Welcome to Miami Dade College’s School of Continuing Education and Professional Development (SCEPD).

Our programs serve Greater Miami-Dade County and beyond. We offer high-quality classroom and online courses for adults and summer camps for children. SCEPD provides the latest workforce programs you need to advance your career including customized courses tailored to meet your company’s needs. Whether you are interested in the arts or athletics, we offer a variety of courses for you and your family’s personal enrichment. There is something for everyone.

Visit one of our eight campuses to meet our team and learn more about our programs!

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. SCEPD provides innovative educational experiences that are responsive to the needs and interest of the industry and life-long learners of all ages.
BUSINESS AND WORKFORCE TRAINING

PERSONAL AND PROFESSIONAL DEVELOPMENT

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

$65 | 3 Hours
12702  1/28  Tu  6 - 9 p.m.
12923  2/25  Tu  6 - 9 p.m.

TAX PREPARATION

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

$159 | 20 Hours
10191  2/1 - 2/29  Sa  9 a.m. - 2 p.m.

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

$105 | 8 Hours
13541  4/14 - 4/28  TuTh  6 - 9 p.m.

ACCOUNTING APPLICATIONS

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

$315 | 24 Hours
12715  2/18 - 3/17  TuTh  6 - 9 p.m.

ENTREPRENEURSHIP AND SMALL BUSINESS

Starting a Small Business
Learn how to identify the right business opportunity, set up your business, develop a business plan, obtain funding and market to attract customers.

$159 | 20 Hours
10190  3/10 - 4/9  TuTh  6 - 8 p.m.

TECHNOLOGY

MICROSOFT® OFFICE SUITE

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

$279 | 24 Hours
12700  1/25 - 3/7  Sa  10 a.m. - 2 p.m.

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

CERTIFICATION PREP COURSES

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

$779 | 90 Hours
10286 2/22 - 5/10 SaSu 9 a.m. - 1 p.m.

EKG COURSES

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

$799 | 75 Hours
10287 1/25 - 4/4 Sa 9:00 a.m. - 4:30 p.m.

CPR FOR HEALTH CARE PROVIDERS

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

$89 | 6 Hours
10288 1/25 Sa 9 a.m. - 3 p.m.
10289 4/11 Sa 9 a.m. - 3 p.m.
11727 2/22 Sa 9 a.m. - 3 p.m.

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

$89 | 8 Hours
10291 2/2 Su 9 a.m. - 5 p.m.
10292 4/5 Su 9 a.m. - 5 p.m.
11728 3/22 Su 9 a.m. - 5 p.m.

CHILD CARE TRAINING

CHILD CARE TRAINING

30 Horas de Cuidado Infantil en un Centro
Primer curso para trabajadores en centros de cuidado infantil. El requisito de las 45 horas consiste este curso de 30 horas introductorias, un curso de 10 horas de especialidad que también están incluidos en este horario de clases (infantes-párvulos, 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
10199 2/18 - 2/27 TuWTh 5:00 - 10:15 p.m.
10200 2/1 - 3/7 Sa 9:00 a.m. - 3:30 p.m.
10201 3/18 - 3/31 TuWTh 5:00 - 10:15 p.m.
12350 3/21 - 4/25 Sa 9:00 a.m. - 3:30 p.m.

REGISTER EARLY!
Our classes are scheduled based on demand. We recommend registering at least one week before the start of the class to secure your enrollment. Register for your class today!
**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**

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**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**

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5 Hours Infant-Toddler Appropriate Practices

Trains child care personnel to implement a curriculum specific for children, birth to age 3. Book is included.

**$49 | 5 Hours**

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**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. Descubra nuevas formas para ayudar a que los niños desarrollen habilidades básicas esenciales.

**$49 | 5 Hours**

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**5 Horas de Prácticas Apropiadas para Niños de Edad Preescolar**

Entrenamiento para trabajadores de centros de cuidado infantil especializados en programas para bebés y niños hasta los 3 años de edad. El libro está incluido.

**$49 | 5 Hours**

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**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**

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**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**

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5 Hours Infant-Toddler Appropriate Practices

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**$49 | 5 Hours**

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**Early Literacy Training English**

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

**$49 | 5 Hours**

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**Florida Child Care Professional Credential (FCCPCII) (6.0 CEUs)**

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

**$439 | 60 Hours**

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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.
The freedom of doing it online

Take classes wherever you are and on your own time! We have partnered with leading online training vendors to offer you a varied schedule of online classes. We invite you to visit our website at mdc.edu/ce/online to review our most current offerings. Can’t find what you are looking for? Please give us a call at 305-237-2543, so we can assist you in finding the right class for you.

- Foreign Languages
- Graduate Exam Preparation
- Health Care Courses
- Income Tax Preparation
- Microsoft Certifications
- Photography
- Real Estate
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<tr>
<th>Course Title</th>
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<tr>
<td>Florida Child Care Professional Credential (FCCPCII) (6.0 CEUs)</td>
<td>$439</td>
<td>60</td>
<td>10194  1/28 - 4/7  TuTh 6:00 – 9:15 p.m.</td>
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<tr>
<td>Course de Preparación para el CDA Nacional (4.5 CEUs)</td>
<td>$469</td>
<td>45</td>
<td>10192  1/7 - 5/1  Sa 9 a.m. – 2 p.m.</td>
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<tr>
<td>Computer Technology for Early Childhood Professionals (4.5 CEUs)</td>
<td>$409</td>
<td>45</td>
<td>11893  2/22 - 4/30  Sa 8 a.m. – 1 p.m.</td>
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<tr>
<td>Familia-Escuela y Comunidad (4.5 CEUs)</td>
<td>$409</td>
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<td>13436  2/22 – 4/30  Sa 9 a.m. – 2 p.m.</td>
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<tr>
<td>Introducción a High Scope Módulo 1: Principios Básicos y Estrategias del Aprendizaje Activo (4.5 CEUs)</td>
<td>$479</td>
<td>45</td>
<td>13435  2/22 - 4/30  Sa 9 a.m. – 2 p.m.</td>
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**Florida Child Care Professional Credential (FCCPCII) (6.0 CEUs)**
Complete su preparación finalizando el segundo curso del programa. Las 120 horas de estudio junto a las 480 horas de prácticas apropiadas en un centro licenciado de cuidado infantil más la aprobación de la evaluación final ayudará al estudiante a obtener el Florida Child Care Professional Credential. Aprovar el curso de FCCPC I es un prerrequisito para tomar este curso.

$439 | 60 Hours
10194  1/28 - 4/7  TuTh 6:00 – 9:15 p.m.

**Curso de Preparación para el CDA Nacional (4.5 CEUs)**
Prepárese para obtener su credencial del Asociado en Educación Infantil (CDA). Para registrarse y recibir este curso debe haber completado previamente las 120 horas de entrenamiento en cuidado infantil.

$469 | 45 Hours
10192  1/7 - 5/1  Sa 9 a.m. – 2 p.m.

**Computer Technology for Early Childhood Professionals (4.5 CEUs)**
This course trains child care workers in-depth on computer technology skills for the early care and education setting. Students will enhance their instruction by learning how to create PowerPoint and digital stories, find educational resources and software online and integrate technology as part of their instructional planning process. Additionally, they will learn how to create and maintain computer files that include student’s information, lesson plans, etc.

$409 | 45 Hours
11893  2/22 - 4/30  Sa 8 a.m. – 1 p.m.

**Familia-Escuela y Comunidad (4.5 CEUs)**
Aprenda como cuidador de infantes, a relacionarse con las familias que integran nuestra comunidad actual. Prepárese a interactuar de manera correcta con familias de diferentes culturas y razas.

$409 | 45 Hours
13436  2/22 – 4/30  Sa 8 a.m. – 1 p.m.

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

$479 | 45 Hours
13435  2/22 - 4/30  Sa 9 a.m. – 2 p.m.

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

$479 | 24 Hours
13378  3/7 - 4/11  Sa 9 a.m. – 1 p.m.

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

$479 | 24 Hours
13410  3/24 – 4/30  TuTh 7 – 9 p.m.

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

$389 | 45 Hours
11722  2/22 – 4/25  Sa 8 a.m. – 1 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
13437  2/22 - 4/30  Sa 9 a.m. – 2 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 PROGRAM**

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

$135 | 28 Hours
11845  2/5 - 3/9  MW  6 - 9 p.m.

**Intensive English 1**
Some knowledge of English is recommended. You will build upon 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
12697 1/21 - 4/28  TuTh  6 - 9 p.m.

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

$299 | 84 Hours
12698 1/21 - 4/28  TuTh  6 - 9 p.m.

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

$299 | 84 Hours
12396 1/21 - 4/28  TuTh  6 - 9 p.m.

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

$135 | 28 Hours
12393 3/23 - 4/20  MW  6 - 9 p.m.

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

$299 | 84 Hours
12397 1/21 - 4/28  TuTh  6 - 9 p.m.

**FOREIGN LANGUAGES**

**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
10740 1/25 - 3/28  Sa  9:00 a.m. - 12:10 p.m.
The Language Center

DYNAMIC INSTRUCTORS | CONVENIENT SCHEDULES

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 understand that students have different learning styles and design our courses to meet your needs. In addition to regular group classes, we offer private tutoring and contextualized language study sessions 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
**TEST PREPARATION**

**COLLEGE ENTRANCE EXAM PREPARATION**

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

$219 | 56 Hours
11095 2/1 – 4/25 Sa 9 a.m. – 2 p.m.

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

$250 | 30 Hours
13461 1/25 – 4/2 Th 6 – 8 p.m.

**CONSTRUCTION INDUSTRY**

OSHA FOR CONSTRUCTION

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

$95 | 10 Hours
12931 3/28 – 3/29 SaSu 9 a.m. – 2 p.m.

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

$225 | 30 Hours
12932 2/22 – 3/21 Sa 9 a.m. – 3 p.m.

**AVIATION**

AVIATION CERTIFICATION

Aircraft Dispatcher Certification Preparation
Course prepares students to take the FAA Aircraft Dispatcher examinations.

$2700 | 203 Hours
11702 1/28 – 7/23 TuTh 6 – 9 p.m.

**REGISTER EARLY!**
Our classes are scheduled based on demand. We recommend registering at least one week before the start of the class to secure your enrollment. Register for your class today!
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 mdc.edu/ce/homestead. Pay with credit card or e-check.


PERSONAL INFORMATION

Please type or clearly print the requested information.

MDC Student # ____________________________

LAST NAME  FIRST NAME  MIDDLE (FORMER NAME)

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

STREET ADDRESS

CITY  STATE ZIP CODE

EVENING PHONE #  DAY PHONE #  E-MAIL ADDRESS

CAMP/CLASS SELECTION

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Total Fees Enclosed ____________________________
Start your career with industry certifications

• Notary Public Workshop
• Preparación de Impuestos
• Personal Income Tax Preparation
• Starting a Small Business
• QuickBooks Level 1
• Microsoft Office Basic: Word, Excel and PowerPoint

For more information please call 305-237-5159