new job. We offer dozens of courses for you and your family to invest in a new hobby in the arts or athletics. We also train companies of all sizes in customized classes to meet your needs.

**VISION**
To be the premier provider of diverse life-long learning and workforce development experiences for the community.

**MISSION**
The School of Continuing Education and Professional Development’s (SCEPD) mission is to create high-quality workforce training, adult education programs, and personal enrichment courses that are accessible to the community. The School provides innovative educational experiences that are responsive to the needs and interest of the industry and life-long learners of all ages.

### Class Locations
Unless otherwise noted, classes meet at MDC Homestead Campus (address above).

### Register Early!
Great classes are often cancelled due to insufficient enrollment. We recommend registering at least two days before the start of the class. Contact us today to register for your class!

*Fees are subject to change without notice.*

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business and Workforce Training</td>
<td>3</td>
</tr>
<tr>
<td>Technology Institute</td>
<td>3</td>
</tr>
<tr>
<td>Health Care Careers</td>
<td>5</td>
</tr>
<tr>
<td>Child Care Training</td>
<td>4-7</td>
</tr>
<tr>
<td>Language Center</td>
<td>8</td>
</tr>
<tr>
<td>Test Preparation</td>
<td>8-10</td>
</tr>
<tr>
<td>Construction Certification</td>
<td>10</td>
</tr>
<tr>
<td>Registration Information and Form</td>
<td>11</td>
</tr>
</tbody>
</table>
BUSINESS AND WORKFORCE TRAINING

PERSONAL AND PROFESSIONAL DEVELOPMENT

Notary Public Workshop
The Notary Public class is designed to prepare students to be commissioned as a Florida Notary Public. Students will learn the following: Florida Notary laws, powers and limitations, qualifications and application requirements, form completion requirements, required fees, oaths and acknowledgments, duties, procedures and ethics.

$65 | 3 Hours
14477 9/17 Tu 6 - 9 p.m.
14710 11/9 Sa 6 - 9 p.m.

Signing Agent Workshop
You must be a Notary Public to become a Signing Agent. Students completing the course will be able to perform the functions of Mobile Notaries or Signing Agents, who are used by lenders to handle mortgage closings. Signing Agents are not Title Agents.

$100 | 3 Hours
13676 10/15 - 12/15 Tu 6 - 9 p.m.

Notary Public Workshop
The Notary Public class is designed to prepare students to be commissioned as a Florida Notary Public. Students will learn the following: Florida Notary laws, powers and limitations, qualifications and application requirements, form completion requirements, required fees, oaths and acknowledgments, duties, procedures and ethics.

$65 | 3 Hours
14477 9/17 Tu 6 - 9 p.m.
14710 11/9 Sa 6 - 9 p.m.

Personal Income Tax Preparation
Learn the fundamental requirements for filing a personal income tax return. Topics include requirements for filing an income tax return, dependents, taxable and nontaxable income, deductions and exemptions and tax credits. After completing this course, students will be able to complete a typical federal income tax return for individual taxpayers. This class does not use or cover any specific tax preparation software.

$159 | 20 Hours
11847 9/21 - 10/12 Sa 9 a.m. - 2 p.m.
11846 10/15 - 11/14 TuTh 6 - 8 p.m.

TAX PREPARATION
Preparación de Impuestos
Este curso ofrece información básica sobre los impuestos de negocios y los formularios requeridos por el IRS y el estado de la Florida. La clase enfatizará el cumplimiento de los requisitos legales, ahorrando su tiempo y dinero.

$159 | 20 Hours
11847 9/21 - 10/12 Sa 9 a.m. - 2 p.m.

ACCOUNTING APPLICATIONS
QuickBooks Level 1
Learn how QuickBooks makes it easy to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts and statements; track your payable, inventory and receivables; create estimates and generate reports.

$315 | 24 Hours
14490 10/1 - 10/24 TuTh 6 - 9 p.m.

TECHNOLOGY
MICROSOFT OFFICE SUITE
Microsoft Office Basic: Word, Excel and PowerPoint
Learn the basics of Word, Excel and PowerPoint including techniques to merge and import documents with other MS Office modules. This new version will encourage users to share data via the cloud for an easier and accessible experience. (Textbook required)

$279 | 24 Hours
14475 9/28 - 11/2 Sa 9 a.m. - 1 p.m.

The cost of these non-credit programs is not funded by the state of Florida. The fees charged to students cover the cost of instruction.
HEALTH CARE CAREERS

CERTIFICATION PREP COURSES

Certified Nursing Assistant (CNA) Test Prep
The CNA Test Preparation provides students with the basic nursing care skills (i.e., personal and restorative care) needed to prepare for the state exam and work with patients according to predefined guidelines. This 90-hour course focuses on obtaining basic patient care skills, including vital signs, documentations, activities of daily living, body mechanics and basic medical terminology. Students will have experience in the classroom and campus nursing lab. This class is intended for students who will be taking the state exam. Students must be 18 years of age or older.

$779 | 90 Hours
11942 9/7 - 11/23 SaSu 9 a.m. - 1 p.m.

EKG COURSES

EKG Technician Certification
Students will learn about the cardiac and vascular systems, communication skills, human anatomy and physiology, medical terminology, patient care techniques, interpretation of monitoring and testing results and medical instrumentation. While performing noninvasive procedures, an Electrocardiography Technician (EKG Technician) analyzes the rhythm of the heart; and provides a systematic analysis of the rate of the atrial and ventricles, P-waves, P-R interval, QRS complex and others.

$799 | 75 Hours
11943 9/14 - 11/23 Sa 9:00 a.m. - 4:30 p.m.

CPR FOR HEALTH CARE PROVIDERS

CPR-BLS for Health Care Providers
The Basic Life Support course is designed to teach the skills of CPR (cardiopulmonary resuscitation) for victims of all ages, including ventilation with a barrier device, a bag-mask device and oxygen; use of an automated external defibrillator (AED); and relief of foreign-body airway obstruction (FBAO). This course is intended for participants who provide health care to patients in a wide variety of settings, inside and outside of a hospital. The course is also designed for anyone who is required to take a health care provider course for employment.

$89 | 6 Hours
11944 9/21 Sa 9 a.m. - 3 p.m.
11945 11/16 Sa 9 a.m. - 3 p.m.
11946 12/14 Sa 9 a.m. - 3 p.m.
13438 10/19 Sa 9 a.m. - 3 p.m.

HEARTSAVER-CPR/First Aid
The purpose of this course is to provide the layperson with the knowledge, skills and practice to successfully provide resuscitation to a victim and apply first-aid skills inside and outside a hospital setting.

$89 | 8 Hours
11947 9/22 Su 9 a.m. - 5 p.m.
11948 11/17 Su 9 a.m. - 5 p.m.
13439 10/20 Su 9 a.m. - 5 p.m.

Understanding Developmentally Appropriate Practice (UDAP)
The goal of this course is to provide child care caregivers with an overview of what developmentally appropriate practice is and why it is important to practitioners in the field.

$49 | 5 Hours
12425 11/2 Sa 9:00 a.m. - 2:30 p.m.
12426 12/5 Th 5:00 - 10:15 p.m.

30 Hours Child Care Facility Personnel Training
The first course for child care personnel working in a child care facility. The state’s 45-hour training requirement consists of basic training, a five-hour specialized training, (infant-toddler, preschooler, or school-age), a five-hour UDAP (Understanding Developmentally Appropriate Practices) course and a five-hour literacy in-service component. Book is included.

$199 | 30 Hours
11851 11/18 - 11/27 MtW 5:00 - 10:15 p.m.
12423 9/21 - 10/19 Sa 9:00 a.m. - 3:30 p.m.

CHILD CARE TRAINING

30 Horas de Cuidado Infantil en un Centro
Primer curso para trabajadores en centros de cuidado infantil. El requisito de las 45 horas consiste en este curso de 30 horas introductorias, un curso de 10 horas de especialidad que también incluyen en este horario de clases (infantes-párvulos, preescolares, niños de edad escolar o niños con necesidades especiales) y un curso de cinco horas sobre el desarrollo del lenguaje. Libro se distribuye en clase. El costo del libro está incluido en el precio de la clase.

$199 | 30 Hours
11855 9/3 - 9/12 TuWTh 5:00 - 10:15 p.m.
11856 9/21 - 10/19 Sa 9:00 a.m. - 3:30 p.m.
11857 10/1 - 10/7 TuWThF 5:00 - 10:15 p.m.
14105 11/16 Sa 9:00 a.m. - 3:30 p.m.

10 Horas de Prácticas Apropiadas para Niños con Necesidades Especiales
Curso requerido para personas que trabajan con niños incapacitados incluye técnicas para integrar a estos niños en sus respectivos programas educacionales. Requisito para la Credencial de Director. Libro se distribuye en clase. El costo del libro está incluido en el precio de la clase.

$99 | 10 Hours
12427 9/14 - 9/15 SaSu 9:00 a.m. - 2:30 p.m.
5 Horas de Desarrollo del Lenguaje y la Enseñanza de la Lectoescritura (Early Literacy Training)
Este curso le proporcionará las herramientas necesarias para aumentar y acelerar el desarrollo de sonidos, lenguaje y literatura temprana en niños. Descubre nuevas formas para ayudar a que los niños desarrollen habilidades básicas esenciales.

$49 | 5 Hours
11956 9/18 W 5:00 – 10:15 p.m.
11957 10/22 Tu 5 – 6 p.m.
14750 11/15 F 9:00 a.m. – 2:30 p.m.
14771 12/7 Sa 9:00 a.m. – 2:30 p.m.

5 Horas de Prácticas Apropiadas para Infantes y Párvulos
Entrenamiento para trabajadores de centros de cuidado infantil especializados en programas para bebés y niños hasta los 3 años de edad. El libro está incluido.

$49 | 5 Hours
11858 9/17 Tu 5:00 – 10:15 p.m.
11859 11/14 Th 5:00 – 10:15 p.m.

5 Horas de Prácticas Apropiadas para Niños de Edad Preescolar
Entrenamiento para trabajadores de centros de cuidado infantil especializados en programas adecuados para niños de 3 a 5 años de edad. El libro está incluido.

$49 | 5 Hours
15218 12/4 W 5:00 – 10:15 p.m.
11880 10/25 F 9:00 a.m. – 2:30 p.m.

5 Horas Entendimiento de la Práctica Apropiada para el Desarrollo (UDAP)
Obtenga un resumen de las prácticas apropiadas para el desarrollo y aprenda por qué es importante que los profesionales de cuidado de niños aprendan estos conceptos. Este es uno de los cursos que forman parte de las 45 horas requeridas por el Departamento de Niños y Familias.

$49 | 5 Hours
11958 9/16 M 5:00 – 10:15 p.m.
14687 10/24 Th 5:00 – 10:15 p.m.
14688 11/13 W 5:00 – 10:15 p.m.
15219 12/3 Tu 5:00 – 10:15 p.m.

5 Hours Infant-Toddler Appropriate Practices
Trains child care personnel to implement a curriculum specific for children, birth to age 3. Book is included.

$49 | 5 Hours
11852 12/14 Sa 9:00 a.m. – 2:30 p.m.

5 Hours Infant-Toddler Appropriate Practices
This course on early literacy for children age birth to 5 contains four training modules: Introduction to Early Literacy, Language Development in Infants and Toddlers, Relationships and Environments Supporting Language Development and Literacy Resources. This course satisfies the early literacy training requirement for child care professionals in child care facilities, family day care homes and large family child care homes.

$49 | 5 Hours
11955 11/21 Th 5:00 – 10:15 p.m.

The cost of these non-credit programs is not funded by the state of Florida. The fees charged to students cover the cost of instruction.
The freedom of doing it online

Take classes from wherever you are and on your own time! We have partnered with leading online training vendors to offer you a robust schedule of online classes. We invite you to visit our website www.mdc.edu/ce/online to review the classes we offer. If don’t find what you are looking for, please give us a call at 305-237-2543; we might still have it available.

• Foreign Languages
• Graduate Exam Preparation
• Health Care Courses
• Income Tax Preparation
• Microsoft Certifications
• Photography
• Real Estate

305-237-2543
www.mdc.edu/ce/online
Computer Technology for Early Childhood Professionals
This course trains child care workers in-depth on computer technology skills for the early care and education setting. Students will enhance their instruction by learning how to create PowerPoint and digital stories, find educational resources and software online and integrate technology as part of their instructional planning process. Additionally, they will learn how to create and maintain computer files that include student’s information, lesson plans, etc.

$409 | 45 Hours
13627 10/22 - 12/12 Th 6:00 - 9:30 p.m.

Familia-Escuela y Comunidad
Aprenda, como cuidador de infantes, a relacionarse con las familias que integran nuestra comunidad actual. Prepárese a interactuar de manera correcta con familias de diferentes culturas y razas.

$409 | 45 Hours
15340 10/5 - 12/14 Sa 8 a.m. - 1 p.m.

Introducción a High Scope Módulo 1: Principios Básicos y Estrategias del Aprendizaje Activo 4.5 CEUs
El Modelo 1 provee una introducción al currículo High Scope, proporcionando el apoyo necesario para aprender a utilizar los Key Development Indicators. Los participantes aprenderán a escoger el material correspondiente a la edad escolar y a seleccionar estrategias de enseñanza y de desarrollo del lenguaje.

$479 | 45 Hours
15348 9/28 - 12/7 Sa 8 a.m. - 1 p.m.

Making the Most of Classroom Interactions (MMCI) Infant-Toddler Class (2.4 CEUs)
This 24 hour course uses the Classroom Assessment Scoring System (CLASS™) observation tool to provide a framework for considering teaching practices and guiding observations of classroom video, examining the impact of teacher-child interactions and relationships on children’s learning.

$479 | 24 Hours
15243 9/14 - 12/14 TuTh 7 - 9 p.m.

Making the Most of Classroom Interactions (Preschool) 2.4 CEUS
Participants will learn to recognize the impact that good and positive teachers’ interactions have in the development and learning of children. Participants will also learn to define and identify positive teachers’ interactions as described by the CLASS Observation tool.

$479 | 24 Hours
15280 9/24 - 11/5 TuTh 7 - 9 p.m.

Manejo del Comportamiento (4.5 CEUs)
En este curso tendrán la oportunidad de analizar las causas posibles de los problemas de comportamiento en los niños de edad preescolar. Conozca las estrategias para manejar los problemas del comportamiento de manera efectiva y sensible y cuáles son los comportamientos apropiados. El costo del libro no está incluido en el precio de la clase.

$409 | 45 Hours
15350 10/5 - 12/14 Sa 9 a.m. - 2 p.m.

Operación de un Centro Infantil (Credencial de Director)
El Estado de la Florida requiere que se complete este curso aprobado por el Departamento de Niños y Familias para otorgarles el nivel 1 de Credencial de Director del Estado de la Florida. Este curso dirigido a administradores de centros infantiles le permitirá a mejorar su rol de líder y de implementación de programas de educación temprana, abordando en el mismo temas de estudio tales como: liderazgo organizativo, administración de programas, asuntos legales y financieros.

$389 | 45 Hours
15341 9/28 - 12/7 Sa 9 a.m. - 2 p.m.

Curículo Creativo 0-3 Overview (Módulo 1) 4.5 CEUs
El primer curso en la serie para niños de 0 a tres años. Es una introducción al Curículo Creativo y sus diversas aplicaciones como se relaciona a los niños de 0 a tres años de edad. La clase cubrirá las necesidades básicas de los niños y le ayudará a los estudiantes a entender y crear ambientes apropiados para el desarrollo de los niños de 0 a 3 años.

$479 | 45 Hours
15341 9/28 - 12/7 Sa 9 a.m. - 2 p.m.

REGISTER EARLY!
Great classes are often cancelled due to insufficient enrollment. We recommend registering at least two days before the start of the class. Register for your class today!

The cost of these non-credit programs is not funded by the state of Florida. The fees charged to students cover the cost of instruction.
THE LANGUAGE CENTER

ENGLISH PROGRAM

English Conversation 1
Beginning class to develop basic communication skills through theme-based grammar exercises and role-play interaction in class.

$135 | 28 Hours
13567 9/3 - 10/1 TuTh 6 - 9 p.m.

English Conversation 2
Intermediate class to develop basic communication skills through theme-based grammar exercises and role-play interaction in class.

$135 | 28 Hours
14159 9/20 - 11/15 F 10 a.m. - 1 p.m.

Intensive English 1
Some knowledge of English is recommended. You will build on your basic knowledge and improve your ability to speak and understand simple sentences in spoken and written English. You will understand structures for simple present, present continuous and simple past tenses in affirmative, negative and interrogative sentences.

$299 | 84 Hours
14472 9/9 - 12/16 MW 6 - 9 p.m.

Intensive English 2
Learn to carry on simple conversations and read and write using more complex structures. You will learn to use past continuous and future tenses, as well as adjectives and adverbs.

$299 | 84 Hours
14473 9/9 - 12/16 MW 6 - 9 p.m.

Intensive English 3
Learn to express yourself well by using a variety of verb tenses and phrasal verbs. You will understand and use the present and past perfect tenses.

$299 | 84 Hours
14160 9/10 - 12/17 TuTh 6 - 9 p.m.

Intensive English 4
Review structures from previous levels and learn more sophisticated structures such as passive voice, embedded questions, tag questions, reported speech, and modals.

$299 | 84 Hours
14161 9/10 - 12/17 TuTh 6 - 9 p.m.

FOREIGN LANGUAGES

Spanish 1 - 28 hrs
A beginners’ Spanish course with emphasis on oral communication for social or professional needs. Classes are taught using a conversational approach in order to teach oral comprehension and stimulate speech from the very first day. Topics include but are not limited to pronunci-ation, greetings and farewells, social amenities, introductions, personal information, the family, day, date, time, using the phone, asking for help, asking for and giving directions, ordering a meal, the world of work and much more. Students will learn to express past and present tense, ask simple questions and gain an understanding of Hispanic culture at work and at home.

$169 | 28 Hours
12417 9/21 - 11/23 Sa 9:00 a.m. - 12:10 p.m.

TEST PREPARATION

GED en Español
Prepárese para obtener un diploma equivalente al de la escuela secundaria. Usted aprenderá expresión escrita, estudios sociales, ciencias, arte y literatura, matemáticas y técnicas de lectura.

$219 | 56 Hours
12782 9/21 - 12/7 Sa 9 a.m. - 2 p.m.
The Language Center

DYNAMIC INSTRUCTORS  |  CONVENIENT SCHEDULES

If you need to learn English or Spanish for work, practice Chinese for travel, or brush up on your Portuguese for that trip back to Brazil, MDC’s Language Center has the right program for you. We recognize that every student has different learning styles, so our courses are designed to meet your needs. In addition to regular group classes, we also offer private tutoring and contextualized language study for your company.

- English as a Second Language
- English Conversation
- Foreign Language
- Literature and Culture
- Writing
- American Sign Language

Call today to learn more! 305-237-0651
CITIZENSHIP EXAM PREPARATION

Citizenship

Improve your English language skills and prepare to become an U.S. citizen. Through listening, speaking, reading and writing exercises, you will learn the skills and information necessary to succeed in the naturalization interview and citizenship exam.

$79 | 15 Hours
11861 10/3 – 11/21 Th 6 – 8 p.m.

COLLEGE ENTRANCE EXAM PREPARATION

SAT Test Preparation

Learn important strategies to maximize your SAT score. Review the math, reading comprehension and writing skills assessed in this standardized test. This class is a must for any college applicant.

$250 | 30 Hours
15387 9/7 – 11/9 Sa 9 a.m. – Noon

CONSTRUCTION INDUSTRY

OSHA 10 for the Construction Industry

This OSHA authorized course will cover OSHA standards, teach safety awareness, and help employees and employers reduce the risk of job site hazards. Students who successfully complete the course will receive an OSHA 10-hour completion card and a completion certificate via email.

$95 | 10 Hours
14726 9/14 – 9/15 SaSu 9 a.m. – 2 p.m.

OSHA 30 for the Construction Industry

This is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors, the program provides complete information on OSHA compliance issues. A wallet card and a certificate will be issued certifying that the student has completed 30 hours of OSHA training for the construction industry.

$225 | 30 Hours
14727 10/5 – 11/2 Sa 9 a.m. – 3 p.m.

REGISTER EARLY!

Great classes are often cancelled due to insufficient enrollment. We recommend registering at least two days before the start of the class. Register for your class today!
REGISTRATION FORM | FALL 2019

PAYMENT METHODS

**In Person**  Visit the campus. Pay by check, cash, money order, credit card. Cash payments only at the Bursars office during office hours.

**Mail**  Enclose a check or money order payable to Miami Dade College. Mail it with completed form to the campus location (see address on the right).

**Web**  Log on to www.mdc.edu/ce/homestead. Pay with credit card or e-check.


PERSONAL INFORMATION

Please type or clearly print the requested information.

MDC Student #

LAST NAME | FIRST NAME | MIDDLE (FORMER NAME)

Gender: □ M □ F  Date of Birth: _______ / _______ / _______

STREET ADDRESS

CITY  STATE ZIP CODE

EVENING PHONE #  DAY PHONE #  E-MAIL ADDRESS

CAMP/CLASS SELECTION

<table>
<thead>
<tr>
<th>CLASS NUMBER</th>
<th>CLASS TITLE</th>
<th>START DATE / TIME</th>
<th>FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Fees Enclosed

HOMESTEAD
500 College Terrace
Room B112
Homestead, FL 33030
305-237-5159

School of Continuing Education & Professional Development
Start your career with industry certifications

- Carpentry
- Concrete Finishing
- Heating, Ventilation and Air Conditioning (HVAC)
- Manufactured Construction Technology
- OSHA
- Project Supervision

For more information please call 305-237-3284 or email CTI@mdc.edu