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.
THE LANGUAGE CENTER

ENGLISH PROGRAM

All students must take a free placement exam before they register for English classes.

Testing Hours
Monday-Thursday 8:00 a.m. - 5:45 p.m.
Friday 8:00 a.m. - 3:00 p.m.

Spanish
Todos los estudiantes deben de tomar una prueba de nivelación gratis antes de registrarse para las clases de inglés.

Horario de Examen
Lunes-jueves 8:00 a.m. - 5:45 p.m.
Viernes 8:00 a.m. - 3:00 p.m.

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

$299 | 84 Hours
11862 9/3 - 10/21 M-Th 8:45 - 11:45 a.m.
11883 9/3 - 10/21 M-Th 6:30 - 9:30 p.m.
11967 10/28 - 12/17 M-Th 8:45 - 11:45 a.m.
12153 10/28 - 12/17 M-Th 6:30 - 9:30 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.

$299 | 84 Hours
12621 9/3 - 10/21 M-Th 8:45 - 11:45 a.m.
12792 9/3 - 10/21 M-Th 6:30 - 9:30 p.m.
13184 10/28 - 12/17 M-Th 8:45 - 11:45 a.m.
13308 10/28 - 12/17 M-Th 6:30 - 9:30 p.m.

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

$299 | 84 Hours
13309 9/3 - 10/21 M-Th 8:45 - 11:45 a.m.
13310 9/3 - 10/21 M-Th 6:30 - 9:30 p.m.
13418 10/28 - 12/17 M-Th 8:45 - 11:45 a.m.
13735 10/28 - 12/17 M-Th 6:30 - 9:30 p.m.

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

$299 | 84 Hours
12206 10/28 - 12/17 M-Th 8:45 - 11:45 a.m.
12207 10/28 - 12/17 M-Th 6:30 - 9:30 p.m.
11863 9/3 - 10/21 M-Th 8:45 - 11:45 a.m.
11884 9/3 - 10/21 M-Th 6:30 - 9:30 p.m.

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.

$299 | 84 Hours
12626 10/28 - 12/17 M-Th 8:45 - 11:45 a.m.
12795 10/28 - 12/17 M-Th 6:30 - 9:30 p.m.
12624 9/3 - 10/21 M-Th 8:45 - 11:45 a.m.
12625 9/3 - 10/21 M-Th 6:30 - 9:30 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.

$299 | 84 Hours
13311 10/28 - 12/17 M-Th 8:45 - 11:45 a.m.
13312 10/28 - 12/17 M-Th 6:30 - 9:30 p.m.
12796 9/3 - 10/21 M-Th 8:45 - 11:45 a.m.
12797 9/3 - 10/21 M-Th 6:30 - 9:30 p.m.

English Conversation 1A
Throughout the course, students will review grammar skills and integrate them into the conversation. Read out loud and receive pronunciation correction from the instructor.

$245 | 70 Hours
11864 9/3 - 10/21 M-Th 8:00 a.m. - 2:00 p.m.
11888 10/28 - 12/17 M-Th 8:00 a.m. - 2:00 p.m.

English Conversation 2A
Throughout the course, students will lose the fear of conversing in English through group support. Speak in small groups focusing on weekly themes and incorporating current events.

$245 | 70 Hours
12208 9/3 - 10/21 M-Th Noon - 2:30 p.m.
11864 10/28 - 12/17 M-Th Noon - 2:30 p.m.

English Conversation 2A
Throughout the course, students will lose the fear of conversing in English through group support. Speak in small groups focusing on weekly themes and incorporating current events.

$245 | 70 Hours
12628 10/28 - 12/17 M-Th Noon - 2:30 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.
### English Conversation - Advanced
Continue to improve your English speaking skills, vocabulary and listening abilities in our advanced conversation classes by building on the language skills you already have.  
**$245 | 70 Hours**  
12630 9/3 - 10/23 MThWTh  Noon - 2:30 p.m.

### English Conversation - Advanced
Continue to improve your English speaking skills, vocabulary and listening abilities in our advanced conversation classes by building on the language skills you already have.  
**$245 | 70 Hours**  
13259 10/28 - 12/17 MThWTh  Noon - 2:30 p.m.

### English Conversation - 1
Beginning class to develop basic communication skills and role-play interaction in class.  
**$179 | 42 Hours**  
13260 9/6 - 12/13 F  9 a.m. - Noon

### English Conversation 2
Intermediate class to develop basic communication skills through theme-based grammar exercises and role-play interaction in class.  
**$179 | 42 Hours**  
13436 9/6 - 12/13 F  9 a.m. - Noon

### English Conversation 3
High-Intermediate class to develop basic communication skills through theme-based grammar exercises and role-play interaction in class.  
**$179 | 42 Hours**  
13483 9/6 - 12/13 F  9 a.m. - Noon

### English for Work 1
Develop basic interpersonal communication skills in English to communicate in everyday life, social and work situations as well as critical thinking for the workplace. Learn grammatical structures such as simple present and present continuous tenses, nouns, adjectives and pronouns.  
**$239 | 60 Hours**  
13508 9/14 - 12/14 Sa  9:00 a.m. - 2:30 p.m.

### English for Work 2
Learn how to use English in life, social and work situations. Enrich your vocabulary and practice using more complex grammar structures such as simple past and future tenses, modal verbs, comparatives and superlatives. Learn how to complete basic job applications and how to prepare for a job interview.  
**$239 | 60 Hours**  
12209 9/14 - 12/14 Sa  9:00 a.m. - 2:30 p.m.

### English for Work 3
Continue improving your English through active student-centered lessons. Practice grammar structures such as past continuous, present perfect and present perfect continuous tenses, possessive pronouns, gerunds, infinitives and conditionals. Learn to ask and answer job interview questions through mock interviews and practice how to respond to a job offer.  
**$239 | 60 Hours**  
12627 9/14 - 12/14 Sa  9:00 a.m. - 2:30 p.m.

### English for Work4
Improve your English by learning and practicing the language in more challenging settings and contexts. Develop skills in language aspects such as past perfect tense, tag questions, conditionals, passive voice, reported speech and embedded questions. Learn how to write a cover letter, a resume and prepare for a job interview.  
**$239 | 60 Hours**  
12638 9/14 - 12/14 Sa  9:00 a.m. - 2:30 p.m.

### Mandarin Chinese 1
Through a variety of exercises, dialogues, role play and other practical activities you will acquire the official Chinese language. Plenty of practical exercises will help you recognize the writing style of this language. Cultural context will facilitate the comprehension and application of the language to everyday activities.  
**$169 | 28 Hours**  
15304 9/7 - 12/21 Sa  9 - 11 a.m.

### Mandarin Chinese 2 (Children)
Children continue to develop their Mandarin Chinese language skills through creative and interactive exercises such as games, songs, storytelling and art projects. Engaging lessons and conversations encourage natural and easy learning.  
**$169 | 28 Hours**  
15512 9/7 - 12/21 Sa  9 - 11 a.m.

### Mandarin Chinese 3 (Children)
Children continue developing the Chinese language skills through creative and interactive exercises such as games, songs, storytelling and art projects. Engaging lessons and conversations encourage natural and easy learning.  
**$169 | 28 Hours**  
15513 9/7 - 12/21 Sa  9 - 11 a.m.

### Mandarin Chinese 4 (Children)
Further develop speaking and listening skills in Mandarin Chinese while recognizing writing styles of this language. The cultural context will facilitate the comprehension and application of the language to everyday activities.  
**$169 | 28 Hours**  
15584 9/7 - 12/21 Sa  Noon - 2 p.m.

### Mandarin Chinese 5 (Children)
Continue developing the Chinese language skills through creative and interactive exercises such as games, songs, storytelling and art projects.  
**$169 | 28 Hours**  
15585 9/7 - 12/21 Sa  9 - 11 a.m.

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**KIDS AND TEENS**

### Mandarin Chinese 1 (Children)
Have fun learning Mandarin Chinese through creative and interactive exercises such as games, songs, storytelling and art projects. Learn interesting aspects of the Chinese culture and engage in lessons and conversations that encourage natural and easy learning.  
**$169 | 28 Hours**  
15512 9/7 - 12/21 Sa  9 - 11 a.m.

### Mandarin Chinese 2 (Children)
Children continue to develop their Mandarin Chinese language skills through creative and interactive exercises such as games, songs, storytelling and art projects. Engaging lessons and conversations encourage natural and easy learning.  
**$169 | 28 Hours**  
15513 9/7 - 12/21 Sa  9 - 11 a.m.

### Mandarin Chinese 3 (Children)
Children continue developing the Chinese language skills through creative and interactive exercises such as games, songs, storytelling and art projects. Engaging lessons and conversations encourage natural and easy learning.  
**$169 | 28 Hours**  
15514 9/7 - 12/21 Sa  9 - 11 a.m.

### Mandarin Chinese 4 (Children)
Further develop speaking and listening skills in Mandarin Chinese while recognizing writing styles of this language. The cultural context will facilitate the comprehension and application of the language to everyday activities.  
**$169 | 28 Hours**  
15584 9/7 - 12/21 Sa  Noon - 2 p.m.

### Mandarin Chinese 5 (Children)
Continue developing the Chinese language skills through creative and interactive exercises such as games, songs, storytelling and art projects.  
**$169 | 28 Hours**  
15585 9/7 - 12/21 Sa  9 - 11 a.m.

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**RECREATIONAL LANGUAGE COURSE**

### Mandarin Chinese 1
Through a variety of exercises, dialogues, role play and other practical activities you will acquire speaking and listening skills of Mandarin, the official Chinese language. Plenty of practical exercises will help you recognize the writing style of this language. Cultural context will facilitate the comprehension and application of the language to everyday activities.  
**$169 | 28 Hours**  
15504 9/7 - 12/21 Sa  9 - 11 a.m.

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**KIDS AND TEENS**

### Mandarin Chinese 1 (Children)
Have fun learning Mandarin Chinese through creative and interactive exercises such as games, songs, storytelling and art projects. Learn interesting aspects of the Chinese culture and engage in lessons and conversations that encourage natural and easy learning.  
**$169 | 28 Hours**  
15512 9/7 - 12/21 Sa  9 - 11 a.m.

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**RENERATIONAL LANGUAGE COURSE**

### Mandarin Chinese 1
Through a variety of exercises, dialogues, role play and other practical activities you will acquire speaking and listening skills of Mandarin, the official Chinese language. Plenty of practical exercises will help you recognize the writing style of this language. Cultural context will facilitate the comprehension and application of the language to everyday activities.  
**$169 | 28 Hours**  
15504 9/7 - 12/21 Sa  9 - 11 a.m.

### Mandarin Chinese 2 (Children)
Children continue to develop their Mandarin Chinese language skills through creative and interactive exercises such as games, songs, storytelling and art projects. Engaging lessons and conversations encourage natural and easy learning.  
**$169 | 28 Hours**  
15513 9/7 - 12/21 Sa  9 - 11 a.m.

### Mandarin Chinese 3 (Children)
Children continue developing the Chinese language skills through creative and interactive exercises such as games, songs, storytelling and art projects. Engaging lessons and conversations encourage natural and easy learning.  
**$169 | 28 Hours**  
15514 9/7 - 12/21 Sa  9 - 11 a.m.

### Mandarin Chinese 4 (Children)
Further develop speaking and listening skills in Mandarin Chinese while recognizing writing styles of this language. The cultural context will facilitate the comprehension and application of the language to everyday activities.  
**$169 | 28 Hours**  
15584 9/7 - 12/21 Sa  Noon - 2 p.m.
NEW! Etiquette Skills for Teens
This workshop is designed for teens on communication skills, table manners, public speaking and leadership techniques, dining and more. Participants will learn to navigate through challenges including social and personal scenarios giving them the competitive edge in society so imperative for successful future.

$135 | 9 Hours
15586 10/19 - 12/7 Sa 10:00 - 11:30 a.m.

PROFESSIONAL AND WORKFORCE TRAINING

IMPORT AND EXPORT COURSES

Magaya Training
Magaya Corporation is a software development company that provides solutions to the logistics industry. Magaya designs products that automate entire organizations and provide state-of-the-art communication. Students will benefit from an interactive learning experience with instructor lectures, classroom discussions and web-based access to a live environment.

$449 | 40 Hours
14201 9/16 - 10/16 MW 6 - 10 p.m.

COMING SOON! NASBITE’s Certified Global Business Professional (CGBP)
The NASBITE Certified Global Business Certification (CGBP) credential confirms knowledge in international trade and assures that employees are able to practice global business at the professional level required in today’s competitive environment.

For more information, please call 305.237.8513

Customs Broker License Exam Preparation
This course will cover all subject matter tested in the customs broker’s exam. Topics included are the classification under HTSUS, valuation, special classes of merchandise, quotas, intellectual property rights, country of origin, fines, penalties, protests, claims, drawbacks, special programs, customs bonds, customs broker regulations, entry of merchandise, bonded warehouses, foreign trade zones, transportation in bond and all other customs regulations pertinent to exam material.

$435 | 56 Hours
13282 10/1 - 11/14 TuTh 6 - 10 p.m.

Fundamentals of Transportation and Trade Certificate
This 45-hour certificate is designed for individuals who are beginners or have some knowledge in the international trade area. The course provides students with fundamental knowledge in the areas of compliance, cargo insurance, documentation, administration and finance, warehousing and transportation. This certificate will equip you with the necessary skills to increase employability in a competitive job market or operate your own company.

$527 | 45 Hours
14252 10/5 - 12/14 Sa 9:00 a.m. - 2:30 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.
**Personal and Professional Development**

### Notary Public (en Espanol)
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**
12164 12/7 9 a.m. - Noon

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### Tax Preparation

#### Curso Intensivo en Preparacion de Impuestos – Individual y de Negocios
Aprenda los fundamentos de la preparación de impuestos para individuos y negocios. La clase se dicta con ejercicios interactivos para mejorar aprendizaje.

**$389 | 50 Hours**
14249 10/11 – 10/22 Mi 6 - 10 p.m.

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### Accounting, Bookkeeping & Office Skills

#### Teneduria de Libros 1 (Bookkeeping 1)
Este curso es una introducción al ciclo contable. Aprenda cómo analizar y registrar en los libros las operaciones contables, incluyendo los libros auxiliares de cuentas a cobrar y cuentas a pagar, y la preparación de estados financieros.

**$159 | 20 Hours**
12162 10/18 – 11/16 Sa 9:00 a.m. - 2:30 p.m.

#### Teneduria de Libros 2 (Bookkeeping 2)
Este curso cubre en más detalle varias operaciones contables como la conciliación de cuentas bancarias, la preparación de las nóminas, etc.

**$159 | 20 Hours**
12163 11/23 – 12/21 Sa 9:00 a.m. - 2:30 p.m.

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### Human Resources (HRCI/SHRM)

**SHRM Essentials of Human Resources**
Become a more effective manager in this course focusing on important aspects of human resource management. A certificate from the Society for Human Resources Management will be awarded upon completion of this course (Materials included). You will learn: effective recruitment and selection; orienting and training your employees; important principles of employment law; fundamentals of compensation and benefits; techniques to ensure quality performance. *Discount available for SHRM members.*

**$649 | 15 Hours**
12579 11/2 – 11/23 Sa 9:00 a.m. - 2:30 p.m.

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### Marketing

#### Mercadeo en Redes Sociales: Impulso de Ventas y Presencia de su Negocio en Internet
Aprenda paso a paso como las pequeñas y medianas empresas pueden recurrir a las redes sociales para generar nuevos negocios y conectarse con los clientes. Conozca las herramientas de mercadeo electrónico esenciales y maximice su potencial accediendo a las plataformas, redes sociales y de negocios como Facebook, Twitter, YouTube, Instagram, Google

**$329 | 30 Hours**
12835 11/5 – 12/10 TTh 6:30 - 9:30 p.m.

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### Technology

### Accounting Applications

#### 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, reconciliar 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**
12834 9/14 – 10/12 Sa 9:00 a.m. - 2:30 p.m.

#### QuickBooks Nivel 2
Eleve sus conocimientos de QuickBooks a un nivel más alto. Si ya usa el programa de QuickBooks o terminó nuestro primer curso y desea aprender comandos avanzados que le faciliten su trabajo y le ahorren tiempo este curso es para Ud.

**$325 | 24 Hours**
11893 11/16 – 12/21 Sa 9:00 a.m. - 2:30 p.m.

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### Business Technology

#### 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**
13670 11/2 – 11/23 Sa 9 a.m. - 1 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**
13391 11/2/12 – 12/4 Mi 9 a.m. - 1 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**
13480 11/4 – 11/25 M 7 – 10 p.m.

#### Revit - Level 2
This workshop is intended for students who have completed the Revit Level 1 training and are ready to explore the more advanced features in the software. Students will be exposed to floor systems, roof design, structural items, ceilings and interiors, stairs, ramps and railings as well as scheduling. Students will also learn how to develop and create more complex models. Designed for architects, designers, facilities planners, drafters and others needing to work with construction documents generated with Revit Architecture. (Textbook recommended)

**$249 | 12 Hours**
13337 12/2 – 12/16 M 6 – 10 p.m.
The freedom of doing it online

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

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

305-237-2543
www.mdc.edu/ce/online
CHILD CARE TRAINING

CHILD CARE IN-SERVICE & CEUS

**Taller para Matrícula Electrónica**
Este curso está diseñado para que personas que trabajen con niños se familiaricen con la página web del estado, para que aprendan cómo crear sus propias cuentas de correo electrónico y su archivo personal en el sistema de DCF.

$19  |  2 Hours
14358  9/3  Tu  9 - 11 a.m.
14911  9/9  M    6:30 - 8:30 p.m.
14357  9/14  Sa  9 - 11 a.m.
14135 10/3  Th  9 - 11 a.m.
14356 10/31 Th  9 - 11 a.m.

**Florida Child Care Professional Credential (FCCPCI) (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 completan 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
14542  9/24 - 12/3  TuTh  6:30 - 9:30 p.m.

**Operación de un Centro Infantil (Credencial de Director)**
El Estado de la Florida requiere que se complete este curso aprobado por el Departamento de Niños y Familias para otorgarles el nivel 1 de Credencial de Director del Estado de la Florida. Este curso dirigido a administradores de centros infantiles le permitirá 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  |  30 Hours
13099  9/30 - 12/20  MW  6:30 - 9:30 p.m.

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

$199  |  30 Hours
14878  9/9 - 9/17  M/WTh  9:00 a.m. - 2:30 p.m.
12195  9/16 - 10/7  M/WTh  6:30 - 9:30 p.m.
12192  9/21 - 10/26  Sa  8:30 a.m. - 2:00 p.m.
12194  10/7 - 10/15 M/WTh  9:00 a.m. - 2:30 p.m.
12193  11/4 - 11/14 M/WTh  9:00 a.m. - 2:30 p.m.

**Florida Child Care Professional Credential (FCCPCII)**
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 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
14921  9/24 - 12/3  TuTh  6:30 - 9:30 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. El costo del libro no está incluido en el precio de la clase.

$409  |  45 Hours
15144  9/30 - 11/20  MW  6:30 - 9:30 p.m.

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

$49  |  5 Hours
12202  9/23    M  9:00 a.m. - 2:30 p.m.
12200  10/14 - 10/16  MW  6:30 - 9:00 p.m.
12201  10/21    M  9:00 a.m. - 2:30 p.m.
14914  11/2    Sa  8:30 a.m. - 2:00 p.m.
12203  11/18    M  9:00 a.m. - 2:30 p.m.

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

$49  |  5 Hours
12198  9/25 W  9:00 a.m. - 2:30 p.m.
12196  10/21 - 10/23  MW  6:30 - 9:00 p.m.
12197  10/23 W  9:00 a.m. - 2:30 p.m.
12199  11/16  Sa  8:30 a.m. - 2:00 p.m.
14886  11/20  W  9:00 a.m. - 2:30 p.m.
**5 Horas de Desarrollo del Lenguaje y la Enseñanza de la Lectoescritura (Early Literacy Training)**
Este curso le proporcionará las herramientas necesarias para aumentar y acelerar el desarrollo de sonidos, lenguaje, y literatura temprana en niños. Descubre nuevas formas para ayudar a que los niños desarrollen habilidades básicas esenciales.

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<th>9/30</th>
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**$49 | 5 Hours**

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

<table>
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<tr>
<th>Clase</th>
<th>12/10</th>
<th>9/30 – 12/18 MW 6:30 – 9:00 p.m.</th>
</tr>
</thead>
</table>

**$99 | 10 Hours**

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

<table>
<thead>
<tr>
<th>Clase</th>
<th>12/10</th>
<th>12/2 – 12/4 MW 6:30 – 9:00 p.m.</th>
</tr>
</thead>
</table>

**$49 | 5 Hours**

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**HEALTH CARE CAREERS**

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**CPR FOR HEALTH CARE PROVIDERS**

**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.

<table>
<thead>
<tr>
<th>Clase</th>
<th>9/21</th>
<th>8:00 a.m. – 4:30 p.m.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>10/19</td>
<td>8:00 a.m. – 4:30 p.m.</td>
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<tr>
<td></td>
<td>11/23 Sa 8:00 a.m. – 4:30 p.m.</td>
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<tr>
<td></td>
<td>12/14</td>
<td>8:00 a.m. – 4:30 p.m.</td>
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</table>

**$89 | 8 Hours**

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**TEST PREPARATION**

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**COLLEGE ENTRANCE EXAM PREPARATION**

**SAT Read/Write**
The objective of the SAT-Verbal is to not only help students improve their scores, but also to help them become more comfortable with the format of the SAT. Standardized tests can be frightening and intimidating. This course is designed to prepare you for the verbal components of the SAT. It covers the strategies and fundamentals of each section; pre-tests, section specific exercises, practice drills and test taking techniques.

<table>
<thead>
<tr>
<th>Clase</th>
<th>9/28 – 10/19</th>
<th>Sa 8:30 – 11:30 a.m.</th>
</tr>
</thead>
</table>

**$153 | 12 Hours**

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**SAT Math**
Improve your SAT score. Review Math and acquire test taking strategies.

<table>
<thead>
<tr>
<th>Clase</th>
<th>9/28 – 10/19</th>
<th>Sa Noon – 3 p.m.</th>
</tr>
</thead>
</table>

**$153 | 12 Hours**

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**PERT Math Review**
Students will learn how to add, subtract, multiply and divide polynomials, solve linear equations and inequalities and factor polynomials (four-term polynomials, trinomials and binomials).

<table>
<thead>
<tr>
<th>Clase</th>
<th>10/2 – 11/6</th>
<th>W 6 – 9 p.m.</th>
</tr>
</thead>
</table>

**$113 | 18 Hours**

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**PERT Verbal Review**
This course prepares students for the verbal and reasoning section of the PERT. Learn accurate grammar, reading comprehension, analytical reasoning and English comprehension through in-class instruction.

<table>
<thead>
<tr>
<th>Clase</th>
<th>10/3 – 11/7</th>
<th>Th 6 – 9 p.m.</th>
</tr>
</thead>
</table>

**$113 | 18 Hours**

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**TOEFL EXAM PREPARATION**

**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.

<table>
<thead>
<tr>
<th>Clase</th>
<th>9/7 – 10/19</th>
<th>Sa 9 a.m. – 1 p.m.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>10/26 – 12/21</td>
<td>Sa 9 a.m. – 1 p.m.</td>
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</table>

**$175 | 28 Hours**

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**HOME AND LIVING**

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**INTERIOR DECORATING**

**Decoración de Interiores - Nivel 1**
Los estudiantes de este curso aprenderán sobre la historia del arte, las características de los colores, decoración en elevaciones y diferentes escalas. Los estudiantes aprenderán la función e importancia de diferentes áreas de una habitación. También se harán prácticas de color por medio de la técnica de collage.

<table>
<thead>
<tr>
<th>Clase</th>
<th>10/26 – 11/23</th>
<th>Sa 9:30 a.m. – 1:30 p.m.</th>
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</thead>
</table>

**$153 | 16 Hours**

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**Decoración de Interiores - Nivel 2**
Los estudiantes tendrán la oportunidad de explorar diferentes estilos de decoración más a fondo. El énfasis de los estilos será en el clásico, tropical, Art Deco y moderno. Entre alguno de los temas discutidos en clases, será el uso de telas, cortinas entre otros accesorios.

<table>
<thead>
<tr>
<th>Clase</th>
<th>10/26 – 12/21</th>
<th>Sa 9:30 a.m. – 2:30 p.m.</th>
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</thead>
</table>

**$153 | 16 Hours**

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**THE ARTS**

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**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.

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<tr>
<th>Clase</th>
<th>9/10 – 10/19</th>
<th>Sa 9 a.m. – 2 p.m.</th>
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</table>

**$153 | 18 Hours**

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

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<th>Clase</th>
<th>10/20 – 10/29</th>
<th>Sa 9 a.m. – 2 p.m.</th>
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</table>

**$153 | 18 Hours**

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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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- Foreign Language
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- Writing
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Web  Log on to www.mdc.edu/ce/west. Pay with credit card or e-check.


PERSONAL INFORMATION

Please type or clearly print the requested information.

MDC Student #

LAST NAME                  FIRST NAME                  MIDDLE                  (FORMER NAME)

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

STREET ADDRESS

CITY  STATE  ZIP CODE

EVENING PHONE #  DAY PHONE #  E-MAIL ADDRESS

CAMP/CLASS SELECTION

<table>
<thead>
<tr>
<th>CLASS NUMBER</th>
<th>CLASS TITLE</th>
<th>START DATE / TIME</th>
<th>FEES</th>
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Total Fees Enclosed  __________________________
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