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 Kendall Campus (address above).

Fees are subject to change without notice.
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.
ENTREPRENEURSHIP AND SMALL BUSINESS

Build your On-line Wedding and Event Business
If you have taken the Wedding and Event Planning Certification course and the Starting Your Own Wedding and Event Business classes, there is more to learn. Our focus for this workshop will be on social media growth, building online content and blogging for those in the industry.
$110 | 10 Hours
14898 11/6 - 12/4 W 7 - 9 p.m.

Starting your own Wedding and Event Business – A comprehensive approach
This course will provide you with all the tools you will need to launch your wedding or event business. Take your certification knowledge to the next level. Learn how to turn your love of weddings into a lucrative career. You will learn strategies on how to find and sign clients, price your work, market your talents and grow your business. During the course we will dive deep into contracts, proposals, building vendor relationships and building your network.
$110 | 10 Hours
14897 9/25 - 10/23 W 7 - 9 p.m.

ENVIRONMENTAL CENTER

FNGLA Horticulture Professional Certification Preparation
The FNGLA Certified Horticulture Professional (FCHP) program provides core horticulture training designed for persons working in the horticulture industry or those studying to enter the field. It is the industry’s only standard for measuring horticulture knowledge on everything from plant and pest identification to landscape management.
$369 | 27 Hours
15606 9/20 - 11/15 F 6:30 - 9:30 p.m.

FNGLA Landscape Maintenance Certification Preparation
This preparation class is designed for employees of landscape maintenance firms and state, county and municipal government employees. This 20-hour course will prepare you to become a FNGLA’s Certified Landscape Maintenance Technician. The FCLMT program is designed to measure the skills of practicing landscape maintenance technicians, recognize their achievement and raise the standards of working professionals within Florida’s landscape industry.
$279 | 20 Hours
15615 10/19 - 11/23 S 1 - 5 p.m.

FNGLA Landscape Technician Certification Preparation
This preparation class is designed for employees of landscape contracting, design/build, installation firms and state, county and municipal government employees. This 20-hour course will prepare you to become a FNGLA’s Certified Landscape Technician. The FCLT program is a hands-on certification designed to measure the skills of practicing landscape installation technicians.
$279 | 20 Hours
15614 9/14 - 10/12 S 1 - 5 p.m.

FNGLA Landscape Technician Certification Preparation
This preparation class is designed for employees of landscape contracting, design/build, installation firms and state, county and municipal government employees. This 20-hour course will prepare you to become a FNGLA’s Certified Landscape Technician. The FCLT program is a hands-on certification designed to measure the skills of practicing landscape installation technicians.
$279 | 20 Hours
15614 9/14 - 10/12 S 1 - 5 p.m.

NOVA Southeastern University
8585 SW 124th Ave., Miami, FL

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$279 | 20 Hours
15614 9/14 - 10/12 S 1 - 5 p.m.

NOVA Southeastern University
8585 SW 124th Ave., Miami, FL

IMPORT AND EXPORT COURSES

Importar y Exportar (Certificado)
Este certificado ofrece oportunidades para los que comienzan y ya tienen conocimiento del comercio internacional. El curso proporciona a los estudiantes conocimientos fundamentales de lo requisitos de importación y exportación. Está organizado en 11 cursos consecutivos e interactivos, que cubren la documentación e información sobre trámites aduaneros y de cumplimiento general. Este certificado le dará las herramientas necesarias para abrir su propia compañía de importación y exportación y obtener una posición de entrada en la industria de importación y exportación. El material del curso estará en inglés.
$926 | 100 Hours
13349 9/24 - 12/3 TuTh 6:30 - 10:00 p.m. NOVA
13349 9/27 - 11/22 F 6:30 - 9:30 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!
INSURANCE INDUSTRY

Accredited Claims Adjuster State Designation Pre-Licensing Course (6-20/3-20)
This 40-hour state designation course is approved by the Florida Department of Financial Services (FLDFS) for company (6-20) and independent (3-20) adjusters. All of the students take an end-of course exam; however, only the ACA students are exempt from the state exam. Upon completion of the course, the ACA students will be eligible to apply for the state license. The book is required on the first day of class and must be purchased at the campus bookstore: Accredited Claims Adjuster Study Manual, latest edition.

$459 | 40 Hours
13717 11/16 - 11/23 Sa 8:00 - 6:30 p.m.
11/17 - 11/24 Su 8:00 - 6:30 p.m.

Public Adjuster and ACA State Designation Pre-Licensing Course (3-20/6-20)
This 50-hour course will prepare students for the public adjuster (3-20) state examination. Participants must complete the 40-hour ACA State Designation course, the apprenticeship requirements and pass the state examination to qualify for the public adjuster license. The book is required on the first day of class and must be purchased at the campus bookstore: Accredited Claims Adjuster Study Manual, latest edition. This course includes 10 hours of state exam preparation. For more information, refer to http://www.myflorida.com/Agents/Licensure/General/docs/31-20.htm.

$659 | 50 Hours
13718 11/16 - 12/7 Sa 8:00 - 6:30 p.m.
11/17 - 11/24 Su 8:00 - 6:30 p.m.

Public Adjuster State Exam Review
This review will prepare students to sit for the public adjuster state exam.

$149 | 10 Hours
13719 12/7 Sa 8:00 - 6:30 p.m.

Title Agent Pre-Licensing Course (4-10) - State ID# 3431
This 40-hour course is required by the state for individuals interested in becoming licensed title agents. Title Agents handle real estate closings. This course is approved by the Florida Department of Financial Services (FLDFS). The book is required. For information regarding your state exam and license, visit: www.myflorida.com/Division/Agents

$445 | 40 Hours
15023 11/2 - 12/14 Sa 8:30 a.m. - 5:00 p.m.

INVESTMENT, RETIREMENT PLAN & PERSONAL FINANCE

Personal Finance Planning
This course will prepare you for a lifetime of worthwhile personal financial planning. You will learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance and plan for your financial future.

$159 | 20 Hours
14896 10/8 - 11/7 TuTh 7 - 9 p.m.

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## MANAGEMENT AND SUPERVISION

**Management and Supervision Excellence**
Become a more effective manager as you explore new ways to plan strategies, resolve conflicts, manage change, provide a motivational workplace and supervise employees effectively.

$329 | 30 Hours
13243 9/23 - 10/23 MW 6:30 - 9:30 p.m.

## PERSONAL AND PROFESSIONAL DEVELOPMENT

### Notary Public (en Español)
La clase está diseñada para preparar a los alumnos en cómo obtener el sello de notario público en el estado de la Florida. Los estudiantes aprenderán las leyes y deberes que aplican con respecto a poderes y limitaciones, requisitos y procedimientos para llenar los formularios, tarifas requeridas, juramentación y ética. Es importante que los estudiantes puedan leer y entender el inglés.

$65 | 3 Hours
12092 9/17 Tu 6:30 – 9:30 p.m. HAMM
14218 10/17 Th 6:30 – 9:30 p.m. HAMM
12093 11/19 Tu 6:30 – 9:30 p.m. HAMM

### 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
13467 8/29 Th 6:30 – 9:30 p.m. HAMM

## REAL ESTATE INDUSTRY

### Community Association Manager License Exam Preparation (CAM - PRE 33)
This 18-hour course fulfills the requirements to take the state exam and obtain the license to manage homeowner associations, condominiums, mobile homes and cooperatives.

$279 | 18 Hours
13720 10/28 - 11/8 MWF 6:30 - 9:30 p.m.

### Home Inspection Pre Licensing Provider Provider

<table>
<thead>
<tr>
<th>State Course ID No.</th>
<th>Home Inspection Pre Licensing Provider #0002375</th>
<th>12089 10/19 - 12/7 Sa 8:00 – 6:30 p.m.</th>
<th>10/20 - 12/8 Su 8:00 – 6:30 p.m.</th>
<th>$819</th>
<th>120 Hours</th>
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</table>

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$279 | 18 Hours
13720 10/28 - 11/8 MWF 6:30 - 9:30 p.m.

### Scrum Master Certified - Preparation Course
The Scrum Master Certified (SMC™) course combines the knowledge of Scrum/Agile project with innovative methods on how to remove obstructions and facilitate processes.

$549 | 20 Hours
15020 9/3 - 9/17 TuTh 6:30 - 10:00 p.m.
9/19 Th 6:30 – 9:30 p.m.

### Scrum Master Certified - Preparation Course
The Scrum Master Certified (SMC™) course combines the knowledge of Scrum/Agile project with innovative methods on how to remove obstructions and facilitate processes.

$549 | 20 Hours
15020 9/3 - 9/17 TuTh 6:30 - 10:00 p.m.
9/19 Th 6:30 – 9:30 p.m.

## PROJECT MANAGEMENT

### Professional Project Management Certification Preparation
Learn the professional method to accomplish and succeed by procuring the right number of resources, understanding how to cope, controlling project changes and bringing projects under budget and on schedule. Curriculum is geared to the PMP Certification. (Textbook required)

$549 | 36 Hours
13275 11/13 - 12/11 MWF 6:30 - 9:30 p.m.

### Scrum Master Certified - Preparation Course
The Scrum Master Certified (SMC™) course combines the knowledge of Scrum/Agile project with innovative methods on how to remove obstructions and facilitate processes.

$549 | 20 Hours
15020 9/3 - 9/17 TuTh 6:30 - 10:00 p.m.
9/19 Th 6:30 – 9:30 p.m.

## REGISTER EARLY!
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**DEVELOP BUSINESS SKILLS & INCREASE YOUR OPERATIONS KNOWLEDGE!**

Enroll in one of our business, language or professional development classes.

Call today to learn more! 305-237-2161

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**Real Estate Sales Associate Pre-Licensing Course + Exam Review and Book**

This class will prepare students to take the Florida Real Estate exam. There is a review session after the content of the class is fully covered. It also includes the state exam review, along with the book (Florida Real Estate Principles, Practices and Law latest edition).

$479 | 77 Hours

14416 9/14 - 11/23  Sa  9 a.m. - 4 p.m.  
12/7  Sa  9 a.m. - 5 p.m.  
12/8  Su  9 a.m. - 5 p.m.  
12/14  Sa  9 a.m. - Noon

14417 10/22 - 12/10  TuMWTh 6:30 - 9:30 p.m.  NOVA

**Registered Trainee Appraiser**

This 100-hour course is required to become a Registered Trainee Appraiser. In this class students will learn basic appraisal principles and procedures, residential report writing, roles and relationships of supervisors and trainee appraisers and 15 hours of USPAP (Uniform Standards of Professional Appraisal Practices). Books are required and can be purchased at the bookstore. USPAP book must be purchased from the Appraisal Foundation’s website: www.appraisalfoundation.org.

$935 | 100 Hours

13560 9/16 - 12/11  MWF 6:30 - 9:30 p.m.

**Uniform Standards of Professional Appraisal Practice (USPAP)**

This course satisfies 15 hours of pre- and post-licensing. It covers guidelines for ethical behavior and competent performance of appraisers. Book is required on the first day of class and can be purchased from the Appraisal Foundation’s website: www.appraisalfoundation.org.

$229 | 15 Hours

13465 12/2 - 12/11  MWF 6:30 - 9:30 p.m.

**Wind Mitigation, 4 Point and Roof Certification (Course ID 0000046)**

In this 8-hour course, participants will learn inspection techniques to perform a wind mitigation inspection, a 4-point inspection and a roof certification inspection. Participants will understand and fill out the OIR-B1-1802 Uniform Mitigation Verification Inspection Form, the Florida Association of Building Inspectors (FABI) 4-Point Insurance Report and Citizens Insurance Company Roof Condition Certification Form. This course is approved for construction and home inspector continuing education.

$89 | 8 Hours

12090 12/14  Sa  8:00 a.m. - 4:30 p.m.

**TAX PREPARATION**

**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

14893 10/14 - 11/6  MW  7:00 - 9:30 p.m.  HAMM

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**Additional Class Location Codes**

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<th>Location</th>
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<tbody>
<tr>
<td>HAMM</td>
<td>Hammocks Middle School, 9889 Hammocks Blvd., Miami, FL</td>
</tr>
<tr>
<td>NOVA</td>
<td>NOVA Southeastern University, 8585 SW 124th Ave., Miami, FL</td>
</tr>
</tbody>
</table>

M=Monday (Lunes)  Tu=Tuesday (Martes)  W=Wednesday (Miéres)  Th=Thursday (Jueves)  F=Friday (Viernes)  Sa=Saturday (Sábado)  Su=Sunday (Domingo)
Preparación de Impuestos

Conozca los requisitos fundamentales para presentar una declaración de impuesto personal. Los temas incluyen: requisitos para presentar una declaración de impuestos, dependientes, ingresos sujetos a impuestos, deducciones y créditos fiscales. Después de completar este curso, los estudiantes podrán completar una declaración de impuestos federal típica para los contribuyentes individuales.

$159 20 Hours
14894 11/13 - 12/9 MW 7:00 - 9:30 p.m. HAMM

55+ Microsoft Office Básico: Word, Excel, and PowerPoint

Aprenda lo básico de Word, Excel y PowerPoint. La clase es impartida en español. (El programa y el libro que se utilizan para la clase son en inglés)

$195 24 Hours
14495 9/14 - 11/2 Sa 1 - 5 p.m.

55+ Microsoft Office Intermedio: Word, Excel y PowerPoint

Learn the intermediate level concepts of Office using the three most popular applications: MS Word for word processing, MS Excel for spreadsheets and MS PowerPoint for presentations. Latest version of the software available. (Books required)

$195 24 Hours
15272 8/24 - 10/5 Sa 9 a.m. - 4 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.

$325 24 Hours
13297 11/16 - 12/14 Sa 9 a.m. - 4 p.m.

QuickBooks Level 2

Learn payment of sales tax, backup and maintain QuickBooks data, the accounting cycle, manage bank account transactions, purchase orders and inventory, create, edit and view budgets, manage other general ledger accounts and protect and share data.

$325 24 Hours
14393 9/7 - 9/28 Sa 9 a.m. - 4 p.m.
14395 9/25 - 10/21 MW 6:30 - 9:30 p.m.

QuickBooks Level 3

This course will take advantage of QuickBooks capability to bring advanced topics such as accelerated depreciation methods using fixed asset manager platform, core subjects like payroll, capital leases managed by loan manager app and installments sales using the latest software version.

$325 24 Hours
14495 9/14 - 10/26 Sa 1 - 5 p.m.

QuickBooks Nivel 1

En esta clase de QuickBooks obtendrá el conocimiento necesario para empezar a utilizar este increíble programa de contabilidad. Usted aprenderá a establecer un plan de cuentas, reconcile su cuenta de cheques, crear e imprimir facturas, recibos y declaraciones, estar al tanto de sus cuentas por pagar, inventarios y cuentas por cobrar y también a crear presupuestos e informes. La clase es dictada en español. El programa y el libro que se utilizan para la clase son en inglés.

$325 24 Hours
13297 11/16 - 12/14 Sa 9 a.m. - 4 p.m.

BUSINESS TECHNOLOGY

G Suite - Google Drive Applications

Learn how to use the cloud-based productivity and collaboration tools from Google called G-Suite formerly known as Google Apps. Gmail, Google Docs, Google Sheets, Google Slides and file management in Google Drive will be the main focus of the course.

$189 18 Hours
15462 10/8 - 10/24 TuTh 6:30 - 9:30 p.m.

Social Media Strategies for Small Businesses

Learn important marketing strategies for small businesses. How to engage with your current customers using social media and build brand awareness to attract new customers. Learn how to set up a budget on Facebook and Instagram to advertise your business targeting people within your business radius. Learn how to handle the influx of comments from customers in a timely manner to create engagement between consumer and brand. Learn the fundamentals of Twitter and the use of #hashtags, trending topics and retweets. Learn the essential tools of YouTube video advertising and new trends on blogging.

$199 18 Hours
15460 9/17 - 10/3 TuTh 6:30 - 9:30 p.m.
Tableau® Desktop: Level 1
Tableau is a data analysis and visualization software that lets you see and understand data in minutes. It allows users to create and share interactive data visualizations and dashboards in a drag-and-drop interface manner. This course introduces the core features of Tableau. Experience with Excel spreadsheets and basic database concepts may be required.

$699 | 18 Hours
15461 9/28 - 11/2 Sa 9 a.m. - Noon

CISCO CERTIFICATION PREPARATION

Cisco CCNA (100-105 ICND1 v3.0) Part 1
This exam preparation course will provide students with the knowledge and skills required to install, operate and troubleshoot a small to medium-sized enterprise branch network. Topics include: connecting to a WAN, implementing network security, network types, network media, routing and switching fundamentals, the TCP/IP and OSI models; IP addressing, WAN technologies, operating and configuring IOS devices, extending switched networks with VLANs, determining IP routes, managing IP traffic with access lists, establishing point-to-point connections and establishing Frame Relay connections. Students need the Cisco CCNA (200-105 ICND2 v3.0) Part 2 to take the CCNA certification exam. (Textbook Required)

$639 | 35 Hours
14270 8/27 - 9/26 TuTh 6:30 – 10:00 p.m.

Cisco CCNA (200-105 ICND2 v3.0) Part 2
This exam preparation course provides students with further knowledge and skills required to install, operate and troubleshoot a small to medium-sized enterprise branch network. Topics include: connecting to a WAN, implementing network security, network types, network media, routing and switching fundamentals, the TCP/IP and OSI models; IP addressing, WAN technologies, operating and configuring IOS devices, extending switched networks with VLANs, determining IP routes, managing IP traffic with access lists, establishing point-to-point connections and establishing Frame Relay connections. Students need the Cisco CCNA (200-105 ICND2 v3.0) Part 2 to take the CCNA certification exam. (Textbook Required)

$639 | 35 Hours
14273 10/7 – 11/6 TuTh 6:30 – 10:00 p.m.

COMPTIA CERTIFICATION PREPARATION

CompTIA A+ Essentials (220-1001)
This course will teach students how a computer operates and what each component inside a PC does in the grand scheme of things. Participants will be able to identify, configure and install a computer and perform upgrades with confidence. Students will also examine expansion boards, storage systems and peripheral devices. This course prepares participants for the CompTIA A

$639 | 35 Hours
14272 8/28 – 10/2 MW 6:30 – 10:00 p.m.

CompTIA A+ Practical Application (220-1002)
Students will be introduced to basic operating system administration tasks. Students will work each of these operating systems in both a stand-alone and networking environment. The class will also cover scenarios involving troubleshooting and interacting with customers. This course covers the objectives for the CompTIA A

$639 | 35 Hours
14275 10/7 – 11/6 MW 6:30 – 10:00 p.m.

CompTIA Cloud+
This course will provide students with the knowledge and skills required to understand standard cloud terminologies and methodologies; implement and maintain cloud technologies and infrastructures (e.g., server, network storage and virtualization technologies). Upon completion of the course, students will understand aspects of IT security and the use of industry best practices related to cloud implementation and the application of virtualization. This is a prep course for the CompTIA Cloud

$639 | 35 Hours
14547 11/5 - 12/10 TuTh 6:30 - 10:00 p.m.

CompTIA Network+ (N10-007)
Through hands-on training, students learn the vendor-independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP client, network installation and upgrading, remote access and administration, managing user accounts and passwords, fault tolerance and disaster recovery and network troubleshooting. This course prepares you for the CompTIA Network

$639 | 35 Hours
14278 11/13 - 12/16 MW 6:30 - 10:00 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.
DIGITAL VIDEO PRODUCTION

Learn the skills you need to open your own video production company! This program is designed for students to get hands-on training for digital video production.

MODULES

- Digital Videos and the Art of Visual Storytelling
- Editing Digital Video for Social Media
- Producing and Directing Digital Videos

For more information, please visit page 12 or call 305-237-2161.

COMPUTER-AIDED DESIGN

AutoCAD – Complete Series

Start this series learning the basic commands to create 2D objects. Use the menu system to draw, select views, change design elements, modify attributes, and add patterns and text. Later, you will learn to draw compound objects, use layers, change views, and make selections. Use features that will save you time when editing the designs. Toward the middle of the course, you will continue to learn more about layer drawing, editing and viewing commands to speed up your design and maximize your design productivity in 2D using hints, tips and tricks. At the end of the course, you will be able to design and use prototypes, use 3-Dimensional commands and techniques to create and assemble complex computerized models, work in 3D coordinates, create 3D surfaces and modeling with solids, and utilize shading and rendering techniques. (Textbook required)

$849 | 48 Hours
14378 9/14 - 12/14 1 - 5 p.m.

AutoCAD - Level 1

Learn basic commands to create 2D objects. Use the menu system to draw, select views, change design elements, modify attributes and add patterns and text. (Textbook required)

$249 | 12 Hours
13193 9/14 - 9/28 Sa 1 - 5 p.m.

AutoCAD - Level 2

Learn to draw compound objects, use layers, change views and make selections. Use features which will save you time when editing your design. (Textbook required)

$249 | 12 Hours
14819 10/5 – 10/19 Sa 1 – 5 p.m.

Revit MEP - Mechanical, Electrical and Plumbing

Revit MEP is the design and construction documentation solution for mechanical, electrical and plumbing (MEP) engineering. Seamlessly collaborate with architects using Revit Architecture software in an intuitive design environment. Minimize coordination errors with architects and structural engineers using the Revit platform and building information modeling (BIM) workflows.

$249 | 12 Hours
15978 8/22 – 9/12 Th 6:30 – 9:30 p.m.

REVIT - Complete Series

This course includes the complete series for Revit. It has been designed to help students understand the fundamental principles of BIM technology and at the same time become skilled using Revit. This course covers the content of the three levels in one course.

$639 | 36 Hours
14387 9/26 – 12/19 6:30 – 9:30 p.m.

REVIT - Level 1

This workshop has been designed to help students understand the fundamental principles of BIM technology and at the same time become skilled using Autodesk Revit. The workshop is intended to build a foundation from which further learning can be launched. Areas of emphasis will be navigational skills, modeling and drafting, project management and printing. (Textbook recommended).

$249 | 12 Hours
12055 9/26 – 10/17 Th 6:30 – 9:30 p.m.

M=Monday (Lunes) Tu=Tuesday (Martes)
W=Wednesday (Miércoles) Th=Thursday (Jueves)
F=Friday (Viernes) Sa=Saturday (Sábado) Su=Sunday (Domingo)
Hands-on lessons will help develop basic knowledge of navigation, selections, layers and channels. Adobe Photoshop is the most powerful image editing program used for all design industries, from bitmap art (Photoshop) to vector art (Illustrator files) to creating final print layouts (InDesign). This course is comprehensive, yet taught in a logical sequence format which ties together all the components in a fast-paced learning environment.

$209 | 18 Hours
15463 10/26 - 12/14 Sa 9 a.m. - Noon

DIGITAL MARKETING AND GRAPHIC DESIGN

Adobe All-in-One - Basic
Learn the “Big Three” design software programs. This course will teach you all the basics to get started. Learn how to work with all source materials that go into print and web design, from shape-based images and work with color to successfully combine images.

$539 | 30 Hours
14285 9/3 - 10/8 TuTh 6:30 - 9:50 p.m.

Adobe Illustrator – Basic
Learn how to create vector-based images and layouts. This course will cover Adobe Illustrator basics such as application interface and navigation; basic drawing tools like primitive shapes and the pencil, transformations; pen tool operation; and an introduction to type layout. (Textbook and USB drive required)

$209 | 10 Hours
13346 9/17 - 9/24 TuTh 6:30 - 9:50 p.m.

Adobe InDesign - Basic
Learn the basics of desktop publishing using InDesign. This course will teach the student how to navigate the program’s interface, set up basic documents, use text and graphic frames, import and thread text, work with typography, import images and work with color to successfully complete page layout. (Textbook required).

$209 | 10 Hours
13393 10/1 - 10/8 TuTh 6:30 - 9:50 p.m.

Adobe Photoshop – Basic
Photoshop is the most powerful image editing program used for all design industries, from photography and magazines, to advertising and film. This introductory course will guide you through Photoshop’s essentials - the interface, navigation, selections, layers and channels. Hands-on lessons will help develop basic knowledge of image production such as resolution and image size, selection techniques, color models, shortcuts and tips for enhancing productivity. (Textbook and USB drive required).

$209 | 10 Hours
13662 9/3 - 9/10 TuTh 6:30 - 9:30 p.m.

MICROSOFT OFFICE SUITE

Microsoft Excel Level 1
Learn to create spreadsheets, formulas, formatting values and ranges, drawing functions, data sorting, the creation and use of templates and working with graphics. This course maps to the MS Excel Office Specialist Core Exam. Latest version of software available. (Textbook required)

$189 | 18 Hours
14260 9/14 - 10/19 Sa 9 a.m. - Noon
14262 11/5 - 11/21 TuTh 6:30 - 9:30 p.m.

Microsoft Excel Level 2
Skills covered are importing and exporting data, creating templates, multiple workbooks, named ranges, customizing tool bars, auditing, sorting and pivot tables. This course maps to the MS Excel Office Specialist Expert Exam. (Textbook Required)

$189 | 18 Hours
14263 10/26 - 12/14 Sa 9 a.m. - Noon
14865 12/3 - 12/19 TuTh 6:30 - 9:30 p.m.

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
13673 9/21 - 10/26 Sa 1 - 5 p.m.

Microsoft Office Básico: Word, Excel y PowerPoint
Aprenda lo básico de las nuevas versiones de Word, Excel y PowerPoint. La clase es impartida en español. El programa y el libro que se utilizan para la clase son en inglés.

$279 | 24 Hours
14264 10/26 - 12/14 1 - 5 p.m.

Microsoft Office for Administrative Professionals
Learn the skills you need to become a proficient administrative professional using Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook and Microsoft Access. Once the course finishes, students will be prepared to take the Microsoft Office Specialist examination. (Books Required)

$1129 | 126 Hours
14543 9/9 - 12/18 MWF 9 a.m. - Noon

Microsoft Office Intermediate: Word, Excel and PowerPoint
Learn the intermediate Office concepts using the most popular applications; MS Word for word processing, MS Excel for spreadsheets, and MS PowerPoint for presentations.

$279 | 24 Hours
15270 8/24 - 10/5 Sa 1 - 5 p.m.

NEW TECHNOLOGY USERS

Computers and Windows 10
If you have never used a computer before, this is the right class for you! This class will teach the basics of hardware and software as well as to fully navigate the Windows Operating System. Learn the new features of Windows 10. The program is designed to unify the operating systems of personal computers, Windows phones, Windows Embedded and Xbox One product families. Next Suggested Class - MS Windows 10 - Advanced.

$189 | 15 Hours
14258 9/4 - 9/18 MW 6:30 - 9:30 p.m.

Introducción a la Computadora con Windows 10
Si nunca ha usado una computadora, ¿esta es la clase correcta para usted? Esta clase enseñará los conceptos básicos de hardware y software, así como para navegar completamente en el sistema operativo Windows. Conozca las nuevas características de Windows 10. El programa está diseñado para unificar los sistemas operativos de computadoras personales, teléfonos con Windows y la familia de productos Xbox One. Siguiente clase sugerida - MS Windows 10 - Avanzado.

$189 | 15 Hours
15458 9/7 - 10/5 Sa 9 a.m. - Noon

VIDEO EDITING

Digital Video and the Art of Visual Storytelling
Learn the magic of turning your ideas into stories that can be told by pure visual means, beginning with the development of raw concepts into audiovisual scripts that can serve as maps for actual video productions. Students will get hands-on experience with camera equipment to learn how written stories are translated into videos for educational, entertainment and commercial applications.

$269 | 12 Hours
14372 10/12 - 10/19 Sa 9:00 a.m. - 4:15 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.
Digital Video Production
Learn the skills you need to open your own video production company! This program is design for students to get hands-on training on digital video production. This course offers an overview of the techniques and aesthetics of digital film-making starting with the preparation guidelines for simple productions, such as scripting, outlining, story-boarding and creating shot lists and equipment riders. Later, students will learn how to use digital video cameras with tripod mounts and other supports, audio capture devices such as microphones, basic lighting with both available and artificial sources. At the end of the course, students will learn all the steps of post-production, including computer-based nonlinear editing, titling and graphics, adding music and sound effects on to compressing the final product such as wedding video production, music videos, corporate productions, social media promos, quinceañeras and other forms of video production.

$950 | 50 Hours
14371 10/12 – 12/14 Sa 9 a.m. – 4 p.m.

Editing Digital Video for Social Media
Transform a series of seemingly unconnected digital video files, graphics, music and sound into a finished, polished, digital video using non-linear, computer-based editing and post production software, including titles and graphics. Students will learn how to use an audio visual script and director’s notes as a map organize raw video files into coherent shots, scenes and sequences, all the way to a polished finished product, including best practices for compressing and uploading the final piece to social media.

$315 | 14 Hours
14374 12/7 – 12/14 Sa 9:00 a.m. – 4:15 p.m.

Producing and Directing Digital Video
Explore the fundamentals and practice of digital video production hands-on. This course offers an overview of the techniques and aesthetics of digital film-making by teaching you the proper use of professional and/or consumer camera equipment, sound recording and lighting techniques. More importantly, students will learn how to translate a written script into actual shot lists to guide their pre-production and production process all the way to a completed, professional digital video recording.

$539 | 24 Hours
14373 10/26 – 11/23 Sa 9:00 a.m. – 4:15 p.m.

WEB DESIGN
Website Development and Design using Adobe Software: Photoshop and Dreamweaver
Learn how to develop and design web content using Adobe Photoshop and Dreamweaver. Create and edit images using Photoshop’s amazing tools and options such as image optimization, sprites, comps and animated gifs. Learn how to create responsive HTML5 web pages using Dreamweaver. CSS3, media queries, the Bootstrap framework, jQuery, templates, site management, FTP, add API’s, HTML5 videos and forms. (No pre-requisites to take this course).

$649 | 50 Hours
14546 10/15 – 12/10 TuTh 6:30 – 9:30 p.m.
12/12 Th 6:30 – 8:30 p.m.

THE LANGUAGE CENTER
ENGLISH PROGRAM
ESL - Fundamentals
This course is designed to offer low-beginning students of English the basic vocabulary and language needed to communicate in life skill situations. During this class, students will be encouraged to participate in a variety of interactive exercises and activities, such as active speaking, comprehension skills, small-group and full-class practice and grammar structures.

$299 | 84 Hours
11867 8/26 – 12/20 MtTuWTh 9 a.m. - Noon NOVA
11875 8/26 – 12/20 MtTuWTh 9 a.m. - Noon NOVA
$199 | 56 Hours
11950 9/3 – 10/21 MtTuWTh 6:30 – 8:30 p.m.
11951 10/28 – 12/17 MtTuWTh 6:30 – 8:30 p.m.
13390 9/7 – 12/14 Sa 9 a.m. - 1 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!
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.

$199 | 56 Hours
11868 9/3 – 10/21 MTuWTh 6:30 – 8:30 p.m.
11869 9/7 – 12/17 MTuWTh 9 a.m. – 1 p.m.
11870 9/7 – 12/14 Sa 9 a.m. – 1 p.m.
12779 10/28 – 12/14 MTuWTh 6:30 – 8:30 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.

$199 | 56 Hours
11871 10/28 – 12/17 MTuWTh 9 a.m. – Noon
11872 9/3 – 10/21 MTuWTh 9 a.m. – Noon

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.

$199 | 56 Hours
11873 9/3 – 10/21 MTuWTh 6:30 – 8:30 p.m.
11874 9/7 – 12/14 Sa 9:00 a.m. – 1:15 p.m.
12779 10/28 – 12/14 MTuWTh 6:30 – 8:30 p.m.

Intensive English 4
Review structures from previous levels and learn more sophisticated structures. You will practice the passive voice, embedded questions, tag questions, reported speech and modals.

$199 | 56 Hours
12400 9/3 – 10/21 MTuWTh 9 a.m. – Noon NOVA
12401 10/28 – 12/17 MTuWTh 9 a.m. – Noon

Intensive English 5
In this advanced level course you will continue to develop your English language skills through speaking, listening, reading and writing activities. Additional vocabulary will be introduced.

$199 | 56 Hours
11952 9/3 – 10/21 MTuWTh 6:30 – 8:30 p.m.
11953 9/7 – 12/17 Sa 9:00 a.m. –
13350 10/28 – 12/17 MTuWTh 6:30 – 8:30 p.m.

Intensive English 6
In this advanced level course you will continue to develop your English language skills through speaking, listening, reading and writing activities. Additional vocabulary will be introduced.

$199 | 56 Hours
11951 9/7 – 12/17 Sa 9 a.m. – Noon
11952 10/28 – 12/17 MTuWTh 9 a.m. – Noon

Preparation Course for the TOEFL iBT
Students will prepare to meet the challenge of the new IBT TOEFL which involves an integrated approach to reading, listening, speaking and writing tasks specific to an academic context. Included in the necessary skill sets are note taking and the synthesizing, paraphrasing and summarizing of spoken and written information.

$239 | 42 Hours
13351 9/7 – 12/14 Sa 9:00 a.m. – 12:15 p.m.

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
11971 9/17 – 10/17 TuTh 8:30 – 10:00 p.m.
11972 11/2 – 12/14 Sa 9 a.m. – Noon

Advanced Listening and Speaking Skills
Improve your ability to communicate orally in English through listening and speaking activities. You will use audio and video clips, as well as class discussions and pronunciation exercises to strengthen your listening and speaking skills, develop new vocabulary and continue to learn about American culture.

$299 | 84 Hours
11875 9/3 – 10/21 MTuWTh 9 a.m. – Noon
11876 10/28 – 12/17 MTuWTh 9 a.m. – Noon

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.

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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.

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- Income Tax Preparation
- Microsoft Certifications
- Photography
- Real Estate

305-237-2543
www.mdc.edu/ce/online
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.
French 4 - Intensive
This is a high intermediate course in which you learn to use advanced grammatical structures and idiomatic expressions. In this course you focus on learning and using expressions of belief, emotion, denial, indefiniteness, non-existence and impersonal statements. All explanations are followed by thorough, practical examples in common, natural French. $225 | 42 Hours
13204 9/7 – 12/12 M 6:30 – 9:30 p.m. NOVA

Italian 1 - Intensive
This intensive introductory course provides a foundation in the basic language skills (listening, speaking, reading and writing). Through a variety of exercises and experiential activities such as dialogues and role-plays, you will rapidly acquire the essential elements of common Italian. Plenty of practical explanations and examples of common, natural Italian are provided throughout the course. $219 | 42 Hours
13205 9/12 – 12/18 W 6:30 – 9:30 p.m. NOVA

Italian 2 - Intensive
This intensive course provides a variety of structures and open-ended activities that will help the students reinforce old knowledge and introduce new concepts through a variety of exercises and experiential activities such as dialogues and role-plays. The students will rapidly acquire the essential elements of common Italian. Plenty of practical explanations and examples of common, natural Italian are provided throughout the course. $219 | 42 Hours
13206 9/7 – 12/14 Sa 9:30 a.m. – 12:30 p.m. NOVA

Italian 3 - Intensive
Continue to enrich your Italian vocabulary, acquire idiomatic expressions and learn grammar skills so you can better function in day-to-day life situations. This course enriches your learning experience with a mixture of visual, auditory and experiential activities that engage and integrate all of your learning channels. All explanations are followed by thorough practical examples of common, natural Italian language. $225 | 42 Hours
13708 9/12 – 12/19 Th 6:30 – 9:30 p.m. NOVA

Italian 4 - Intensive
This is an advanced intensive course in which you learn and use advanced grammatical structures and idiomatic expressions. In this course you focus on expressing belief, emotion, denial, indefiniteness, non-existence and impersonal statements. All explanations are followed by thorough, practical examples in common, natural Italian language. FREE | 42 Hours
14938 9/18 – 12/18 W 6:30 – 8:30 p.m. NOVA

Spanish 1 - 28 hrs
A beginners’ Spanish course with emphasis on personal 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 pronouns, 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 word 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
11873 9/10 – 10/24 MW 9:30 – 11:30 a.m. NOVA

Portuguese 1 - Intensive
Students will learn functional vocabulary, pronunciation and grammar through dialogues based on everyday situations through a variety of exercises and experiential activities. The conversational part focuses on verbal communication skills, with emphasis on vocabulary development, idiomatic expressions and pronunciation. $219 | 42 Hours
13383 10/28 – 12/16 M 6:30 – 9:30 p.m. NOVA
13384 9/9 – 10/21 M 6:30 – 9:30 p.m. NOVA

Portuguese 2 - Intensive
This course is conducted entirely in Portuguese and has special emphasis on conversation and grammar. $219 | 42 Hours
13205 9/18 – 12/18 W 6:30 – 9:30 p.m. NOVA

Portuguese 4 - Intensive
This is an intensive course in which you will learn and use advanced grammatical structures and idiomatic expressions. This course focuses on learning grammatical structures to be used when communicating expressions of belief, emotion and other impersonal statements. All explanations are followed by thorough, practical examples in common, natural Portuguese. FREE | 42 Hours
14936 9/12 – 12/19 Th 6:30 – 9:30 p.m. NOVA

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!

Additional Class Location Codes
HAMM Hammocks Middle School
9889 Hammocks Blvd., Miami, FL
NOVA NOVA Southeastern University
8585 SW 124th Ave., Miami, FL
Spanish 2 - 28 hrs
The second part of 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 covered include, the home, outdoor activities, daily routines, different work settings, shopping, travel, transportation and more. Students will learn to talk about past events, use reflexive verbs to talk about daily routines and understand the use of formal speech for business.

$169 | 28 Hours
14210 10/29 – 12/17 MW 9:30 – 11:30 a.m. NOVA

Spanish 2 - Intensive
Continue improving your language skills by using the basic irregular verbs in present and future situations. Recognize common idiomatic expressions for everyday life events. Students will engage in asking questions and giving answers.

$219 | 42 Hours
11980 9/18 – 12/18 W 6:30 – 9:30 p.m. NOVA

Spanish 1 - Intensive
In this introductory course you will be introduced to basic Spanish language skills (listening, speaking and reading). Student-instructor exchanges help you acquire the vocabulary and learn structures used in common interactions. Frequent student-to-student dialogues provide practice and build your confidence. All explanations include plenty of practical examples for using natural, everyday Spanish.

$219 | 42 Hours
11979 9/12 – 12/19 Th 6:30 – 9:30 p.m. NOVA

Spanish 3 - Intensive
Enhance the use of more advanced idiomatic expressions and basic grammatical structures focusing on past experiences by using the simple past. All explanations are followed by numerous examples in everyday Spanish language.

$225 | 42 Hours
15131 9/17 – 12/17 Tu 6:30 – 9:30 p.m. NOVA

Spanish for Advanced Students
Continue improving your Spanish conversational skills, fluency and vocabulary. Come prepared to engage in conversations on current topics of interest. This course is conducted entirely in Spanish and students are encouraged to use descriptions and gestures to describe unknown words. Course prerequisite: Spanish 4 or equivalent proficiency.

$110 | 21 Hours
11974 11/1 – 12/20 F 9:30 a.m. – 12:30 p.m.
11976 9/6 – 10/18 F 9:30 a.m. – 12:30 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.
**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

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<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>11938 11/16</td>
<td>Sa 9:00 a.m. – 3:30 p.m.</td>
<td>SuSa 9:00 a.m. – 5:30 p.m.</td>
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**5 Hours 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 mandatorias del Departamento de Niños y Familias.

$49 | 5 Hours

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<th>Course Code</th>
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<th>Days</th>
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<td>12132 9/9</td>
<td>M 5 – 10 p.m.</td>
<td>HAMM 13727 10/5</td>
<td>Sa 8:30 a.m. – 2:00 p.m.</td>
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<td>12131 10/10</td>
<td>Th 8:30 a.m. – 2:00 p.m. NOVA</td>
<td>14193 11/7</td>
<td>Th 8:30 a.m. – 2:00 p.m. NOVA</td>
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<td>12439 12/10</td>
<td>Tu 8:30 a.m. – 2:00 p.m. NOVA</td>
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**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

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<td>14037 12/7</td>
<td>Sa 9:00 a.m. – 2:30 p.m.</td>
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**5 Horas de Prácticas Apropriadas para Niños con Necesidades Especiales**

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

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<th>Course Code</th>
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<td>13724 11/12</td>
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<td>11992 12/11</td>
<td>W 8:30 a.m. – 2:00 p.m. NOVA</td>
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M=Monday (Lunes) Tu=Tuesday (Martes) W=Wednesday (Miércoles) Th=Thursday (Jueves) F=Friday (Viernes) Sa=Saturday (Sábado) Su=Sunday (Domingo)
10 Hours Special Needs - Appropriate Practices
This course is intended to help child care professionals provide care to children who have disabilities, developmental delays, or intellectual gifts. The course includes an overview of the knowledge and skills that will help providers work with children, information about support network services available and assists providers in learning how to comply with federal and state laws.

$99 | 10 Hours
14214 9/7 - 9/14 Sa 8:30 a.m. - 2:00 p.m.

DCF Make-up: Reglas y Regulaciones en el Hogar (HOME)
Este curso está diseñado para que proveedores de niños se familiaricen con las reglas y regulaciones que deben seguir las personas que cuidan niños en su hogar.

$69 | 6 Hours
14047 11/23 Sa 8:30 a.m. - 3:00 p.m.

CHILD CARE IN-SERVICE & CEUS

Behavior Management (4.5 CEUs)
This course will teach the participants effective ways to work with children from different cultures in order to be more receptive and understanding of their needs. The participants will discuss what causes behavioral problems in children and effective strategies to handle those problems. The participants will learn what kinds of behaviors are age and culturally effective, and which ones are not.

$409 | 45 Hours
14215 9/7 - 10/12 Sa 8:30 a.m. - 4:30 p.m.

Conociendo el ADD, el ADHD y el Autismo (4.5 CEUs)
En este curso el estudiante participará en una exploración profundizada acerca del ADHD, ADD, y el autismo y sus efectos en la sociedad. Se cubrirá la definición, características, prevalencia, causas, evaluaciones y tratamiento de cada condición.

$409 | 45 Hours
14208 9/28 - 12/7 Sa 8:30 a.m. - 1:30 p.m.

Operation of an Early Childhood Facility (Director Credential) (4.5 CEUs)
This course is designed for early childhood administrators who will learn to develop and enhance their leadership and administrative roles at a licensed preschool center by discussing, designing and implementing quality early care educational programs. The major areas of study include: organizational leadership and management, programming and financial and legal issues. This course is an approved course under the Department of Children and Families and must be completed in order to obtain a Level 1 Director’s Credential from the State of Florida.

$389 | 45 Hours
14685 9/28 - 12/7 Sa 8:30 a.m. - 1:30 p.m.

Florida Child Care Professional Credential (FCCPC) (6.0 CEUs)
Este curso es el primero de dos cursos diseñados para que el estudiante obtenga la equivalencia al asociado en educación infantil. El curso está basado y es equivalente al programa del Child Development Associate (CDA). Cuando los estudiantes completen las 120 horas de clase (incluye tareas, exámenes y caja de recursos) 480 horas de experiencia laboral y su evaluación final el Estado de la Florida le otorgará el Certificado Profesional del Cuidado Infantil de la Florida.

$439 | 60 Hours
11996 9/7 - 11/16 Sa 8:00 a.m. - 2:30 p.m.

Florida Child Care Professional Credential (FCCPCII) (6.0 CEUs)
Complete su preparación finalizando el segundo curso del programa. Las 120 horas de estudio junto a las 480 horas de prácticas apropiadas en un centro licenciado de cuidado infantil o en un centro en el hogar más la aprobación de la evaluación final ayudará al estudiante a obtener el Florida Child Care Professional Credential. Aprobar el curso de FCCPC I es un prerequisito para tomar este curso.

$439 | 60 Hours
11998 9/7 - 11/16 Sa 8:00 a.m. - 2:30 p.m.

Florida Child Care Professional Credential (FCCPC I) (6.0 CEUs)
This class is the first of two courses that a student must complete in order to be eligible to obtain their Preschool Florida Child Care Professional Credential Certificate (FCCPC). This course will provide students with a general introduction to the young child and the early childhood classroom, family and societal influences on young children, principles of child growth and development, role of play in young children’s learning, methods of observing and recording behavior, techniques of guiding behaviors and characteristics of appropriate early childhood programs and teachers. Book is included in course fee.

$439 | 60 Hours
13411 9/21 - 12/7 Sa 9:00 a.m. - 3:30 p.m.

Additional Class Location Codes

HAMM Hammocks Middle School
9889 Hammocks Blvd., Miami, FL

NOVA NOVA Southeastern University
8585 SW 124th Ave., Miami, FL

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.
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
15271 9/14 – 10/05 Sa 8:30 a.m. - 1:30 p.m.
10/12 Sa 8:30 a.m. - 12:30 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
14964 10/26 - 12/14 Sa 8:30 a.m. - 12:30 p.m.

Mente en Formación (4.5 CEUs)
Este curso está compuesto de 12 módulos que cubren el proceso de aprendizaje de los niños. Los 12 módulos ponen en práctica los resultados de estudios clásicos y recientes en el área del desarrollo infantil. Los participantes aprenderán la manera en que los profesores pueden estimular el aprendizaje infantil, entendiendo el proceso de aprendizaje de un niño y la manera en que los maestros contribuyen a la formación del interés al aprendizaje para toda la vida.
$409 | 45 Hours
15452 9/28 - 12/7 Sa 9 a.m. - 2 p.m.

High Scope Módulo 2: Ambientes de Enseñanza e Interacción entre Adultos y Niños (4.5 CEUs)
Los participantes aprenderán a crear ambientes sociales y positivos para desarrollar actividades utilizado Key Developmental Indicators, y aprenderán acerca de centros de enseñanza y sus respectivas áreas, y a escoger materiales de enseñanza apropiados.
$409 | 45 Hours
15453 9/21 - 11/23 Sa 8:30 a.m. - 1:30 p.m.

Manejo del Comportamiento (4.5 CEUs)
En este curso tendrá 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.
$409 | 45 Hours
14962 9/7 - 11/2 Sa 9:00 a.m. - 2:30 p.m.

Operación de un Centro Infantil (Credencial de Director) (4.5 CEUs)
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
13217 9/7 - 11/16 Sa 9:00 a.m. - 1:30 p.m.

HEALTH CARE CAREERS

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
12290 11/16 Sa 8:00 a.m. - 2:30 p.m.
12294 12/7 Sa 8:00 a.m. - 2:30 p.m.
13487 10/19 Sa 8:00 a.m. - 2:30 p.m.
13694 9/14 Sa 8:00 a.m. - 2:30 p.m.

CPR-BLS for Health Care Providers (Recertification)
This 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 for people who wish to renew their current BLS certification. It is recommended that students renew their BLS card every 2 years.
$69 | 4 Hours
12297 9/14 Sa 8:30 a.m. - 12:30 p.m.
12421 10/19 Sa 8:30 a.m. - 12:30 p.m.
12806 11/16 Sa 8:30 a.m. - 12:30 p.m.

Heartsaver CPR AED for the Layperson
This course is designed to teach CPR and relief of foreign-body airway obstruction (FBAO) to all lay rescuers, especially security guards, police and lay responders responding to emergencies in the workplace. This course includes a variety of learning methodologies including a recorded presentation of the Chain of Survival and warning signs of cardiovascular emergencies, skills demonstration and practice, instructor-led discussion regarding signs of heart attack, cardiac arrest, stroke and choking, practice scenarios and peer practice sessions.
$89 | 4 Hours
12289 10/26 Sa 8:00 a.m. - Noon

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
13354 12/14 Sa 8:00 a.m. - 4:30 p.m.

Domestic Violence
This two-hour domestic violence course is required by the Florida legislature for all health care providers during each licensure period. This course satisfies that requirement and it will provide you with information on victim identification, procedures used to screen victims of domestic violence, methods and resources used in counseling.
$39 | 2 Hours
13267 11/17 Su 8:30 - 10:30 a.m.

HIPAA - Health Insurance Portability and Accountability Act
This course has been designated for all health care providers who need to abide by the government regulations concerning privacy and anonymity of health care information.
$29 | 2 Hours
13268 11/17 Su 12:45 - 2:45 p.m.

Additional Class Location Codes
HAMM Hammocks Middle School 9889 Hammocks Blvd., Miami, FL
NOVA NOVA Southeastern University 8585 SW 124th Ave., Miami, FL
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. Test Preparation**

**College Entrance Exam Preparation**

**Serie de GED - Niveles 1 y 2**
Inscribase en ambos niveles a la vez, y ahorre dinero. Estudiará matemáticas, gramática, literatura, estudios sociales, ciencia y más para aprobar el examen y obtener su GED. El instructor proveerá información sobre libros el primer día de clase.

$219 | 56 Hours
12886 9/7 - 12/14 Sa 9:00 a.m. - 1:20 p.m.

**GED – Nivel Avanzado**

$128 | 28 Hours
12223 10/26 - 12/14 Sa 9:00 a.m. - 1:20 p.m.

**GED – Nivel Básico**

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.

$128 | 28 Hours
12220 9/7 - 10/19 Sa 9:00 a.m. - 1:20 p.m.

**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
15336 9/10 - 10/10 Tu/Th 6:30 - 9:30 p.m. HAMM
15338 9/21 - 12/7 Sa 9 a.m. - Noon
15339 10/15 - 11/14 Tu/Th 6:30 - 9:30 p.m. HAMM
15340 11/6 - 12/11 MW 6:30 - 9:30 p.m. HAMM

**Graduate Exam Preparation**

**GRE Math Review**
Sharpen your math skills and obtain an elevated score in the math portion of the GRE. This class will familiarize students with the mathematical skills and concepts likely to be tested on the GRE General Test. You’ll practice on actual, previously administered, paper-based exams and as part of the assessment process, receive answer sheets, correct answers and score conversion tables.

$149 | 12 Hours
13484 10/1 - 11/5 Tu 7 - 9 p.m.

**GRE Verbal Review**
Sharpen your English skills and obtain an elevated score in the verbal portion of the GRE. This class will familiarize students with the verbal skills and concepts likely to be tested on the GRE General Test.

$149 | 12 Hours
13486 10/4 - 11/8 F 7 - 9 p.m.
GOURMET ACADEMY

PROFESSIONAL EXAM PREPARATION

FTCE: General Knowledge - Essay/Reading
This class will review the competencies tested on the GK Essay/Reading certification exam as required by the state of Florida. Textbook Required.

$110 | 12 Hours
12265 10/1 - 10/17 TuTh 7 - 9 p.m. HAMM

FTCE: General Knowledge - Grammar Skills
Review the grammar rules that will help you pass the English Language Skills portion of the General Knowledge Test. Textbook Required.

$110 | 12 Hours
13195 10/22 - 11/7 TuTh 7 - 9 p.m. HAMM

FTCE: General Knowledge Math Skills
Review the mathematics skills and problem solving techniques for the General Knowledge portion of the Florida Teacher Certification Exam. Learn techniques to maximize test results. Textbook required.

$205 | 30 Hours
12268 9/24 - 10/24 TuTh 6:30 - 9:30 p.m.
12378 10/7 - 11/6 MW 6:30 - 9:30 p.m.

FTCE: Professional Education Test Prep - Ped
Review the actual practices of teaching school classes and how to impart knowledge and information to students. Book required.

$110 | 12 Hours
12269 10/28 - 11/18 MW 7 - 9 p.m. HAMM

FTCE: Subject Area Exam: Elementary Education (K-6)
This course aids teachers in understanding the nature of the Elementary Education test while honing the skills necessary for maximum scores. Textbook required.

$110 | 12 Hours
13196 9/23 - 10/9 MW 7 - 9 p.m. HAMM

COOKING CLASSES FOR KIDS

NEW! Chocolate Feast (Ages 13-17)
Do you like Chocolate! This class will introduce you to different chocolate recipes that you will not want to miss. The Chocolate Feast class will indulge your love for Chocolate. Participants will enjoy cooking these recipes in a fun and enjoyable environment.

$85 | 4 Hours
15785 11/2 Sa 9 a.m. - 1 p.m.

NEW! Holiday Plates: Halloween Goodies and Treats (Ages 13-17)
Just come ready to learn different treats related to Halloween occasion. Participants will enjoy baking and decorating different recipes that will make their tricks and treats more Delightful!

$85 | 4 Hours
15783 10/26 Sa 9 a.m. - 1 p.m.

NEW! Holiday Plates: Christmas Dinner (Ages 13-17)
Participants will enjoy cooking and baking different kinds of recipes that are popular for Christmas occasions. They will learn about diverse techniques and procedures to prepare main dishes that will improve their cooking skills. Students will learn about cooking aspects like safety techniques, gastronomic terms, and table etiquette.

$85 | 4 Hours
15786 12/14 Sa 9 a.m. - 1 p.m.

CAKE BAKING AND DECORATING

NEW! Basic Cake Baking and Decorating (Ages 13-17)
Participant will enjoy mixing, baking and decorating different kinds of sweets and cakes for all occasions. Simple and creative recipes will help to improve their culinary skills. They will be able to complete many fun recipes from casseroles to desserts. Students will learn about cooking aspects like safety techniques, gastronomic terms, and table etiquette. Just come ready to learn about culinary in a fun and enjoyable environment.

$125 | 9 Hours
15780 9/7 - 9/21 Sa 9 a.m. - Noon

CULINARY WORKSHOPS

NEW! A Taste of Italy
Join us to taste and explore the tasteful favors of the Italian cuisine, buon profitto! Participants will learn about the cultural aspects of that country and will cook a dish that identified that region of the world. Just come ready to learn about culinary in a fun and enjoyable environment.

$85 | 4 Hours
15775 9/7 Sa 1 - 5 p.m.
NEW! Enjoying the Taste of Mexican Cuisine
Participant will enjoy the tasteful flavors of the Mexican cuisine. They will learn about the cultural aspects of that country and will cook a dish that identified that region of the world. Just come ready to learn about culinary in a fun and enjoyable environment.
$83 | 4 Hours
15777 10/5 Sa 1 - 5 p.m.

NEW! Peruvian Favorite Cuisine
Participant will enjoy the tasteful flavors of the Peruvian cuisine. They will learn about the cultural aspects of that country and will cook a dish that identified that region of the world. Just come ready to learn about culinary in a fun and enjoyable environment.
$83 | 4 Hours
15779 10/19 Sa 1 - 5 p.m.

NEW! Thai Gastronomy Workshop
Participant will enjoy the tasteful flavors of the Thai gastronomy. They will learn about the cultural aspects of that country and will cook a dish that identified that region of the world. Just come ready to learn about culinary in a fun and enjoyable environment.
$85 | 4 Hours
15776 9/21 Sa 1 - 5 p.m.

THE ARTS

ARTS AND CREATIVE ACTIVITIES

Essentials of Drawing from Life
Have you ever wanted to draw what you see? This course will focus on the foundation principles of drawing and train your eyes to “see” and understand the world of three-dimensional forms. You will learn the essential skills to accurately portray forms to paper. You will gain an understanding of simple and complex edges, proportion and relationships and shading techniques to create volume and detail.
$134 | 18 Hours
12875 9/7 - 10/12 Sa 14 - 5 p.m.
12876 10/26 - 12/14 Sa 14 - 5 p.m.

DANCE

Ballroom Dancing Beginners
Dance your way for healthier mind and body! You will learn: Waltz, Cha Cha, Swing, Fox Trot, Tango and Rumba or Salsa.
$83 | 9 Hours
12251 9/6 - 10/11 F 7:40 - 9:10 p.m.
12252 10/18 - 11/22 F 7:40 - 9:10 p.m.

Belly Dance for Kids
Learn the fundamentals of Middle Eastern dance (commonly known as belly dance) and get initiated into this ancient art form. Learn core movements, basic travel steps and dance turns. Middle Eastern dance promotes mental wellness, physical coordination and positive social interaction. This special dance class is designed for children ages 4 - 12.
$83 | 6 Hours
15036 9/7 - 10/12 Sa 11 a.m. - Noon
15037 10/26 - 12/14 Sa 11 a.m. - Noon

Belly Dance Level 1 - Beginner Techniques
Learn beginner technique by members of the award-winning dance troupe, Azhar Dance Ensemble, in this six-week course designed to get you started on your journey through Middle Eastern dance (also known as belly dance). This course consists of basic techniques, fundamentals and cultural aspects of the art form. No previous dance skills are required for this class.
$83 | 9 Hours
13485 9/19 - 10/24 Th 7:30 – 9:00 p.m.
12257 11/7 - 12/19 Th 7:30 – 9:00 p.m.

Belly Dance Level 2 - Travel with Movements
This level is for students to acquire skills in traveling with movements as well as utilizing the skills learned in the beginner level. This course will be taught by the award-winning Artistic Director Amara Sayid, using her sought-after Egyptian style technique. This course consists of combinations, techniques and choreography. Students may remain in this level as long as necessary.
$83 | 9 Hours
12258 9/17 - 10/22 Tu 7:00 – 8:30 p.m.
12259 11/5 - 12/10 Tu 7:00 – 8:30 p.m.

Belly Dance Level 3 - Advanced Combinations, Props and Choreography
Take your dancing to the next level with award-winning Artistic Director Amara Sayid in this challenging and inspiring class. Learn advanced technique, combinations and an introduction to some of the most famous props of Middle Eastern dance. Learn to dance with veils, zills, canes and more! We will also learn a fun choreography in each course.
$83 | 9 Hours
12260 9/18 - 10/23 W 7:00 – 8:30 p.m.
12264 11/6 - 12/11 W 7:00 – 8:30 p.m.

Belly Dance Specialty Class: Shimmies, Lines, and Accents
Join our award-winning belly dance teacher in this dynamic class and shimmy your dance to the next level. You will learn different kinds of shimmies in Middle Eastern dance, while refining lines for polished stage performances. Practice eye-catching signature accents, pops and flutters that will make you the highlight of any show. Refine your stage presence and wow the audience with strength, grace and control. You will be invited to perform a drum solo choreography for our annual show.
$83 | 9 Hours
14251 9/19 - 10/24 Th 7:30 – 9:00 p.m.
14253 11/7 - 12/19 Th 7:30 – 9:00 p.m.

Bollywood Indian Style Dance
Bollywood is a fusion of traditional and classical Indian dances with the influences of some jazz, hip-hop and modern dance. This lively form of dance encourages movement of all parts of the body.
$83 | 9 Hours
14327 8/29 - 10/3 Th 7:00 – 8:30 p.m.
15407 10/10 - 11/14 Th 7:00 – 8:30 p.m.

Dancing to Middle Eastern Rhythms
Knowledge of Middle Eastern rhythms is essential for every dancer to acquire a deeper understanding of Arabic music. Musicality is one of the key components of effortless movement and a thoroughly enjoyable dance experience. In this class, students will learn a variety of essential rhythms, the background and context in which they are used in Arabic music, break down of time signatures and a selection of movements and timing/musicality techniques that complement each rhythm. This class is for intermediate to advanced belly dancers.
$83 | 9 Hours
14254 9/17 - 10/22 Tu 8:40 – 10:10 p.m.
14255 11/5 - 12/10 Tu 8:40 – 10:10 p.m.

Hip Hop I (Ages 5 - 8)
This class begins to introduce students to the Hip Hop technique. The students will gain knowledge about isolation, stretching, coordination, rhythm, and self-expression. Also, the students will learn a fun choreography where they can put together all their new movements.
$83 | 6 Hours
15456 9/3 - 10/8 Tu 5 - 6 p.m.
15515 10/15 - 11/19 Tu 5 - 6 p.m.

Hip Hop II (Ages 9- 15)
This class prepares teenagers for social environments. The students will learn diverse steps and turns in an easy and fun way. It will benefit the students with self-confidence, grace, coordination, posture while they will discover social skills that will help them forever.
$83 | 6 Hours
15457 9/3 - 10/8 Tu 6:05 - 7:05 p.m.
15516 10/15 - 11/19 Tu 6:05 - 7:05 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.
Latin Dancing (Salsa, Casino, Rueda)
Students will learn the basic steps for dancing Salsa and Casino style, as well as basic turns and foot patterns for one-on-one or Rueda. Salsa music timing and counts, to follow the beats of a song, will also be taught. Students will learn how to lead their partner (hand and foot positions) and how to follow their partner (hand and foot positions). Learn over 20 different steps of casino style ranging from the simplest to the more complex turns!
$83 | 6 Hours
12256 9/6 - 10/11 M 9:15 - 10:15 p.m.
14616 10/18 - 11/22 M 9:15 - 10:15 p.m.

NEW! Teen Salsa (12-17 years old)
The students will learn diverse steps and turns in an easy and fun way. It will benefit the students with self-confidence, grace, coordination, posture while they will discover social skills that will help them forever.
$83 | 6 Hours
15772 9/3 - 10/8 Tu 7:15 - 8:15 p.m.
15773 10/15 - 11/19 Tu 7:15 - 8:15 p.m.

The Fine Art of Belly Dance
This belly dance course will focus on traditional steps and choreographed dance patterns. There will be an introduction to playing finger cymbals, with an emphasis on “port –de-corps” (Carriage of the body). Students will learn ethnic traditions and regional colloquialisms without sacrificing the body). Students will learn ethnic traditions with an emphasis on “port –de-corps” (Carriage of the body). Students will learn ethnic traditions with an emphasis on “port –de-corps” (Carriage of the body). Students will learn ethnic traditions with an emphasis on “port –de-corps” (Carriage of the body). Students will learn ethnic traditions with an emphasis on “port –de-corps” (Carriage of the body). Students will learn ethnic traditions with an emphasis on “port –de-corps” (Carriage of the body). Students will learn ethnic traditions with an emphasis on “port –de-corps” (Carriage of the body). Students will learn ethnic traditions with an emphasis on “port –de-corps” (Carriage of the body).
$83 | 9 Hours
14901 9/16 - 10/21 M 7:30 - 9:00 p.m.
14902 11/4 - 12/16 M 7:30 - 9:00 p.m.

MUSIC PROGRAMS

Guitar Adult Group
In this class, the student will learn holding, tuning and parts of the guitar. Fundamentals of the right and left hand, review note reading and rhythms, chords, rhythm guitar, how to play a melody and major scale construction.
$153 | 18 Hours
13562 9/12 - 12/5 Th 8:00 - 9:30 p.m.

Guitar Kids Group (Ages 8 - 15)
This class is designed to help students learn basic chord patterns, picking techniques, two songs and how to tune your guitar. Students will learn which basic chord patterns and rhythm techniques can be applied to different music styles.
$153 | 18 Hours
15356 9/7 - 12/7 Sa 9:00 - 10:30 a.m.

Piano Adult Group
Learn the basics of playing the piano in a friendly group of fellow beginners. Small class sizes allow for a high level of personal attention. Classes fill up fast, so register early.
$153 | 18 Hours
12274 9/11 - 11/27 W 8:00 - 9:30 p.m.

Painting with Oils/Acrylics
Beginners receive basic instruction including information on mixing color, composition and design. More advanced students can work independently. Individual instruction is given to all students. All levels are welcome.
$128 | 21 Hours
12214 9/4 - 10/2 W 8:30 a.m. - 12:45 p.m.
12215 10/9 - 11/6 W 8:30 a.m. - 12:45 p.m.
12216 11/13 - 12/11 W 8:30 a.m. - 12:45 p.m.
14545 9/7 - 10/12 Sa 9:30 a.m. - 1:00 p.m.
15409 10/26 - 12/14 Sa 9:30 a.m. - 1:00 p.m.

PRIVATE MUSIC LESSONS
Private lessons are taught at all skill levels. Students will begin with the basic concepts of their instrument and work toward mastering it. Students will also learn and understand standard notation, rhythm, tabs and chart reading that applies to their instrument. Please call the department after you register to set up an appointment for your private lessons.
Private music lessons are offered in:
- Drums • Guitar • Piano • Voice

Piano Group (Ages 8 - 15)
This class is offered to young people between the ages of 8 and 15 years. They will obtain skills such as read simple music notation, sing as they play pieces and play five finger positions in different keys. Students will recognize intervals: (melodic & harmonic), recognize and play simple chords, recognize and learn the meanings of basic music, symbols and vocabulary.
$153 | 18 Hours
15358 9/13 - 12/6 F 6:00 - 7:30 p.m.

The Civic Chorale of Greater Miami
The revamped Civic Chorale of Greater Miami’s mission is to provide an opportunity for amateur and professional singers to study and perform a variety of choral literature, to enhance the cultural life of the community through public performance of choral music and to provide ongoing community service and outreach. Under the direction of Misty Bermudez, the nonprofit Civic Chorale of Greater Miami has been a vital part of the South Florida musical community since 1970.
$79 | 34 Hours
12275 8/27 - 12/10 Tu 7:30 - 9:30 p.m.

PAINTING AND DRAWING

Painting with Oils/Acrylics
Beginners receive basic instruction including information on mixing color, composition and design. More advanced students can work independently. Individual instruction is given to all students. All levels are welcome.
$128 | 21 Hours
12214 9/4 - 10/2 W 8:30 a.m. - 12:45 p.m.
12215 10/9 - 11/6 W 8:30 a.m. - 12:45 p.m.
12216 11/13 - 12/11 W 8:30 a.m. - 12:45 p.m.
14545 9/7 - 10/12 Sa 9:30 a.m. - 1:00 p.m.
15409 10/26 - 12/14 Sa 9:30 a.m. - 1:00 p.m.
Painting with Pastels
Students will learn basic pastel techniques by making their own projects. They will also learn how to choose colors, prepare the paper and the usage of pastels along with other art materials.

$128 | 21 Hours
12217 9/7 - 10/12 Sa 9:30 a.m. – 1:00 p.m.
12218 10/26 - 12/14 Sa 9:30 a.m. – 1:00 p.m.

Photography
Beginning Digital Photography
This class introduces the basics of digital cameras, from the flash to advanced functions. Basic operations and various photography techniques will be covered. Explore many kinds of photography.

$153 | 18 Hours
12405 9/18 - 10/23 W 7 - 10 p.m.
12406 9/14 - 10/19 Sa 9 a.m. - Noon

Intermediate Digital Photography
Further explore camera functions, lighting techniques and learn more compositional skills. Participate in class critiques focusing on technical and aesthetical aspects and deepen your photographic skills creative assignments.

$153 | 18 Hours
12411 11/6 - 12/18 W 7 - 10 p.m.

Outdoor Photographic Portraiture
Improve your ability to photograph people. Learn about portrait planning sessions, how to use the light to your advantage, and how to incorporate studio strobes in an outdoor portrait shoot. Psychology, posing, locations, compositions, and backgrounds will be discussed. Class consists of three outdoor shoots. Prerequisites: Beginning Digital Photography and Intermediate Digital Photography

$153 | 18 Hours
15410 11/7 - 12/19 Th 7 - 10 p.m.
15424 9/19 - 10/24 Th 7:00 - 9:30 p.m.
15426 11/7 - 12/12 Th 7:00 - 9:30 p.m.

Acting for Beginners
If you want to become an actor, then this is your class. Our beginners class offers an introduction to acting in a friendly and supportive atmosphere. During this class students will learn about voice, body language and some popular techniques of acting, such as memorization, sense memory, emotional memory and characterization. Whether you are an aspiring performer, wish to revitalize your creativity or simply want to try something new and build self-confidence, you will find this course active, fun and rewarding.

$133 | 18 Hours
13194 9/11 - 10/16 W 7 - 10 p.m. HAMM

The Theater
Acting and Theater for Teens
Teens will learn voice, body language and explore various essential techniques of acting, such as memorization, sense memory, emotional memory and characterization. This class leads to inspiration, transformation and creativity, but most definitely, will bring out the artist in you.

$83 | 15 Hours
14924 9/10 - 10/15 Tu 7:00 - 9:30 p.m. HAMM

Floral Design
Holiday Floral Design
Learn to make beautiful floral designs for the holidays. Design and create wreaths, Christmas tree decor, table decorations, bows and more.

$112 | 15 Hours
15424 9/19 - 10/24 Th 7:00 - 9:30 p.m.
15426 11/7 - 12/12 Th 7:00 - 9:30 p.m.

Additional Class Location Codes

- HAMM Hammocks Middle School
  9889 Hammocks Blvd., Miami, FL
- NOVA NOVA Southeastern University
  8585 SW 124th Ave., Miami, FL

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.
Intermediate Floral Design
This course will be a continuation of Introduction to Floral Design. This hands-on class furthers students in developing advanced flower arrangements with fresh flowers and silk materials. Students will work on selected projects and create specialty and seasonal arrangements. *Students will be given a list of materials to purchase during the first class.*
$112 | 15 Hours
14183 11/5 – 12/10 Tu 7:00 – 9:30 p.m.

Introduction to Floral Design
This course will cover care and handling techniques, color application and coordination, marketing techniques and more. This hands-on course will work on round and oblong centerpiece arrangements, freestyle design and symmetrical and asymmetrical arrangements. *Students will be given a list of materials during the first class.*
$112 | 15 Hours
14177 9/17 – 10/22 Tu 7:00 – 9:30 p.m.

LIFE SKILLS

Beginning Genealogy
This course will lay a solid foundation of how to begin researching historical American records with genealogical value in order to begin building a family tree. It introduces students to authoritative sources and teaches how to decipher good information from bad. The course also teaches how to organize and store research.
$130 | 20 Hours
14654 10/1 – 11/12 Tu 6:00 – 8:30 p.m.

Etiquette and Leadership for Children (Ages 7 - 11)
Children will thrive by learning respectable manners in many social settings. Public speaking tips, leadership techniques and communication skills are presented in a safe and enjoyable environment. This class will help children boost confidence and self-esteem by focusing on their personal development, body language and visual poise awareness. Proper guest/host behavior and impressive table manners in public and private settings will provide children with the competitive edge needed in today’s world.
$135 | 9 Hours
15431 9/7 – 10/12 Sa 9:00 – 10:30 a.m.
15432 10/26 – 12/14 Sa 9:00 – 10:30 a.m.

Motorcycle Riding Certification
This course is designed to teach beginning motorcyclists the physical and mental skills necessary to ride safely on the street. Student workbooks, helmets and motorcycles are provided. Upon successful completion of the course, graduates are exempt from further testing at the Division of Driver Licenses Office.

For registration information, please call 305-777-1550 or visit www.mtii.com.
COURT-APPROVED COURSES

PARENTING AND FAMILY COURSES

 Curso de Educación y Estabilización Familiar (CODP)
Seminar of four hours designed for parents of minor children who are divorcing. Parents will learn effective techniques to help them adjust to the reality of divorce and recognize their unique qualities and strengths.

$41 | 4 Hours
12047 9/7 Sa 9 a.m. - 1 p.m.
12048 10/5 Sa 9 a.m. - 1 p.m.
12049 11/2 Sa 9 a.m. - 1 p.m.
12785 12/7 Sa 9 a.m. - 1 p.m.

 Custodia (Tutela) Familiar (Family Guardianship)
Este curso es requerido por el estado de Florida para todo tutor legal designado por un tribunal. El curso proporcionará todo lo que se necesita saber para dar cumplimiento a las obligaciones legales del tutor (Family Guardian). La tutela es un vínculo legal impuesto por el estado para la toma de decisiones en nombre del representado. El curso incluye materiales de instrucción.

$120 | 8 Hours
13731 9/14 Sa 9:00 a.m. - 5:30 p.m.
12839 11/16 Su 9:00 a.m. - 5:30 p.m.

Family Guardianship
This is a state-required course for those who are appointed by the court as a guardian for a family member. This class will provide you with everything you need to know to perform your duties as a Family Guardian. A family guardian is a legally enforced surrogate decision maker. It is a legally prescribed relationship. Materials are included.

$120 | 8 Hours
13702 10/20 Su 9:00 a.m. - 5:30 p.m.
13703 12/15 Su 9:00 a.m. - 5:30 p.m.

KIDS (SandCastles Program) 1-13 yrs
The Sandcastles Program is a one-time group session for children of divorce. Sandcastles uses a range of innovative techniques designed to help children develop self-expression and problem-solving skills, learn appropriate means of expressing anger and other intense emotions, reach a better understanding of the reality of divorce and recognize their own unique qualities and strengths.

$41 | 3.5 Hours
12053 9/14 Sa 9:00 a.m. - 12:30 p.m.
12054 10/12 Sa 9:00 a.m. - 12:30 p.m.
12793 11/16 Sa 9:00 a.m. - 12:30 p.m.
14250 12/14 Sa 9:00 a.m. - 12:30 p.m.

FITNESS AND SPORTS

Gentle Yoga, Guided Relaxation and Meditation
In this Gentle Yoga class, students will practice light Asanas (postures) to release tension and establish stability and ease in the body. The student will be guided through a systematic relaxation using foundation Pranayama (Yogic breathing) and sit for a guided meditation.

$69 | 9 Hours
13406 9/11 - 10/16 W 7:00 - 8:30 p.m.
13407 10/30 - 12/11 W 7:00 - 8:30 p.m.

Yoga AMP - Asana, Meditation & Pranayama
Yoga is designed to promote health, peace of mind and a deeper awareness of ourselves. In this class you will learn asana (posture), which is therapeutic for all the systems in the body and the mind to unblock energy. You will learn deep relaxation and visualizations to connect you to your life force energy; pranayama (breath) for the greatest amount of transformation.

$91 | 12 Hours
12350 9/7 - 10/12 Sa 10:40 a.m. - 12:40 p.m.
13490 10/26 - 12/14 Sa 10:40 a.m. - 12:40 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.
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
Yoga for Beginners
Stretch away stress! Keep your body youthful and limber by stretching it every day. You will also learn stretching techniques, breathing exercises and meditation for health and peace. You will also learn the six principles of yoga: proper relaxation, exercises, breathing, nutrition, positive thinking and meditation; how to use creative visualization and affirmations; different exercise positions; the history of yoga and its different forms.

$91 | 12 Hours
12351 9/8 - 10/13 Su 9 - 11 a.m.
13270 10/27 - 12/15 Su 9 - 11 a.m.

Karate Shotokan All Levels
Traditional Japanese karate with a long history of tradition, respect and discipline. Classes will include traditional Karate exercises and updated training techniques. Students will participate in warm-up exercises, introduction of kata and practice the techniques learned. Students can gain flexibility, coordination, posture and stamina. Dress: Sweat pant and shirt allowing freedom of movement. Instructor will advise students on the first day of class of dress requirements.

$97 | 12 Hours
15327 9/9 - 10/16 MW 7:40 – 8:40 p.m.
15328 10/28 - 12/9 MW 7:40 – 8:40 p.m.

Karate Shotokan All Levels (Ages 5 and up)
$97 | 12 Hours
15325 9/9 - 10/16 MW 6:30 – 7:30 p.m.
15326 10/28 - 12/9 MW 6:30 – 7:30 p.m.

Karate Tae Kwon Do All Levels (Ages 6 and up)
Tae Kwon Do is a traditional Korean martial art practiced by students of all ages. Classes consist of warm-up exercises & stretching, followed by drilling techniques & forms. Sparring is conducted after a designated level of control. There is a ranking system and testing is an intricate part of Tae Kwon Do training. Testing is strongly encouraged but not required. Uniform is not required.

$85 | 9 Hours
15329 9/7 - 10/12 Sa 10:40 a.m. – 12:10 p.m.
15330 10/26 - 12/14 Sa 10:40 a.m. – 12:10 p.m.
15331 9/3 - 10/8 Tu 6:30 – 8:00 p.m.
15332 10/29 - 12/3 Tu 6:30 – 8:00 p.m.

Tai Chi For Health
Tai Chi helps participants learn their way to health, inner peace and balance through the practice of simple, slow movements. Students will learn the Chow Chian Chiu and Chow Leung Chen-Ying methods. Wear comfortable clothing that will allow free movement.

$86 | 9 Hours
12347 9/9 - 10/14 M 7:30 – 9:00 p.m.
12348 10/28 - 12/9 M 7:30 – 9:00 p.m.

Tennis Beginners/Int (Ages 9 - 16)
Classes will have hands-on individual instruction. The fundamentals of the game: How to grip the racquet, groundstrokes and volley will be introduced to the Beginning student. Intermediate students will be challenged to play games and learn strategies. Students will need to bring their own racquet and one new can of tennis balls to each class.

$135 | 12 Hours
13342 9/10 - 10/17 TuTh 5:30 – 6:30 p.m.
15324 10/29 - 12/10 TuTh 5:30 – 6:30 p.m.

Tennis for Beginners (Ages 5 - 8)
Classes will have hands-on individual instruction. The basic fundamentals of the game, such as how to grip the racket, ground strokes and volley will be introduced in an orderly progressive manner. Students will need to bring their own racket and one new can of tennis balls to each class. Tennis shoes are recommended.

$135 | 12 Hours
15333 9/10 - 10/17 TuTh 5:30 – 6:30 p.m.
15334 10/29 - 12/10 TuTh 5:30 – 6:30 p.m.

SWIMMING
Private Swim Classes
You can choose your preferred time and location and we will organize the swimming classes according to your availability.

$189 | 3 Hours
15577 8/24 - 12/14 Sa 8:30 a.m. – 1:00 p.m.
15587 8/26 - 12/13 MWF 11 - 6 p.m.

Swimming Placement Test
Students ages six and older will be assessed in order to be placed in the correct swimming class. Students will need to bring their own racquet and one new can of tennis balls to each class. Students will also be assessed on their swimming ability.

FREE | 1 Hour
13095 8/24 Sa 10 a.m. – Noon
12134 10/19 Sa 10 a.m. – Noon

Parent and Child Aquatics 1 (Ages 2 - 3)
Note: Parent must go in water with child. Introduction to the water for the young child. Songs, toys, fun noodles, bubbles etc. are used to put the child at ease. Teacher will demonstrate the method for immersion, swimming to the side, jumping in/turn and reach, back float and turning over. The goal is for the child to learn to swim to the side, move along the side to the ladder and exit from the ladder. Child is taught NEVER to swim alone.

$67 | 3 Hours
14862 9/7 - 10/12 Sa 10:10 - 10:40 a.m.
14817 9/7 - 10/12 Sa 11:40 a.m. - 12:10 p.m.
13710 10/26 - 12/14 Sa 11:00 - 11:30 a.m.

Preschool Aquatics Level 1 (Ages 4 - 5)
A parent or guardian must go into the water with the child. Children are taught total immersion, swimming to the side of the pool, flutter kick, paddling with arms, breaststroke, jumping in, diving for toys. Water safety is emphasized.

$71 | 4.5 Hours
15574 9/7 - 10/12 Sa 9:40 – 10:25 a.m.
15575 10/26 - 12/14 Sa 9:40 – 10:25 a.m.

Preschool Aquatics Level 2 (Ages 4 - 5)
A parent or guardian must go into the water with the child. Children are taught how to enter the pool and go under water, to swim to the side of the pool, flutter kick, paddle with arms and a basic breaststroke. Water safety is emphasized. Children will build on the swimming skills they learned in Level 1.

$71 | 4.5 Hours
15446 9/7 - 10/12 Sa 10:35 - 11:20 a.m.
15447 10/26 - 12/14 Sa 10:35 - 11:20 a.m.

Level 1 - Introduction to Water Skills (Ages 6 - 15)
Level 1 helps participants feel comfortable in the water. Students will learn to enter and exit water independently, fully submerge their face, exhale underwater, bobbing, opening their eyes underwater and picking up submerged objects. In addition, students will learn how to float, glide and roll front to their back. Basic water safety topics will be covered.

$91 | 6 Hours
14965 9/7 - 10/12 Sa 9 – 10 a.m.
14968 9/7 - 10/12 Sa 11 a.m. - Noon
14967 10/26 - 12/14 Sa 9 – 10 a.m.
14966 10/26 - 12/14 Sa 11:40 a.m. - 12:40 p.m.

REGISTER EARLY!
Great classes are often cancelled due to insufficient enrollment. We recommend registering at least two days before the start of 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.
Level 2 - Fundamental Aquatic Skills (Ages 6 - 15)
Fundamental Aquatic Skills for future swimmers: Students entering this course must have a Level 1 certificate or must be able to demonstrate all the completion requirements of Level 1. Students in this level should not be fearful of the water and have basic propulsion skills in the water.
$91 | 6 Hours
14987 10/28 – 12/9 MW 5 – 6 p.m.

Level 3 - Stroke Development (Ages 6 - 15)
Students entering this course must have a Level 2 certificate or must be able to demonstrate all the completion requirements in Level 2. Students should be able to independently swim 15 yards in the water.
$91 | 6 Hours
12288 9/7 – 10/12 Sa 9 – 10 a.m.
14663 9/7 – 10/12 Sa 11 a.m. – Noon
$91 | 12 Hours
14984 8/27 – 10/3 TuTh 5 – 6 p.m.

Level 4 - Stroke Improvement (6-15 yrs)
Students entering this course must have a Level 3 certificate or must be able to demonstrate all the completion requirements of Level 3. This level is designed to build confidence and increase endurance by swimming farther distances.
$134 | 12 Hours
14987 10/28 – 12/9 MW 5 – 6 p.m.

Level 4 - Stroke Improvement (Ages 6-15)
American Red Cross Swimming Skills taught. Freestyle, Backstroke, Breaststroke, and Butterfly. Other skills taught are flip-turns, butterfly turn, Breaststroke turns. Taught like a Master Swim Team.
$91 | 6 Hours
13148 9/7 – 10/12 Sa 9:40 – 10:40 a.m.
13102 10/26 – 12/14 Sa 9:40 – 10:40 a.m.

Level 5 - Stroke Refinement (Ages 6-15)
The objective of Level 5 is coordination and refinement of strokes. Participants refine their performance of all the strokes and increase their distances. Flip turns are also introduced.
$91 | 6 Hours
13302 9/7 – 10/12 Sa 10:50 – 11:50 a.m.

Scuba Certification
This certification course is taught by “Underwater Unlimited.” Students must be 16 years or older and must be able to pass a swimming evaluation. The class meets two nights a week, one night in a classroom and one night in the pool. Students must cover the cost of an open water diver kit, dives, a mask, fins, and snorkel. Students who complete the class successfully will be certified by Scuba Schools International.
$239 | 30 Hours
15039 8/26 – 9/16 MW 6:30 – 9:00 p.m.
15040 10/1 – 10/17 TuTh 6:30 – 9:00 p.m.
15041 11/4 – 11/25 MW 6:30 – 9:00 p.m.

Swimming for Adults Intermediate
Adult students will continue to improve on the strokes they learned in Level 1. Participants will improve their coordination of arms and legs for front crawl, breast stroke, butterfly, back crawl and backstroke. Glides, breathing control and underwater swimming will be practiced, as well.
$91 | 6 Hours
14816 9/7 – 10/12 Sa Noon – 1 p.m.

Swimming for Adults - Masters Level
Swimmers will improve all of their strokes, working on their speed and techniques. The class provides a great cardiovascular workout.
$134 | 12 Hours
14959 9/7 – 10/12 Sa 8:30 – 9:30 a.m.
14797 10/26 – 12/14 Sa 8:30 – 9:30 a.m.

Pre-swim Team
Pre-requisite: Students should have either completed level 4, or be able to perform all tasks covered in level 4. This class will prepare the students to transition from swimming classes to competitive swimming. Students will work on improving their swimming techniques, endurance, speed and stroke development.
$139 | 16 Hours
12308 9/3 – 9/30 MThW 6 – 7 p.m.
12310 11/12 – 12/10 MThW 6 – 7 p.m.

Water Aerobics
Water aerobics is a workout for everyone. It provides an excellent workout for the heart and lungs, improving cardiovascular conditioning. The support and cushioning of the water encourages added flexibility in joints and additional strength in ligaments.
$91 | 6 Hours
14461 9/7 – 10/12 Sa 9:30 – 10:30 a.m.
14986 10/26 – 12/14 Sa 9:30 – 10:30 a.m.
**PAYMENT METHODS**

<table>
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<th>In Person</th>
<th>Visit the campus. Pay by check, cash, money order, or credit card. Cash payments are accepted only at the Bursars office during office hours.</th>
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<tr>
<td>Mail</td>
<td>Enclose a check or money order payable to Miami Dade College. Mail it with the completed form to the campus location (see address on the right).</td>
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<tr>
<td>Web</td>
<td>Log on to <a href="http://www.mdc.edu/ce/kendall">www.mdc.edu/ce/kendall</a>. Pay with credit card or e-check.</td>
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**Questions?** Please call 305-237-2161.

**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:  /  /  

- BIRTH LOCATION  BIRTH COUNTRY  BIRTH STATE

- STREET ADDRESS

- CITY  STATE ZIP CODE

- EVENING PHONE #  DAY PHONE #  E-MAIL ADDRESS

**CLASS SELECTION**

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<th>CLASS NUMBER</th>
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<th>START DATE / TIME</th>
<th>FEES</th>
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Total Fees Enclosed  __________________________
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