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 Wolfson Campus (address above).

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

Fees are subject to change without notice.
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.
### ACCENT REDUCTION

<table>
<thead>
<tr>
<th>Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010</td>
<td>8/23 – 10/14</td>
<td>42 Hours</td>
<td>M/W</td>
<td>9 a.m. – 1 p.m.</td>
<td>$185</td>
</tr>
<tr>
<td>1020</td>
<td>8/29 – 10/15</td>
<td>42 Hours</td>
<td>M/W</td>
<td>2 – 5 p.m.</td>
<td>$185</td>
</tr>
<tr>
<td>1030</td>
<td>10/28 – 12/16</td>
<td>42 Hours</td>
<td>M/W</td>
<td>6 – 9 p.m.</td>
<td>$185</td>
</tr>
</tbody>
</table>

### LANGUAGE CENTER

**Coffee and Conversation - Intermediate**

Bring a cup of coffee (or tea) and join us for an early morning hour of conversation. Improve your English speaking skills as you make new friends. You will develop vocabulary and practice pronunciation and listening skills in a relaxed atmosphere. Topics will include family, work, the community, current events and lots more. For intermediate students.

<table>
<thead>
<tr>
<th>Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>14375</td>
<td>8/26 – 10/14</td>
<td>28 Hours</td>
<td>M/W</td>
<td>2 – 5 p.m.</td>
<td>$145</td>
</tr>
<tr>
<td>14376</td>
<td>10/29 – 12/17</td>
<td>28 Hours</td>
<td>TuTh</td>
<td>6 – 9 p.m.</td>
<td>$145</td>
</tr>
</tbody>
</table>

**Accent Reduction - Level 1**

Further develop the pronunciation patterns of American English. Students will be able to put into practice what they have learned in previous accent reduction courses. The class will focus on intonation practice, pitch change, and honing troublesome vowel.

<table>
<thead>
<tr>
<th>Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>12076</td>
<td>10/29 – 12/17</td>
<td>28 Hours</td>
<td>TuTh</td>
<td>2 – 5 p.m.</td>
<td>$185</td>
</tr>
<tr>
<td>12077</td>
<td>10/29 – 12/17</td>
<td>28 Hours</td>
<td>TuTh</td>
<td>6 – 9 p.m.</td>
<td>$185</td>
</tr>
</tbody>
</table>

### FOREIGN LANGUAGES

**French 1**

This course is designed for beginners. Special emphasis is placed on grammar along with simple sentence structure using daily vocabulary. Students will learn numbers, the days of the week, the months of the year, the date and how to tell the time. Every week, homework is assigned for the following week; it consists of written exercises from the textbook.

<table>
<thead>
<tr>
<th>Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>13223</td>
<td>10/19 – 12/14</td>
<td>42 Hours</td>
<td>M/W</td>
<td>9 a.m. – 1 p.m.</td>
<td>$169</td>
</tr>
<tr>
<td>13648</td>
<td>8/24 - 10/12</td>
<td>42 Hours</td>
<td>M/W</td>
<td>9 a.m. – 1 p.m.</td>
<td>$169</td>
</tr>
</tbody>
</table>

**French 2**

Classes are conducted completely in French. Students have already acquired basic French skills and wish to become more fluent. One past tense is taught at this level: le passé-composé. Students will acquire new vocabulary, for example: members of the family, clothes, colors, weather, seasons, food and how to use the Paris subway. Students have homework every week.

<table>
<thead>
<tr>
<th>Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>13289</td>
<td>8/26 – 10/14</td>
<td>28 Hours</td>
<td>M/W</td>
<td>9 a.m. – 1 p.m.</td>
<td>$219</td>
</tr>
<tr>
<td>13118</td>
<td>10/28 – 12/16</td>
<td>28 Hours</td>
<td>M/W</td>
<td>6 – 9 p.m.</td>
<td>$219</td>
</tr>
</tbody>
</table>

### WRITING ACADEMY

**Better Writing 1**

Learn sentence structure and editing skills to write clear and effective letters and emails. Explore different types of expository writing.

<table>
<thead>
<tr>
<th>Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>12024</td>
<td>8/29 - 10/15</td>
<td>28 Hours</td>
<td>M/W</td>
<td>2 – 5 p.m.</td>
<td>$159</td>
</tr>
<tr>
<td>12015</td>
<td>10/29 – 12/17</td>
<td>28 Hours</td>
<td>M/W</td>
<td>2 – 5 p.m.</td>
<td>$159</td>
</tr>
</tbody>
</table>

**WRITING ACADEMY**

**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>Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>12025</td>
<td>8/29 - 10/15</td>
<td>28 Hours</td>
<td>M/W</td>
<td>6 – 9 p.m.</td>
<td>$239</td>
</tr>
<tr>
<td>12026</td>
<td>10/29 - 12/17</td>
<td>28 Hours</td>
<td>M/W</td>
<td>6 – 9 p.m.</td>
<td>$239</td>
</tr>
</tbody>
</table>

**French 2 - Intensive**

Improve your pronunciation and structure when speaking and reading French texts. Through a variety of exercises and experiential activities such as dialogues and role-plays, you will rapidly acquire the essential elements of common French.

<table>
<thead>
<tr>
<th>Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>13248</td>
<td>8/24 - 10/12</td>
<td>28 Hours</td>
<td>M/W</td>
<td>9 a.m. – 1 p.m.</td>
<td>$169</td>
</tr>
<tr>
<td>13452</td>
<td>10/19 – 12/14</td>
<td>28 Hours</td>
<td>M/W</td>
<td>9 a.m. – 1 p.m.</td>
<td>$169</td>
</tr>
</tbody>
</table>

**French 2 - Intensive**

Improve your pronunciation and structure when speaking and reading French texts. Through a variety of exercises and experiential activities such as dialogues and role-plays, you will rapidly acquire the essential elements of common French language and culture.

<table>
<thead>
<tr>
<th>Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>13249</td>
<td>8/26 - 10/14</td>
<td>28 Hours</td>
<td>M/W</td>
<td>6 – 9 p.m.</td>
<td>$219</td>
</tr>
<tr>
<td>13315</td>
<td>10/28 – 12/16</td>
<td>28 Hours</td>
<td>M/W</td>
<td>6 – 9 p.m.</td>
<td>$219</td>
</tr>
</tbody>
</table>
French 3
Classes are conducted completely in French. Students should be able to express themselves in French in a very simple manner. Lessons of units 7 to 10 deal with serious subjects and students are encouraged to express their own views on these subjects; the “questions personnelles” exercises provide plenty of practice for the students.

$199 | 28 Hours
13453 10/19 - 12/14 Sa 9 a.m. - 1 p.m.
13471 8/24 - 10/12 Sa 9 a.m. - 1 p.m.

French 3 - Intensive
Continue to enrich your French vocabulary, acquire idiomatic expressions and learn grammar skills so you can better function in day-to-day life situations. This course enriches your learning activities with a mixture of visual, auditory and experiential activities that engage and integrate all of your language skills including expressing and supporting opinions in writing.

$249 | 42 Hours
13225 10/28 - 12/16 MW 6 - 9 p.m.
13605 8/26 - 10/14 MW 6 - 9 p.m.

French 4
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 language and culture leading to enhance your writing skills.

$199 | 28 Hours
12119 10/19 - 12/14 Sa 9 a.m. - 1 p.m.
13224 8/24 - 10/12 Sa 9 a.m. - 1 p.m.

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 leading to enhance your writing skills.

$249 | 42 Hours
13454 8/29 - 10/15 TuTh 6 - 9 p.m.
13606 10/29 - 12/17 TuTh 6 - 9 p.m.

French 5 - Intensive
This course is intended to review the use of advanced grammatical structures and idiomatic expressions. The focus is on the application of everything you learned in the previous levels. All explanations are followed by thorough, practical examples in common, natural French language and culture leading to enhance your writing skills, pronunciation, and oral communication fluency.

$299 | 42 Hours
13177 8/26 - 10/14 MW 6 - 9 p.m.
14382 10/28 - 12/16 MW 6 - 9 p.m.

German 1
This course is designed for the beginner who would like to converse in basic German. Course material covers real life situations that one might encounter as a tourist or visitor. One half of the class time will be dedicated to fundamental grammar, while the other will focus on communication. Students are encouraged to share from their own experience.

$169 | 28 Hours
12120 8/24 - 10/12 Sa 9 a.m. - 1 p.m.
13423 10/19 - 12/14 Sa 9 a.m. - 1 p.m.
German 2
This course focuses primarily on German conversation dealing with common everyday situations. Learn telephone etiquette, how to rent a car, reserve a room, or order a meal. The emphasis is on being understood, and knowing how to express yourself properly in various situations. This course is designed for students who have had a basic introduction to the German Language.
$169 | 28 Hours
12121 8/24 – 10/12 Sa 9 a.m. – 1 p.m.
13228 10/19 – 12/14 Sa 9 a.m. – 1 p.m.

German 3
Continue improving your German reading and conversational skills in this third level course. A variety of structured and open-ended activities will enable students to deepen their knowledge of the German language and take their conversational skills to the next level. Students will learn to express yourself using vital grammatical concepts such as the genitive case. Course content will include practice in the usage of expressions and idioms common to spoken German. It will also include analysis of content from periodicals, books and Web sites, so that students can increase their comprehension of written German.
$199 | 28 Hours
14388 8/24 – 10/12 Sa 9 a.m. – 1 p.m.

Italian 1
This course is for beginners who have no knowledge of Italian and would like to acquire basic conversation skills. Part of the class is dedicated to learning grammar and the other part to applying concepts to conversation. Students will be able to engage in asking simple questions, directions and greetings.
$169 | 28 Hours
12123 8/24 – 10/12 Sa 9 a.m. – 1 p.m.
13234 10/19 – 12/14 Sa 9 a.m. – 1 p.m.

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 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
12124 8/26 – 10/14 MW 6 – 9 p.m.
13231 10/28 – 12/16 MW 6 – 9 p.m.

Italian 2
This course will continue to cover grammatical concepts, review basic conversation while advancing to more complex activities dealing with real life situations. The students will be able to talk with the professor and among themselves about the culture of Italy and its people.
$169 | 28 Hours
13230 8/24 – 10/12 Sa 9 a.m. – 1 p.m.
13607 10/19 – 12/14 Sa 9 a.m. – 1 p.m.

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
13250 8/26 – 10/14 MW 6 – 9 p.m.
13586 10/29 – 12/17 TuTh 6 – 9 p.m.
**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.

$249 | 42 Hours
13587 10/28 – 12/16 MW 6 - 9 p.m.
13610 8/29 – 10/15 TuTh 6 - 9 p.m.

**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.

$249 | 42 Hours
13457 10/28 – 12/16 MW 6 - 9 p.m.

**Japanese 2**

Students will continue to develop their knowledge of the Japanese language and culture. Vocabulary for travel and business in Japan will be emphasized.

$169 | 28 Hours
13472 10/19 – 12/14 Sa 9 a.m. – 1 p.m.
13583 8/24 – 10/12 Sa 9 a.m. – 1 p.m.

**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
12117 10/19 – 12/14 Sa 9 a.m. – 1 p.m.
13221 8/24 – 10/12 Sa 9 a.m. – 1 p.m.

**Mandarin Chinese 2**

You will further develop your Chinese language skills in using methods such as reading out loud after the teacher, pair work and role play. Continue acquiring cultural aspects of the Chinese culture applied to language used in everyday life.

$169 | 28 Hours
12036 8/24 – 10/12 Sa 9 a.m. – 1 p.m.
13602 10/19 – 12/14 Sa 9 a.m. – 1 p.m.

**Mandarin Chinese 3**

Develop your Chinese language skills through learning fundamental concepts such as colors, restaurant orders, shopping and hospital visits. Through exercises, dialogues and role play, proficiency will be improved. Additional Chinese characters will be taught to gain a deeper appreciation of the writing system.

$199 | 28 Hours
13469 8/24 – 10/12 Sa 9 a.m. – 1 p.m.
13581 10/19 – 12/14 Sa 9 a.m. – 1 p.m.

**Mandarin Chinese 4**

Further develop speaking and listening skills in Mandarin Chinese while recognizing writing styles of this language. Cultural context will facilitate the comprehension and application of the language to everyday activities.

$199 | 28 Hours
13222 8/24 – 10/12 Sa 9 a.m. – 1 p.m.
13247 10/19 – 12/14 Sa 9 a.m. – 1 p.m.

**Mandarin Chinese 6**

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.

$219 | 28 Hours
15242 8/24 – 10/12 Sa 9 a.m. – 1 p.m.

M=Mondays (Lunes) Tu=Tuesday (Martes)
W=Wednesday (Miércoles) Th=Thursday (Jueves)
F=Friday (Viernes) Sa=Saturday (Sábado) Su=Sunday (Domingo)

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.
Portuguese 4
Continue learning and using advanced grammatical structures and idiomatic expressions from day-to-day interactions. 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.

$199 | 28 Hours
13591 10/19 – 12/14 Sa 9 a.m. – 1 p.m.

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.

$249 | 42 Hours
13594 8/29 – 10/15 TuTh 6 – 9 p.m.
13613 10/29 – 12/17 TuTh 6 – 9 p.m.

Portuguese 5 - Intensive
In this advanced intensive course the student will learn more advanced language structures and idiomatic expressions to engage in fluent conversations. All explanations are followed by thorough, practical examples in common, natural Portuguese.

$299 | 42 Hours
13550 10/29 – 12/17 TuTh 6 – 9 p.m.
13553 8/26 – 10/14 MW 6 – 9 p.m.

Portuguese 6 - Intensive
In this intensive course, combine your learned grammatical structures with idiomatic expressions to engage in day-to-day conversations about cultural, political, and current events of the Portuguese culture and language.

$299 | 42 Hours
13551 8/26 – 10/14 MW 6 – 9 p.m.
13554 10/28 – 12/16 MW 6 – 9 p.m.

Portuguese Conversation - Advanced
This course will review and practice different regional accents and vocabulary for a full understanding of the Portuguese language when travelling or doing business in/with Brazil. Regional customs and the Brazilian day-to-day lifestyle will be expressed in colloquial and formal language. Culture, travel destinations, and business issues will be addressed in an open conversational environment.

$159 | 28 Hours
15286 8/28 – 10/16 MW 6:30 – 8:30 p.m.

Russian 1
In this introductory course you will be introduced to basic Russian language skills (listening, speaking and reading). Student-instructor exchanges help you acquire the vocabulary and learn structures used in common interactions with plenty of practical examples.

$169 | 28 Hours
12119 8/24 – 10/12 Sa 9 a.m. – 1 p.m.
13236 10/19 – 12/14 Sa 9 a.m. – 1 p.m.

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

$169 | 28 Hours
12029 8/24 – 10/12 Sa 9 a.m. – 1 p.m.
13646 10/19 – 12/14 Sa 9 a.m. – 1 p.m.

Spanish 2
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
12030 8/26 – 12/20 Sa 9 a.m. – 1 p.m.
12111 10/19 – 12/14 Sa 9 a.m. – 1 p.m.

M=Monday (Lunes) Tu=Tuesday (Martes)
W=Wednesday (Miércoles) Th=Thursday (Jueves)
F=Friday (Viernes) Sa=Saturday (Sábado) Su=Sunday (Domingo)
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
12032 8/26 – 10/14 MW 6 – 9 p.m.
12114 10/28 – 12/16 MW 6 – 9 p.m.

Spanish 3
Intermediate level students will continue to develop conversational skills, learn to express situations and actions in the past and present tense. Conversational situations include shopping, food preparation, automobile rental and repairs. Students will learn to use the future and conditional tenses to speak about future events and other past tenses.

$199 | 28 Hours
12112 10/19 – 12/14 Sa 9 a.m. – 1 p.m.
13216 8/24 – 10/12 Sa 9 a.m. – 1 p.m.

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.

$249 | 42 Hours
12033 10/29 – 12/17 TuTh 6 – 9 p.m.
12115 8/26 – 10/14 MW 6 – 9 p.m.

Spanish 4
High Intermediate students will learn to use the subjunctive mood in Spanish. Situations include travel for business or pleasure, banking and health. By the end of this level, students will possess the basic skills to communicate in Spanish and be able to speak for 2 or 3 minutes about a given topic.

$199 | 28 Hours
13245 8/24 - 10/12 Sa 9 a.m. – 1 p.m.
13576 10/19 – 12/14 Sa 9 a.m. – 1 p.m.

Spanish 4 - Intensive
Enhance the use of more advanced idiomatic expressions and basic grammatical structures focusing on past experienced using compound past tenses. All explanations are followed by numerous examples in everyday practical situations.

$249 | 42 Hours
12116 8/29 – 10/15 TuTh 6 – 9 p.m.
13218 10/28 – 12/16 MW 6 – 9 p.m.

Spanish 5
Continue practicing with more advanced grammatical structures and idiomatic expressions in this intensive course. In this course the focus is on mastering fluency through reading and conversational practices. Individual coaching and group support will provide development in Spanish language skills.

$299 | 42 Hours
12035 8/29-10/15 TuTh 6 – 9 p.m.
13246 10/29 – 12/17 TuTh 6 – 9 p.m.

Spanish 5 - Intensive
Continue practicing with more advanced grammatical structures and idiomatic expressions in this intensive course. In this course the focus is on mastering fluency through reading and conversational practices. Individual coaching and group support will provide development in Spanish language skills.

$299 | 42 Hours
13577 10/19 – 12/14 Sa 9 a.m. – 1 p.m.
13599 8/24 – 10/12 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!

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.
Spanish 6 - Intensive
Review and compare among all modes and verb tenses studied in previous levels. Continue using advanced idiomatic expressions with formal and colloquial language to develop fluency and coherence. Develop writing abilities using the invariable parts of the sentence: adverbs, conjunction and prepositions.
$299  |  42 Hours
13578  8/20 - 10/15  TuTh  6 - 9 p.m.

Spanish Conversation Advanced
Continue improving your Spanish conversational skills, fluency and vocabulary. Come prepared to class to talk for 3-5 minute on a current topic of interest and discuss with fellow students. This course is conducted entirely in Spanish and students are encouraged to use descriptions and gestures to describe an unknown word. Course prerequisite: Spanish 4 or fluency.
$159  |  28 Hours
12807  10/28 - 12/16  MW  6 - 8 p.m.
13557  8/26 - 10/14  MW  6 - 8 p.m.

PROFESSIONAL AND WORKFORCE TRAINING

ACCOUNTING, BOOKKEEPING & OFFICE SKILLS

Finance for Non-Financial Managers
Learn important techniques in interpreting financial statements, forecasting cash flow, obtaining venture capital, leasing vs. purchasing and other important concepts affecting a successful business.
$239  |  18 Hours
11949  11/18 - 12/4  MW  6 - 9 p.m.

Bookkeeping and QuickBooks Specialist Series
Learn Bookkeeping and QuickBooks Premier and receive up to a 15% discount. Courses included: Bookkeeping 1 (20 hours), Bookkeeping 2 (20 hours) and QuickBooks Premier (24 hours).
$545  |  64 Hours
13088  9/5 - 10/8  TuTh  6 - 10 p.m.
9/7 - 10/12  Sa  9 a.m. - 1 p.m.

Bookkeeping - Level 1
Good record keeping is essential for your business. Learn how to record journal entries and produce financial statements. (Prerequisite for Certified Bookkeeper Exam Preparation Course).
$159  |  20 Hours
11877  9/5 - 9/19  TuTh  6 - 10 p.m.
11878  9/24 - 10/8  TuTh  6 - 10 p.m.

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
15403  9/7 - 10/12  Sa  9 a.m. - 1 p.m.

Certified Bookkeeper Test Preparation: Series Pricing
This class groups all the individual sections covered in the Bookkeeping Certification Exam offered by the American Institute of Professional Bookkeepers (AIPB). It covers all the material from the following individual Certified Bookkeeper Exam Prep classes: Bookkeeping Beginning to Advanced; Adjustments; Error Correction; Depreciation; Inventory; Internal Controls and Payroll.
$975  |  96 Hours
12664  9/24 - 12/17  TuTh  6 - 10 p.m.

Accounting and Finance Series
Learn accounting and finance in this series of courses and receive up to a 15% discount. Includes: Accounting 1 (24 hours), Accounting 2 (24 hours) and Finance for Non-Financial Managers (18 hours).
$645  |  66 Hours
11929  9/18 - 12/4  MW  6 - 9 p.m.

Accounting - Level I
Learn to use and analyze balance sheets, income statements and other financial reports to determine the success of your business.
$259  |  24 Hours
11919  9/18 - 10/14  MW  6 - 9 p.m.

Accounting - Level II
Manage your business more efficiently using budgeting, ratio analysis and payroll tax guidelines.
$259  |  24 Hours
11925  10/16 - 11/13  MW  6 - 9 p.m.

Bookkeeping - Level 2
Increase your expertise in handling bank statements, depreciation, record bad debt; assign inventory and calculate payroll taxes.
$159  |  20 Hours
11877  9/5 - 9/19  TuTh  6 - 10 p.m.

Bookkeeping - Level 1
Good record keeping is essential for your business. Learn how to record journal entries and produce financial statements. (Prerequisite for Certified Bookkeeper Exam Preparation Course).
$159  |  20 Hours
11877  9/5 - 9/19  TuTh  6 - 10 p.m.

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
15403  9/7 - 10/12  Sa  9 a.m. - 1 p.m.

Certified Bookkeeper Test Preparation: Series Pricing
This class groups all the individual sections covered in the Bookkeeping Certification Exam offered by the American Institute of Professional Bookkeepers (AIPB). It covers all the material from the following individual Certified Bookkeeper Exam Prep classes: Bookkeeping Beginning to Advanced; Adjustments; Error Correction; Depreciation; Inventory; Internal Controls and Payroll.
$975  |  96 Hours
12664  9/24 - 12/17  TuTh  6 - 10 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!
**Certified Bookkeeper Test Preparation: Adjustments and Error Correction**
Learn to calculate and record adjusting entries for accrued and deferred revenue and expenses. This course prepares students for one of the subject areas of the Certified Bookkeeper Exam from the American Institute of Professional Bookkeepers (AIPB).

$259 | 24 Hours
15342 9/24 - 10/10 TuTh 6 - 10 p.m.

**Certified Bookkeeper Test Preparation: Payroll**
The course focuses on how to carry out basic payroll functions. Students will understand basic reporting of wages and taxes on federal forms, make journal entries for payroll distribution, related expenses, liabilities and remittance of employer taxes. This course prepares the student for one of the subject areas of the Certified Bookkeeper exam from the American Institute of Professional Bookkeepers (AIPB).

$259 | 24 Hours
15343 10/15 - 10/31 TuTh 6 - 10 p.m.

**Certified Bookkeeper Test Preparation: Depreciation**
Learn the necessary depreciation techniques used in bookkeeping: straight line, units of production and decline balances. This course prepares the student for one of the subject areas of the Certified Bookkeeper exam from the American Institute of Professional Bookkeepers (AIPB).

$259 | 24 Hours
15344 11/5 - 11/21 TuTh 6 - 10 p.m.

**Certified Bookkeeper Test Preparation: Inventory and Internal Controls**
Learn to record inventory purchases and sales, determine cost of goods sold and ending inventory under the perpetual and periodic methods. This course prepares students for one of the subject areas of the Certified Bookkeeper exam from the American Institute of Professional Bookkeepers (AIPB).

$259 | 24 Hours
15345 11/26 - 12/17 TuTh 6 - 10 p.m.

**TAX PREPARATION**

**Income Tax Preparation Series**
Learn both individual and business tax preparation in this series and receive up to a 15% discount for both classes. Includes: Intensive Income Tax Preparation Program—Individual (50 Hours) and Intensive Income Tax Preparation Program—Business (50 Hours).

$659 | 100 Hours
11898 9/11 - 12/11 MW 6:00 - 9:50 p.m.

**Intensive Income Tax Preparation Program - Individual**
Learn the fundamentals of preparing individual income taxes and the opportunities to enhance your income. Put to practice the lessons learned in this new interactive class.

$389 | 50 Hours
12375 9/11 - 10/23 MW 6:00 - 9:50 p.m.

**Starting and Operating Your Own Business**
This 30-hour course is designed for both those who are planning to open and those currently operating a business. Topics include planning for a successful business, financing strategies and resources, marketing your business and increasing customers and managing your staff (Part of the 78-hour Certificate in Business and Marketing).

$329 | 30 Hours
13252 9/17 - 10/15 TuTh 6:00 - 9:20 p.m.

**Intensive Income Tax Preparation Program - Business**
Continue this new interactive approach as you focus on business and corporate returns.

$389 | 50 Hours
12376 10/28 - 12/11 MW 6:00 - 9:50 p.m.

**Entrepreneurship and Small Business**

**Certificate in Business and Marketing**
Through completion of the required courses, a professional certificate in Business and Marketing will be awarded. Required courses include: Starting and Operating Your Business Professional Program, Marketing Your Business Program and Finance for Non-Financial Managers. A discount of up to 15% will be given for taking all three classes during the same semester.

$765 | 78 Hours
13273 9/17 - 11/21 TuTh 6:00 - 9:20 p.m.

**Developing a Successful Social Media Campaign for Your Business**
In this hands-on project based social media course, you will learn the fundamentals of a good social media program, develop quality content and design an effective social media strategy for your business. You will also learn how to utilize and evaluate the effectiveness of important tools including LinkedIn, Facebook, Twitter, YouTube, Vimeo, UStream and Google.

$329 | 30 Hours
14261 10/22 - 11/21 TuTh 6 - 9 p.m.

**Finance for Non-Financial Managers**
Learn important techniques in interpreting financial statements, forecasting cash flow, obtaining venture capital, leasing vs. purchasing and other important concepts affecting a successful business.

$239 | 18 Hours
11949 11/18 - 12/4 MW 6 - 9 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.
IMPORT AND EXPORT COURSES

Certificate in Logistics and Distribution Management
Through completion of required courses, a certificate in Logistics and Distribution Management will be awarded. Requirements include: Logistics and Distribution Management, Professional Customs Processing and Professional Freight Forwarding. A discount of up to 15% will be given for taking all three classes during the same semester.

$559 | 60 Hours
13476 9/23 – 10/23 MW 6 – 9 p.m.
10/12 – 10/19 Sa 8:30 a.m. – 4:30 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!

Logistics and Distribution Management for Professionals
This course designed for logistics professionals in import/export will include the following areas: Introduction to International Trade, Shipping Documentation and Compliance, Incoterm, Logistics Management and Reverse Logistics. Distribution and warehousing logistics will include storage, distribution, warehousing, inventory planning, risk management, security and bonded warehouses.

$329 | 30 Hours
13440 9/23 – 10/23 MW 6:00 – 9:20 p.m.

Professional Customs Processing
Learn the basic of logistics which will help expedite delivery of goods including: classifying, invoicing, country of origin, record keeping, inspection requirements and compliance with customs regulations. Expedite the delivery of goods such as entry/summary process, transportation in-bond entry procedures, bonded warehouses and the Foreign Trade Zone.

$159 | 15 Hours
11959 10/12 – 10/19 Sa 8:30 a.m. – 4:30 p.m.

Professional Freight Forwarding
Understanding the freight forwarding process and how you can reduce costs in your business at both introductory and advanced levels. Hands-on work with documentation will be focused on in this two-part workshop.

$159 | 15 Hours
12343 10/28 – 11/6 MW 6:00 – 9:45 p.m.

Certificate in Supply Chain Management
Through completion of required courses, a certificate in Supply Chain Management will be awarded. Requirements include: Supply Chain Management I: Design, Plan and Manufacture; Supply Chain Management II: Source and Distribute and Supply Chain Management III: Putting It All Together. A discount of up to 15% will be given for taking all three classes during the same semester.

$405 | 45 Hours
15015 9/21 – 11/23 Sa 9:00 a.m. – 2:30 p.m.

M=Monday (Lunes) Tu=Tuesday (Martes) W=Wednesday (Miércoles) Th=Thursday (Jueves) F=Friday (Viernes) Sa=Saturday (Sábado) Su=Sunday (Domingo)
Supply Chain Management I: Design, Plan, and Manufacture
Supply chain management has become more critical than ever in today’s business world, bringing innovative products at a faster pace. You will learn how to design a supply chain for your company, develop a plan based on supply and demand and implement the plan through the manufacturing process.
$159 | 15 Hours
15012 9/21 - 10/5 Sa 9:00 a.m. - 2:30 p.m.

Supply Chain Management II: Source and Distribute
Learn to source materials by identifying suppliers and determine the best materials for your products. Complete your supply chain by building processes to deliver to your customers.
$159 | 15 Hours
15013 10/12 - 10/26 Sa 9:00 a.m. - 2:30 p.m.

Supply Chain Management III: Putting It All Together
Apply the process of design, plan, source, manufacture and distribute to real life cases and situations. Experience how the supply chain management works from beginning to end. Prerequisite: Supply Chain Management I and II.
$159 | 15 Hours
15014 11/2 - 11/23 Sa 9:00 a.m. - 2:30 p.m.

Freight Broker Essentials
Learn the basics of opening and operating a freight brokerage business. Covered topics include dispatching and procedures to move truckloads, prospecting and working with shippers, obtaining a broker’s license, freight bill audits, collections, insurance claims, claims management and marketing for a truck brokerage business.
$349 | 24 Hours
13211 10/12 - 11/2 Sa 8:30 a.m. - 2:30 p.m.

How to Set up an Import/Export Business
Learn how to set up an Import/Export business from your home or how to expand your current business
$105 | 8 Hours
13524 9/14 Sa 8:30 a.m. - 5:00 p.m.

Importing to and Exporting from the United States
This course will review specific logistics and regulations as they relate to importing and exporting. Identify ways to expedite the process of dealing with U.S. Customs.
$105 | 8 Hours
12128 9/21 Sa 8:30 a.m. - 5:00 p.m.

Cómo crear una Empresa de Importación y Exportación
Aprenda todo lo necesario para abrir una pequeña empresa de importación y exportación o cómo mejorar la que ya tiene.
$105 | 8 Hours
12372 9/28 Sa 8:30 a.m. - 5:00 p.m.

INVESTMENT, RETIREMENT PLAN AND PERSONAL FINANCE

Investing: Stock Market Series
Learn about the fast-moving world of stock market trading and save up to a 15% discount on the four courses. Includes: The World of Investing (10 Hours), Stock Market for Beginners (20 Hours), Technical Analysis (20 Hours) and Options Plain and Simple (20 Hours).
$549 | 70 Hours
12412 9/10 - 9/17 TuTh 6:00 - 9:20 p.m.
9/19 - 11/7 TuTh 6 - 10 p.m.

The World of Investing
Learn different strategies you can implement where you can participate in investment areas. You will become familiar with risk styles and discover strategies to create a diversified investment plan which can include: stocks, bonds, mutual funds, options, futures and/or trading currencies.
$125 | 10 Hours
11881 9/10 - 9/17 TuTh 6:00 - 9:20 p.m.

Stock Market for Beginners
Plan towards your financial future! Learn the fundamentals of investing in stocks, bonds and money instruments as you determine the right plan for you.
$175 | 20 Hours
11880 9/19 - 10/3 TuTh 6 - 10 p.m.

Technical Analysis
Identify market trends and price patterns through the use of technical charts. Learn how to use market indicators in your investment strategy. Prerequisite: Stock Market for Beginners or previous stock market trading experience.
$175 | 20 Hours
11879 10/8 - 10/22 TuTh 6 - 10 p.m.

Options Plain and Simple
Learn the basics of options usage, markets, pricing and trading. This course will show you how to use options trading to manage trading risk. You will also learn expanded trading strategies.
$175 | 20 Hours
15375 10/24 - 11/7 TuTh 6 - 10 p.m.

NEW! Practical Approach to the Stock Market
Offered to students who completed the Stock Market Series or have familiar knowledge. This class is an intensive hands on experience to practice and apply techniques learned in the series and traditional strategies to trade them in different types of financial instruments.
$159 | 16 Hours
15376 11/12 - 11/21 TuTh 6 - 10 p.m.

Advanced Trading Techniques: Becoming an Active Trader
This advanced class will provide the student with basic tools necessary to become an active participant in the stock market. Topics include: use of technical analysis, considerations of cost and trading platforms.
$159 | 16 Hours
12342 12/3 - 12/12 TuTh 6 - 10 p.m.

PERSONAL AND PROFESSIONAL DEVELOPMENT

Notary Public Workshop
The Notary Public class is designed to prepare students to be commissioned as a Florida Notary Public. Students will learn the following: Florida Notary laws, powers and limitations, qualifications and application requirements, form completion requirements, required fees, oaths and acknowledgments, duties, procedures and ethics.
$65 | 3 Hours
13206 9/30 M 6 - 9 p.m.
13435 11/4 M 6 - 9 p.m.

MANAGEMENT AND SUPERVISION

Certificate in Management and Human Resources
Through completion of the required courses, a certificate in Management and Human Resources will be awarded. Requirements include: Management and Supervision Excellence Professional Development and Human Resources Excellence in Management. A discount of up to 15% will be given for taking both classes during the same semester.
$559 | 60 Hours
13475 9/17 - 11/21 TuTh 6 - 9 p.m.

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
13523 9/17 - 11/19 Tu 6 - 9 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.
HUMAN RESOURCES

Human Resources Excellence in Management
Hire and retain more effectively, know important principles of HR law, understand compensation and benefits and learn the basic principles of human resources to become a more effective manager. Part of the Management and Human Resources Professional Certificate Program.
$329 | 30 Hours
12415 9/19 - 11/21 Th 6 - 9 p.m.

HUMAN RESOURCES (SHRM)

SHRM Certification Exam Preparation for SHRM-CP and SHRM-SCP
For experienced human resource professionals working in human resources, this course will provide an overview of key areas in human resource management and essential information in preparation for the SHRM-CP and SHRM-SCP Certification Exam. All materials included.
$1225 | 35 Hours
15359 9/18 - 11/20 W 6:30 - 10:00 p.m.
15360 10/5 - 12/23 Sa 9 a.m. - 2 p.m.

CONSTRUCTION INDUSTRY

General Contractor License Exam Preparation
Prepare for the state examination and learn project management, business practices, laws and codes and contract administration principles. Check state mandated requirements at www.myflorida.com for eligibility.
$549 | 100 Hours
12408 9/9 - 12/4 MW 6 - 10 p.m.

General Contractor License Exam Preparation: Repeat
This course is designed for students who have taken the General Contractor License Exam Preparation and need to repeat the entire course. Check state mandated requirements at www.myflorida.com for eligibility.
$249 | 100 Hours
14749 9/9 - 12/4 MW 6 - 10 p.m.

Certificate in Construction Management
Through completion of the required courses, a professional certificate in Construction Management will be awarded. Requirements include: Practical Construction Management, Blueprint Reading Fundamentals and Materials and Methods of Construction. A discount of up to 15% will be given for taking all three classes during the same semester.
$689 | 75 Hours
12404 9/16 - 11/25 MW 6 - 9 p.m.
10/1 - 10/29 Tu 6 - 9 p.m.

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
15337 9/24 - 10/10 TuTh 6 - 9 p.m.

Real Estate Sales Associate License Exam Preparation - Book Included
This 63-hour state-required course will prepare you to sit for the state exam. Textbook included: Florida Real Estate Principles, Practices and Law, latest edition.
$397 | 63 Hours
13159 9/16 - 11/27 MW 6 - 9 p.m.

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).
$489 | 77 Hours
12416 9/16 - 11/27 MW 6 - 9 p.m.
11/2 - 11/23 Sa 8:30 a.m. - 1:50 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.

**Real Estate Sales Associate State Exam Review**
This review course will prepare you for the Real Estate Sales Associate examination. Math included.

$149 | 14 Hours
12665 11/2 - 11/23 Sa 8:30 a.m. - 1:50 p.m.

**Buying Foreclosures and Short Sales**
Don’t miss out on these profitable strategies. Learn the process, find out how to find foreclosed properties and examine the pros and cons of buying them. You will learn how the foreclosure process works, risks and rewards of investing in foreclosure properties, the opportunities in buying pre-foreclosures, strategies in buying foreclosures at the auction “without losing your shirt,” facts and myths of buying bank foreclosures, important facts about buying Housing and Urban Development (HUD) homes and how a short sale occurs and how it can benefit you.

$105 | 8 Hours
11941 10/5 Sa 8:30 a.m. - 5:00 p.m.

**Investing in Real Estate**
Understand the steps to developing a real estate business plan, methods to select and finance your purchase, marketing your properties and establishing an exit strategy for your properties.

$105 | 10 Hours
15361 10/19 - 10/26 Sa 8:30 a.m. - 1:30 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
15403 9/7 - 10/12 Sa 9 a.m. - 1 p.m.
15404 10/25 - 12/20 F 6 - 9 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
15403 9/7 - 10/12 Sa 9 a.m. - 1 p.m.
15406 10/19 - 12/7 Sa 9 a.m. - 1 p.m.

**BUSINESS TECHNOLOGY**

**Amazon for Sellers**
Learn to sell four categories of items on Amazon Marketplace – new, refurbished, used and collectibles.

$125 | 8 Hours
13458 9/28 - 10/12 Sa 1:00 - 3:40 p.m.

**TECHNOLOGY**

**55+ CLUB - TECHNOLOGY**

**55+ 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 teach users how to share via the cloud for an easier and more accessible experience. (Textbook required).

$195 | 24 Hours
14650 10/12 - 12/14 Sa 9 a.m. - Noon

**55+ Navigating Your Computer using Windows 10**
Students will learn to explore Windows using the desktop, taskbar, and icons while fully navigating the system.

$125 | 15 Hours
14651 9/7 - 10/5 Sa 9 a.m. - 1 p.m.
14652 10/25 - 11/22 F 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!
**eBay for Sellers**
This is a great course if you are considering becoming an eBay seller. Techniques will be discussed to maximize selling on eBay. Positioning, placement of your product, pricing, and much more!

$125 | 8 Hours
13226 9/7 – 9/21 Sa 1:00 – 3:40 p.m.

**COMPTIA CERTIFICATION PREPARATION**

CompTIA A+ Essentials (220-901)
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
14324 9/10 - 10/10 TuTh 6:00 – 9:30 p.m.

**CompTIA Practical Application (220-902)**
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
14329 11/5 - 12/10 TuTh 6:00 – 9:30 p.m.

**COMPUTER PROGRAMMING**

Create ANDROID Applications - Level 1
Acquire basic skills of Android development with the App Inventor. Practice with a drag-and-drop interface including the use of content providers, creating audio and video services and implementing location and maps.

$329 | 20 Hours
13448 8/27 - 9/10 TuTh 6 - 10 p.m.

**COMPUTER REPAIR AND SECURITY COURSES**

Computer Repair Level 1
Students are introduced to a variety of topics from hard disk management to upgrading and maintaining hardware and software.

$109 | 6 Hours
13227 9/7 - 9/14 Sa 9 a.m. – Noon

Computer Repair Level 2
A continuation of Computer Repair level 1 where students will learn troubleshooting skills, how to remove a virus, manage equipment, test new software and hardware, apply the knowledge to real life situations.

$109 | 6 Hours
13229 9/21 – 9/28 Sa 9 a.m. – Noon

**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
14339 8/27 – 12/17 Tu 6 – 9 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
15477 8/27 – 9/17 Tu 6 - 9 p.m.
15478 10/5 – 10/19 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
15479 10/1 – 10/22 Tu 6 - 9 p.m.
15480 10/26 – 11/16 Sa 9 a.m. – 1 p.m.
**AutoCAD - Level 3**
Learn more layer drawing, editing and viewing commands to expedite your designs. Maximize your design productivity in 2D using hints, tips and tricks. Textbook is required.

$249  |  12 Hours
15481  10/29 - 11/19  Tu  6 - 9 p.m.
15482  11/23 - 12/14  Sa  9 a.m. - 1 p.m.

**AutoCAD - Level 4**
Design prototypes, 3-Dimensional commands and techniques to assemble complex computerized models. 3D coordinates, creating 3D surfaces, modeling with solids, shading and rendering techniques. (Textbook required)

$249  |  12 Hours
15483  11/26 - 12/17  Tu  6 - 9 p.m.

**Lumion - Basic**
Learn the quickest rendering engine for Revit. You can export your Revit model to Lumion and quickly apply textures, insert objects, change the environment and much more.

$109  |  6 Hours
13456  9/25 - 9/27  WF  2 - 5 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
11999  9/7 - 9/21  Sa  9 a.m. - 1 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
12043  9/28 - 10/12  Sa  9 a.m. - 1 p.m.

**REVIT - Level 3**
The advanced capstone of the Revit program. Here students will master their skills in 3D presentations, walk-thru animations, solar studies, working with lighting, creating families, site topography, preparing templates, phasing and design options, project collaboration and BIM management. Students will prepare a final presentation where they will present a cohesive project utilizing all the skills they have acquired in all 3 levels. (Textbook recommended)

$249  |  12 Hours
12046  10/19 - 11/2  Sa  9 a.m. - 1 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
13353  9/9 - 9/30  M  6 - 9 p.m.

**SketchUp Basics**
Create 3D graphics for architecture, construction, landscaping, interior design or more. Welcome to a powerful new tool from Google software, SketchUp makes creating 3D sketches and creating professional-looking renders as effortless as drawing on a napkin. In no time you’ll be creating surfaces, polygons, complex 3D shapes, even an entirely rendered 3D neighborhood of your designs.

$109  |  6 Hours
12803  10/30 - 11/1  WF  6 - 9 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.
SketchUp for Interior Decorating - Basics
Create 3D graphics for interior decorating. SketchUp, a Google tool, helps create 3D sketches and professional-looking renders as effortless as drawing on a napkin. In no time at all, you will be creating surfaces, polygons, complex 3D shapes, and an entirely rendered 3D environment where you integrate decoration elements into your areas.

$109 | 6 Hours
13568 9/18 – 9/25 W 6 – 9 p.m.

SketchUp for Interior Decorating - Intermediate
You’ll build on the skills for creating 3D objects developed in SketchUp Basics and learn how to integrate all the accessories necessary to complement the small living room decoration and animate a walk-around presentation for your client.

$109 | 6 Hours
13569 10/2 – 10/9 W 6 – 9 p.m.

SketchUp Intermediate
You’ll build on the skills for creating 3D objects developed in SketchUp Basics and learn how to use groups and components, tap the potential of inferences, interconnect forms, create lathed and extruded objects and more. To impress your clients and colleagues, you’ll learn how to add entourage elements, incorporate photos, create different model views and even animate a walk-around presentation.

$109 | 6 Hours
13588 9/11 – 9/13 WF 2 – 5 p.m.
12804 11/6 – 11/8 WF 6 – 9 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
14677 10/23 – 11/6 W 6:00 – 9:20 p.m.

Adobe Illustrator – Intermediate
The course explores the technical and aesthetic use of imagery, effects and text type. As well as type’s relation to image as used in contemporary design and communication. Students will learn how what are different fonts and typeface, how to incorporate type with visuals and to use type and visuals to cohesively relay a message. (Textbook and USB drive required)

$209 | 10 Hours
14678 8/29 – 9/12 Th 6:00 – 9:20 p.m.
13403 10/19 – 11/2 Sa 9:00 a.m. – 12:20 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
14680 10/10 – 10/24 Th 6:00 – 9:20 p.m.

Adobe Photoshop – Advanced
In our Advanced Level, students will learn how to work with masks and prepare materials to integrate them with other Adobe programs. This course will cover restoration tools and techniques from capturing and scanning the original image, repairing flaws with cloning and healing tools, colorizing a black and white and properly printing a crisp photo. (Textbook and USB drive required)

$209 | 10 Hours
14679 9/19 – 10/3 Th 6:00 – 9:20 p.m.
13404 11/16 – 12/7 Sa 9:00 a.m. – 12:20 p.m.

Adobe Photoshop – Series
Adobe Photoshop CC is the most important industry application for creating and enhancing photographs, web and mobile app designs. This is a discounted class to cover all sections of the Adobe Photoshop program. A textbook is required for this course. (Textbook and USB drive required)

$539 | 30 Hours
15016 8/29 – 10/24 Th 6:00 – 9:20 p.m.

Developing a Successful Social Media Campaign for Your Business
In this hands-on project based social media course, you will learn the fundamentals of a good social media program, develop quality content and design an effective social media strategy for your business. You will also learn how to utilize and evaluate the effectiveness of important tools including LinkedIn, Facebook, Twitter, YouTube, Vimeo, UStream and Google.

$329 | 30 Hours
14261 10/22 – 11/21 TuTh 6 – 9 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
MICROSOFT OFFICE SUITE

Microsoft Excel Basic
Learn to manipulate numerical information, financial models and graphs using a digital spreadsheet. Practice the basics of this application including the use of formulas, basic mathematical functions and formatting.

$109 | 6 Hours
15027 9/13 - 9/20  F  9 a.m. - Noon
15384 10/26 - 11/2  Sa  9 a.m. - Noon

Microsoft Excel Intermediate
Learn to import and export data. Practice creating templates with multiple workbooks, naming ranges, customizing tool bars, auditing, sorting and using PivotTable.

$109 | 6 Hours
15208 9/11 - 9/18  W  6 - 9 p.m.

Microsoft Excel Basic: 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
15382 8/30 - 10/18  F  9 a.m. - Noon

Microsoft Office Intermediate
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
15386 8/28 - 10/16  W  6 - 9 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
14345 9/7 - 10/5  Sa  9 a.m. - Noon
14346 10/25 - 11/22  F  9 a.m. - Noon

Private Computer Tutoring
Develop your computer skills with private lessons!
Introduction to Computer Windows or Mac, MS Office, Internet & Email, Social Media, and more.

6-hour Lessons – $409
For more information contact Lillybeth Guilfucci (305) 237–3598 lguilfuc@mdc.edu
You must have a MyMDC account before beginning your computer class

VIDEO EDITING

Adobe Premiere Pro – Advanced
In our Advanced Level, you will dig a bit more into effects, Chroma and Luma Key as well as more detailed setting at the time of exporting your video. In this class we would learn new tips in editing and image manipulation as well, styles and more professional looks. (Textbook required)

$209 | 10 Hours
14350 10/19 – 11/2  Sa  9:00 a.m. - 12:20 p.m.

Adobe Premiere Pro - Basic
Learn how to create digital movies containing video, audio, transitions, special effects and export a movie in Quick Time format. (Textbook required).

$209 | 10 Hours
13671 9/7 - 9/21  Sa  9:00 a.m. - 12:20 p.m.

Adobe Premiere Pro - Intermediate
Work with effects, simple animations, editing tricks and video and audio effects. Learn how to color correct, use Chroma key and Luma key. (Textbook required).

$209 | 10 Hours
13402 9/28 - 10/12  Sa  9:00 a.m. - 12:20 p.m.

WEB DESIGN

WordPress - Level 1
Learn how to create a professional website with minimal technical knowledge using WordPress.

$279 | 15 Hours
13232 9/7 - 9/28  Sa  9:00 a.m. - 12:45 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.
CIVILIZATION 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
14954 9/26 – 10/23  W 6 - 9 p.m.
14955 9/28 – 10/26 Sa 9 a.m. - Noon

FITNESS AND SPORTS

FITNESS AND SPORTS
Tai Chi Exercise
You may not be able to eliminate stress from your life, but you can manage it so it doesn’t affect your health. The ancient martial art Tai Chi Chuan appears as a slow motion dance or poetry-in-motion. It stimulates deep breathing and blood circulation and is extremely useful in reducing tension and stress. You will learn the basic standing positions and stances, how to develop leg strengthening, posture, breathing and proper mechanics, stance sets such as neutral bow, forward bow, reverse bow, soft bow, cat, crane, high twist, low twist and lying leg and basic natural weapons.
$86 | 14 Hours
13220 9/7 - 10/19  Sa 9 - 11 a.m.

RECREATION & LEISURE

RECREATIONAL WRITING
Screenwriting
Learn to brainstorm a concept for your movie, create rich characters, outline a compelling storyline and write a Hollywood-ready screen play. Completed screen plays may be submitted to be read by industry producers.
$144 | 16 Hours
13732 9/17 – 11/5  Tu 7 - 9 p.m.

DANCE

Salsa for Beginners
Learn the basic steps for dancing salsa, casino and rueda. Students will be taught to time music and follow beats and a variety of rueda steps and turns.
$86 | 9 Hours
12034 9/26 – 10/31  Th 7:00 – 8:30 p.m.

Salsa - Intermediate
Practice your salsa! Build on the fundamentals and advance your skills. You will learn and practice techniques for upper body movements, advanced steps, turns and leading/following techniques.
$86 | 9 Hours
13219 11/7 – 12/19  Th 7:00 – 8:30 p.m.

INTERIOR DECORATING

Interior Decorating Certificate
Obtain the knowledge and training needed to become a consultant in interior decorating and space design. To complete the hours for the certificate students will need to take the following courses: Interior Decorating Level 1 and 2, Sketch Up and Kitchen Design.
$575 | 60 Hours
14332 9/12 - 12/19  WTh 6:00 - 9:20 p.m.

Interior Decorating Level 1
This course offers a broad introduction to Interior Design by incorporating the basic principles of, form and function. Students will learn the characteristics and application of color, light, surfaces and texture using collage techniques and to present their design concepts with the use of elevation drawings and presentation boards.
$153 | 16 Hours
13212 9/12 - 10/10  Th 6:00 - 9:20 p.m.

Interior Decorating Level 2
This course offers students the opportunity to explore more in depth a variety of decorative elements geared towards residential planning and designing, with an emphasis on Classical, Tropical, Art Déco and Modern. Students will also be introduced to job-estimating fundamentals and calculating material usage.
$153 | 16 Hours
14325 10/17 - 11/14  Th 6:00 - 9:20 p.m.

M=Monday (Lunes) Tu=Tuesday (Martes)
W=Wednesday (Miércoles) Th=Thursday (Jueves)
F=Friday (Viernes) Sa=Saturday (Sábado) Su=Sunday (Domingo)
Kitchen Design
Explore and learn design techniques for conceptualizing contemporary and functional kitchens. This course will present students with tools to apply color, light, texture and surfaces and the latest in appliances via collages and maquettes.

$153 | 16 Hours
14330 10/18 – 11/15 F 6:00 – 9:20 p.m.

MUSIC PROGRAMS

Piano 1 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. Great for building a foundation for future music study on any instrument.

$124 | 12 Hours
13276 9/7 – 10/12 Sa 8:30 – 10:30 a.m.

Piano 2 Adult Group
This is the follow-up class to the adult group piano class. Students will continue mastering the basics of playing music on the piano.

$124 | 12 Hours
12380 10/19 – 12/7 Sa 8:30 – 10:30 a.m.

PAINTING AND DRAWING

Oil Painting
Students will learn the basic techniques of oil painting with demonstrations to guide them in each step. New material and approaches will be presented to both beginners and experienced painters, who may either join in the projects presented or pursue independent work. Each class will begin with a critique of either work completed or work in progress.

$130 | 18 Hours
11960 10/2 – 11/6 W 5:30 – 8:30 p.m.

Oil Painting Level 2
Continue working with the techniques learned in Oil Painting. Work on bigger formats and more elaborate works and learn intricate painting techniques, including shadow, highlight and lighting. Each class will have a critique session of a completed work or one in progress.

$130 | 18 Hours
14722 11/13 – 12/18 W 5:30 – 8:30 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
11961 9/25 – 10/30 W 6 – 9 p.m.

Fotografía Básica
Este curso le proporciona los fundamentos sobre las cámaras digitales SLR y los lentes intercambiables de mayor presencia en el mercado. Aprenda cómo ajustar los lentes y usar los comandos principales de las cámaras.

$149 | 18 Hours
13213 9/14 – 10/19 Sa 9 a.m. – Noon

Fotografía Intermedia
Amplie sus habilidades técnicas en la fotografía. Explore las funciones de la cámara y aprenda técnicas de iluminación y composición fotográfica. Participe en las sesiones de crítica fotográfica, las que abordan los aspectos técnicos y estéticos y enriquezca sus destrezas artísticas.

$149 | 18 Hours
11965 10/19 – 12/14 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
11964 11/6 – 12/11 W 6 – 9 p.m.

THEATER

Acting 1
This class includes the fundamentals of stage performance, voice, movement and the more formal and technical aspects of the actor’s art.

$349 | 24 Hours
14351 8/26 – 12/20 Th 6 – 9 p.m.

Voice Over
In this class, you will work and train your voice in a variety of characters toward becoming a professional commercial voice actor for movies, radio, television and cartoons.

$199 | 18 Hours
14352 8/26 – 12/20 Tu 6 – 9 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.
Apparel Licensing
The real way designers and brands increase income and grow market share with minimal expense. Learn the fundamentals of apparel licensing in this course taught by a nationally recognized expert in the field.
$149 | 12 Hours
14815 9/20 - 10/25 F 6 – 8 p.m.

Adobe Illustrator for Fashion
An introductory short course covering the tools most used by the Fashion Industry. Quick commands and best practices for getting the most out of Adobe Illustrator.
$209 | 10 Hours
15197 9/17 - 10/1 Tu 6:00 – 9:20 p.m.

Social Media Branding for the Fashion Industry Series
Includes: Developing a Successful Social Media Campaign for Your Business (30 hours) Fashion Blogging (12 hours) and Fashion Journalism (18 hours) Take this series of courses and receive up to a 15% discount.
$599 | 60 Hours
14318 9/18 - 10/9 W 6 – 9 p.m.

Computer Assisted Design for Fashion Series
Includes: Adobe Illustrator for Fashion (10 Hours) Fashion Flats & Linesheets (12 Hours) Introduction to Surface Pattern Design (20 Hours) and Fashion Spec Sheets: How and Why (12 Hours) Take this series of courses and receive up to a 15% discount.
$689 | 54 Hours
14320 9/17 - 10/1 Tu 6:00 – 9:20 p.m.

Couture Fashion Sewing Techniques 1
What makes couture ““haute””? Couture sewing techniques! In this short course students learn how to make a boned bodice, often the foundation to many red carpet looks. Students will understand what makes a garment couture vs. ready to wear. Students will finish the course with a completed garment.
$149 | 18 Hours
14720 9/18 – 10/23 W 6 – 9 p.m.

Fashion Blogging
The course emphasizes on developing a voice as a blogger/digital writer. Students will focus on addressing legal issues, monetization, and understanding SEO. The participants will sharpen and improve writing skills, including draft writing, voice, and format. Build effective and lively blog posts through research, structure and clear writing. Experiment with non-written forms of online communications, including images, audio, and video.
$149 | 12 Hours
14311 9/18 – 10/9 W 6 – 9 p.m.

Fashion Flats and Linesheets
This short course covers the best practices for creating technical flats, a medium most used in today’s fashion industry. Discover how to give your designs life while still communicating important details. Start your own personal technical flats library. *Recommended: Beginner Knowledge of Adobe Illustrator before taking this course.
$149 | 12 Hours
14309 9/28 – 10/5 Sa 1:30 – 5:30 p.m.
Fashion Journalism
In this innovative course, students will review the history of fashion journalism, learn specifics researching techniques, interviewing techniques, and the differences between various media platforms. The participant will understand the purpose of fashion journalism and explain the history of fashion writing and its evolution. At the end, the student will have the tools to write a fashion trend report or essay, for designers, fashion companies, digital magazines or boutique profiles.

$149 | 18 Hours
14312 10/16 – 11/20 W 6 – 9 p.m.

Introduction to Surface Pattern Design
This short course covers tools used in Adobe Illustrator and Adobe Photoshop to create unique Surface Designs. Students will learn how to create repeat prints, how to send designs to a commercial printer, digitizing hand-drawn work and creating a pattern collection. *Recommended: Intermediate Knowledge of Adobe Illustrator and Adobe Photoshop before taking this course.

$225 | 20 Hours
14323 10/12 – 11/16 Sa 9 a.m. – 1 p.m.

Podcasting
This class will review the essential tools and processes needed for launching a podcast geared toward the fashion industry. Students will understand the technology requirements, sound editing techniques, podcast structures, and leveraging the content on social media platforms. The students will demonstrate an understanding of audio storytelling, recognizing the podcast medium as an intimate form of storytelling.

$245 | 30 Hours
14322 9/19 – 11/21 Th 6 – 9 p.m.

Technology and Fashion
Through hands-on projects, students will explore the merging of technology and the creative disciplines of Architecture and Fashion to design. Participants will explore the use of our textile printer, laser cutter, and 3D printers to create unique designs and finish the course with 3 distinct projects, great for their portfolio. The cost of the courses includes supplies, unlimited access to the Maker Lab as well as the Miami Fashion Institute Lab.

$395 | 48 Hours
15269 8/26 – 12/20 TuTh 10 a.m. – 1 p.m.

Fashion Pattern Making
In this course, students will learn how to construct from scratch the basic pant pattern and how to manipulate it to make many variations from drawstring to bell bottoms. Students work on industrial sewing machines to assemble all projects with zipper or drawstring closure.

$149 | 18 Hours
14721 10/26 – 12/14 Sa 9 a.m. – Noon

Fashion Spec Sheets: How and Why
This short course covers creating a detailed spec sheet for domestic or overseas production. Students will learn how to call out design details as well as detailing special features.*Requires apparel construction knowledge.

$149 | 12 Hours
14310 8/26 – 12/20 Sa 9 a.m. – Noon
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
REGISTRATION FORM | FALL 2019

PAYMENT METHODS

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

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

Web  Log on to www.mdc.edu/ce/wolfson. 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 ________________________________

WOLFSON
300 N.E. Second Ave.
Room 1158
Miami, FL 33132
305-237-3120

CAMP/CLASS SELECTION

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

Total Fees Enclosed _______________
TAKE YOUR CAREER TO THE NEXT LEVEL!

Earn a professional certificate in one of these areas:

- **Business and Marketing** (78 Hours)
- **Management and Human Resources** (60 Hours)
- **Logistics and Distribution Management** (60 Hours)
- **Construction Management** (75 Hours)

For more information, please call 305-237-3120.