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

ACCOUNTING, BOOKKEEPING & OFFICE SKILLS

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
11538 1/27 – 2/24 MW 7:00 – 9:30 p.m. HAMM

Bookkeeping - Level 2
Increase your expertise in handling bank statements, depreciation, record bad debt; assign inventory and calculate payroll taxes.

$159 | 20 Hours
10416 3/9 – 4/8 MW 7:00 – 9:30 p.m. HAMM

Payroll
This course will teach you all basic calculations needed in the preparation of payroll for a company. You will learn to prepare necessary tax forms required. Participants will come out with an understanding of payroll essentials and compliance.

$159 | 20 Hours
11539 3/17 – 4/24 TuTh 6:30 – 9:00 p.m. HAMM

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

$159 | 20 Hours
11540 2/4 – 2/27 TuTh 7:00 – 9:30 p.m. HAMM

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

$159 | 20 Hours
11592 3/10 – 4/9 TuTh 7:00 – 9:30 p.m. HAMM

INVESTMENT, RETIREMENT PLANNING AND PERSONAL FINANCE

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

$159 | 20 Hours
13090 2/4 – 3/10 TuTh 7 – 9 p.m. HAMM

SPRING CAMP

Kids and Teens College Spring Break Week Camp (Ages 7-12)
Your child will enjoy different activities during the week including art, computer classes, such as keyboarding and developing their presentation skills using PowerPoint. During the afternoons they will enjoy many fun aquatic activities and sports. Activities are scheduled from 9:00 a.m.-4:30 p.m. Students may be dropped off as early as 7:30 a.m. and picked up no later than 6:00 p.m. Advanced registration is required as well as a bagged lunch.

$155 | 40 hrs
13975 3/23-3/27 MTWRF 7:30 - 6:00 pm

Tennis Camp Half Day (Ages 6 to 17)
In this fun-filled week students will be exposed to the latest cutting-edge tennis training methods. Campers will remember a special mix of instruction, team competition and off-court activities for the rest of their lives. Sessions will include stroke development, game strategies, match plays and much more.

$135 | 17 hrs
13609 3/23 - 3/27 MTWRF 8:30 - 12:00 noon

MANAGEMENT AND SUPERVISION

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

$329 | 30 Hours
11541 2/19 - 3/23 MW 6:30 - 9:30 p.m. HAMM

TAX PREPARATION

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

$159 | 20 Hours
13087 2/10 - 3/9 MW 7:00 – 9:30 p.m. HAMM

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
13088 3/16 - 4/15 MW 7:00 - 9:30 p.m. HAMM

REAL ESTATE INDUSTRY

Appraisal Continuing Education
This course satisfies the 30-hour state requirement to renew the license for appraisers. The course consists of 3 hours of Florida Law; 7 hours of USPAP Update; and 20 hours of specialty topics.

$249 | 31 Hours
13722 2/21 F 6:30 - 9:30 p.m.
2/22 - 2/29 Sa 9 a.m. - 5 p.m.
2/23 - 3/1 Su 9 a.m. - 5 p.m.
13723 4/17 F 6:30 - 9:30 p.m.
4/18 - 4/25 Sa 9 a.m. - 5 p.m.
4/19 - 4/26 Su 9 a.m. - 5 p.m.

Additional Class Location Codes

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

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.
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, condomini-ums, mobile homes and cooperatives.
$279 | 18 Hours
11971 4/20 – 5/1 MWF 6:30 – 9:30 p.m.

Home Inspection Pre Licensing Provider #0002375 (State Course ID No. 0000004)
This 120-hour pre-licensing home inspection course is approved by the state. Students successfully taking this course receive a certificate of completion, which will qualify them to take the state exam. The course covers the following components of a home, per Florida Statutes: Structure, electrical system, HVAC system, roof covering, plumbing system, interior components, exterior components and site conditions. Students must attend 100% of the hours to receive their certificate. Students who miss a class must register and pay for a make-up class. This class includes 80 face-to-face hours and 40 hours of field inspection. Book is required on the first day of class.
$819 | 120 Hours
10417 3/7 – 4/18 Sa 8:00 – 6:30 p.m.
3/8 – 4/19 Su 8:00 – 6:30 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
12641 1/25 – 4/11 Sa 9 a.m. – 4 p.m.
4/18 – 4/19 SaSu 9 a.m. – 5 p.m.
4/25 Sa 9 a.m. – Noon
12642 3/4 – 4/21 TuWh 6:30 – 9:30 p.m. NOVA
4/18 – 4/19 SaSu 9 a.m. – 5 p.m.

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
13181 4/18 – 4/19 SaSu 9 a.m. – 5 p.m.

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

Wind Mitigation, 4 Point and Roof Certification (Course ID 0000046)
In this 8-hour course, participants will learn inspection techniques to perform a wind mitigation inspection, a 4-point inspection and a roof certification inspection. Participants will understand and fill out the QIR-B1-1802 Uniform Mitigation Verification Inspection Form, the Florida Association of Building Inspectors (FABI) 4-Point Insurance Report and Citizens Insurance Company Roof Condition Certification Form. This course is approved for construction and home inspector continuing education.
$89 | 8 Hours
10418 4/25 Sa 8:00 a.m. – 4:30 p.m.

INSURANCE INDUSTRY
Accredited Claims Adjuster State Designation Pre-Licensing Course (6-20/3-20)
This 40-hour state designation course is approved by the Florida Department of Financial Services (FLDFS) for company (6-20) and independent (3-20) adjusters. All of the students take an end-of course exam; however, only the ACA students are exempt from the state exam. Upon completion of the course, the ACA students will be eligible to apply for the state license. The book is required on the first day of class and must be purchased at the campus bookstore: Accredited Claims Adjuster Study Manual, latest edition.
$509 | 40 Hours
11968 3/14 – 3/21 Sa 8:00 – 6:30 p.m.
3/15 – 3/22 Su 8:00 – 6:30 p.m.

Public Adjuster and ACA State Designation Pre-Licensing Course (3-20/6-20)
This 50-hour course will prepare students for the public adjuster (3-20) state examination. Participants must complete the 40-hour ACA State Designation course, the apprenticeship requirements and pass the state examination to qualify for the public adjuster license. The book is required on the first day of class and must be purchased at the campus bookstore: Accredited Claims Adjuster Study Manual, latest edition. This course includes 10 hours of state exam preparation. For more information, refer to http://www.myfloridacfo.com/Agents/Licensure/General/docs/31-20.htm.
$659 | 50 Hours
11969 3/14 – 3/28 Sa 8:00 – 6:30 p.m.
3/15 – 3/22 Su 8:00 – 6:30 p.m.

Public Adjuster State Exam Review
This review will prepare students to sit for the public adjuster state exam.
$149 | 10 Hours
11970 3/28 Sa 8:00 – 6:30 p.m.
Title Agent Pre-Licensing Course (4-10) - State ID# 3431
This 40-hour course is required by the state for individuals interested in becoming licensed title agents. Title Agents handle real estate closings. This course is approved by the Florida Department of Financial Services (FLDFS). The book is required. For information regarding your state exam and license, visit: www.myflorida.com/Division/Agents
$489 | 40 Hours
13180 3/21 – 4/25 Sa 8:30 a.m. – 5:00 p.m.

FNGLA Horticulture Professional Certification Preparation
The FNGLA Certified Horticulture Professional (FCHP) program provides core horticulture training designed for persons working in the horticulture industry or those studying to enter the field. It is the industry's only standard for measuring horticulture knowledge on everything from plant and pest identification to landscape management.
$369 | 27 Hours
13574 2/21 - 4/24 F 6:30 – 9:30 p.m.

FNGLA Landscape Maintenance Technician Certification Preparation
This preparation class is designed for employees of landscape maintenance firms and state, county and municipal government employees. This 20-hour course will prepare you to become a FNGLA's Certified Landscape Maintenance Technician. The FCLMT program is designed to measure the skills of practicing landscape maintenance technicians, recognize their achievement and raise the standards of working professionals within Florida’s landscape industry.
$279 | 20 Hours
13578 3/21 – 4/25 Sa 1 – 5 p.m.

FNGLA Landscape Technician Certification Preparation
This preparation class is designed for employees of landscape contracting, design/build, installation firms and state, county and municipal government employees. This 20-hour course will prepare you to become a FNGLA's Certified Landscape Technician. The FCLT program is a hands-on certification designed to measure the skills of practicing landscape installation technicians.
$279 | 20 Hours
13577 2/8 – 3/14 Sa 9 a.m. – Noon

ISA Arborist Certification Preparation
If you have a professional interest in tree care and maintenance, the International Society of Arboriculture Certificate Program at Miami Dade College will help you prepare for your test and get certified as an arborist. This program is designed to aid professionals and enthusiasts to gain and enhance their knowledge of plant biology, plant identification, soil science, irrigation systems, nutrients and fertilization, plant selection, grading, pruning, grafting, plant diseases, plant pathology and legislation related to the landscaping industry.
$329 | 24 Hours
13551 3/2 – 4/20 M 6:30 – 9:30 p.m.
13552 1/25 – 3/21 Sa 9 a.m. – Noon

Wedding and Event Planning Certification
Become a recognized Professional Certified Wedding and Event Planner. This 40-hour course will provide students with key knowledge and skills for planning, coordinating and directing social events and weddings. Essential areas include business structure, documentation information, contracts, working with vendors, marketing and contracting prospective brides and grooms. Book is included in the course fee. Part of the class and home assignments will be done online. Students must have internet access to work on projects and will be responsible for paying a $15/month membership for online projects and quizzes and $315 for the National Certification Exam.
$580 | 40 Hours
11870 2/3 – 4/27 M 6:00 – 9:30 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!

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PERSONAL AND PROFESSIONAL DEVELOPMENT

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

$65 | 3 Hours
12447 2/4 Tu 6:30 – 9:30 p.m. HAMM
10420 3/3 Tu 6:30 – 9:30 p.m. HAMM
10421 4/9 Th 6:30 – 9:30 p.m. HAMM

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

$65 | 3 Hours
11750 1/16 Th 6:30 – 9:30 p.m. HAMM

**Import/Export Courses**

**Importar y Exportar (Certificado)**
Este certificado ofrece oportunidades para los que comienzan o ya tienen conocimiento del comercio internacional. El curso proporciona a los estudiantes conocimientos fundamentales de los requisitos de importación y exportación. Está organizado en 11 cursos consecutivos e interactivos, que cubren la documentación e información sobre trámites aduaneros y de cumplimiento general. Este certificado le dará las herramientas necesarias para abrir su propia compañía de importación y exportación y obtener una posición de entrada en la industria de importación y exportación. El material del curso está en inglés.

$926 | 100 Hours
11641 1/28 - 2/11 TuTh 6:30 – 10:00 p.m. NOVA
1/31 - 3/27 F 6:30 – 9:30 p.m.

**Project Management**

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

$549 | 36 Hours
11571 3/30 - 4/27 MWF 6:30 – 9:30 p.m.

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

$549 | 20 Hours
13179 1/28 - 2/11 TuTh 6:30 – 10:00 p.m.
2/13 Th 6:30 – 9:00 p.m.

TECHNOLOGY INSTITUTE

**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
12487 1/14 - 1/28 TuTh 6:30 – 9:30 p.m.
Introduction to Mac OS
Learn how to navigate the operating system, recognize basic tools and create files and basic troubleshooting.
$189 | 15 Hours
13511 1/25 - 2/22 Sa 9:00 a.m. - 12:45 p.m.

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
12605 1/25 - 4/25 Sa 1 - 5 p.m.

AutoCAD - Level 1
Learn basic commands to create 2D objects. Use the menu system to draw, select views, change design elements, modify attributes and add patterns and text. (Textbook required)
$249 | 12 Hours
11496 1/25 - 2/8 Sa 1 - 5 p.m.

AutoCAD - Level 2
Learn to draw compound objects, use layers, change views and make selections. Use features which will save you time when editing your design. (Textbook required)
$249 | 12 Hours
13018 2/22 - 3/7 Sa 1 - 5 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
13749 3/14 - 3/28 Sa 1 - 5 p.m.

Revit - Complete Series
This course includes the complete series for Revit. It has been designed to help students understand the fundamental principles of BIM technology and at the same time become skilled using Revit. This course covers the content of the three levels in one course.
$639 | 36 Hours
12614 2/13 - 4/30 Th 6:30 - 9:30 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
13751 1/16 - 2/6 Th 6:30 - 9:30 p.m.

SketchUp - The Complete Guide
This course provides students with the skills needed to readily work with 3D visual presentation. Students will learn all the basics in order to quickly achieve results when creating 3D technical drawings.
$279 | 18 Hours
13516 3/14 - 4/25 Sa 9 a.m. - Noon

CISCO CERTIFICATION PREPARATION

Cisco CCNA (100-105 ICND1 v3.0) Part 1
This exam preparation course will provide students with the knowledge and skills required to install, operate and troubleshoot a small to medium-sized branch network. Topics include: connecting to a WAN, implementing network security, network types, network media, routing and switching fundamentals, the TCP/IP and OSI models; IP addressing, WAN technologies, operating and configuring IOS devices, extending switched networks with VLANs, determining IP routes, managing IP traffic with access lists, establishing point-to-point connections and establishing Frame Relay connections. Students need the Cisco CCNA (200-105 ICND2 v3.0) Part 2 to take the CCNA certification exam. (Textbook Required)
$639 | 35 Hours
12509 2/4 - 3/5 TuTh 6:30 - 10:00 p.m.

Cisco CCNA (200-105 ICND2 v3.0) Part 2
This exam preparation course provides students with further knowledge and skills required to install, operate and troubleshoot a small to medium-sized enterprise branch network. Topics include connecting to a WAN, implementing network security, network types, network media, routing and switching fundamentals, the TCP/ IP and OSI models, IP addressing, WAN technologies, operating and configuring IOS devices, extending switched networks with VLANs, determining IP routes, managing IP traffic with access lists, establishing point-to-point connections and establishing Frame Relay connections. (Textbook Required)
$639 | 35 Hours
12512 3/10 - 4/9 TuTh 6:30 - 10:00 p.m.

COMPTIA CERTIFICATION PREPARATION

CompTIA A+ Essentials (220-1001)
This course will teach students how a computer operates and what each component inside a PC does in the grand scheme of things. Participants will be able to identify, configure and install a computer and perform upgrades with confidence. Students will also examine expansion boards, storage systems and peripheral devices. This course prepares participants for the CompTIA A+
$639 | 35 Hours
12501 2/24 - 3/25 MW 6:30 - 10:00 p.m.

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Additional Class Location Codes
HANN Hammocks Middle School
9889 Hammocks Blvd., Miami, FL

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

M=Monday (Lunes) Tu=Tuesday (Martes)
W=Wednesday (Miércoles) Th=Thursday (Jueves)
F=Friday (Viernes) Sa=Saturday (Sábado) Su=Sunday (Domingo)
CompTIA A+ Practical Application (220-1002)
Students will be introduced to basic operating system administration tasks. Students will work each of these operating systems in both a stand-alone and networking environment. The class will also cover scenarios involving troubleshooting and interacting with customers. This course covers the objectives for the CompTIA A
$639 | 35 Hours
12504 3/30 - 4/29 MW 6:30 - 10:00 p.m.

CompTIA Security+ (SY0-401)
This course provides students with the necessary knowledge to manage network security within an organization. Students who complete this course will be able to identify security threats, vulnerabilities, respond and recover from security incidents. This course will prepare students for the CompTIA Security+$639 | 35 Hours
13767 4/4 - 5/14 TuTh 6:30 - 10:00 p.m.

Microsoft Excel Level 1
Learn to create spreadsheets, formulas, formatting values and ranges, drawing functions, data sorting, the creation and use of templates and working with graphics. This course covers the objectives for the MS Excel Office Specialist Core Exam. (Textbook Required)$189 | 18 Hours
12489 1/25 - 3/7 Sa 9 a.m. - Noon
12491 3/17 - 4/2 TuTh 6:30 - 9:30 p.m.

Microsoft Excel Level 2
Skills covered are importing and exporting data, creating templates, multiple workbooks, named ranges, customizing tool bars, auditing, sorting and pivot tables. This course maps to the MS Excel Office Specialist Expert Exam. (Textbook Required)$189 | 18 Hours
12492 3/14 - 4/25 Sa 9 a.m. - Noon
13060 4/7 - 4/23 TuTh 6:30 - 9:30 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
12619 1/25 - 2/22 Sa 9 a.m. - 4 p.m.
12621 3/2 - 3/5 MW 6:30 - 9:30 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
12620 2/29 - 3/21 Sa 9 a.m. - 4 p.m.
13061 3/30 - 4/22 MW 6:30 - 9:30 p.m.

Microsoft Excel 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
11930 2/1 - 3/14 Sa 1 - 5 p.m.

Microsoft Office Básico: Word, Excel y PowerPoint
Aprenda lo básico de las nuevas versiones de Word, Excel y PowerPoint. La clase se imparte en español. El programa y el libro que se utilizan para la clase son en inglés.$279 | 24 Hours
12493 3/14 - 4/25 Sa 1 - 5 p.m.

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
12719 2/1 - 3/14 Sa 1 - 5 p.m.

55+ Microsoft Office Básico: Word, Excel, and PowerPoint
Aprenda lo básico de Word, Excel y PowerPoint. La clase es impartida en español. (El programa y el libro que se utilizan para la clase son en inglés)$195 | 24 Hours
12720 3/14 - 4/25 Sa 1 - 5 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
12619 1/25 - 2/22 Sa 9 a.m. - 4 p.m.
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QuickBooks Level 2
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12620 2/29 - 3/21 Sa 9 a.m. - 4 p.m.
13061 3/30 - 4/22 MW 6:30 - 9:30 p.m.

55+ Club - Technology
55+ Microsoft Office Basic: Word, Excel, and PowerPoint
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12720 3/14 - 4/25 Sa 1 - 5 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
12619 1/25 - 2/22 Sa 9 a.m. - 4 p.m.
12621 3/2 - 3/5 MW 6:30 - 9:30 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
12620 2/29 - 3/21 Sa 9 a.m. - 4 p.m.
13061 3/30 - 4/22 MW 6:30 - 9:30 p.m.
QuickBooks Nivel 1
En esta clase de QuickBooks obtendrá el conocimiento necesario para empezar a utilizar este increíble programa de contabilidad. Usted aprenderá a establecer un plan de cuentas, reconciliar su cuenta de cheques, crear e imprimir facturas, recibos y declaraciones, estar al tanto de sus cuentas por pagar, inventarios y cuentas por cobrar y también a crear presupuestos e informes. La clase es dictada en español. El programa y el libro que se utilizan para la clase son en inglés.

$325 | 24 Hours
11591 3/28 – 4/25 Sa 9 a.m. – 4 p.m.

BUSINESS TECHNOLOGY

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

$189 | 18 Hours
13515 3/9 - 3/25 MW 6:30 – 9:30 p.m.

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

$199 | 18 Hours
13513 3/23 - 4/8 MW 6:30 – 9:30 p.m.

Tableau® Desktop: Level 1
Tableau is a data analysis and visualization software that lets you see and understand data in minutes. It allows users to create and share interactive data visualizations and dashboards in a drag-and-drop interface manner. This course introduces the core features of Tableau. Experience with Excel spreadsheets and basic database concepts may be required.

$699 | 18 Hours
13514 2/22 - 3/28 9 a.m. - Noon

DIGITAL MARKETING AND GRAPHIC DESIGN

Adobe All-in-One - Basic
Learn the “Big Three” design software programs. This course will teach you all the basics to get started. Learn how to work with all source materials that go into print and web design, from bitmap art (Photoshop) to vector art (Illustrator files) to creating final print layouts (In Design). This course is comprehensive, yet taught in a logical sequence format which ties together all the components in a fast-paced learning environment.

$539 | 30 Hours
12514 1/28 - 3/3 TuTh 6:30 – 9:50 p.m.

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

$209 | 10 Hours
11638 2/11 - 2/18 TuTh 6:30 – 9:50 p.m.

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

$209 | 10 Hours
11684 2/25 - 3/3 TuTh 6:30 – 9:50 p.m.

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

$209 | 10 Hours
11920 1/28 – 2/4 TuTh 6:30 – 9:50 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.
DIGITAL VIDEO PRODUCTION

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

MODULES

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

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

VIDEO EDITING

Digital Video and the Art of Visual Storytelling

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

$269 | 12 Hours
12599 2/29 - 3/7 Sa 9:00 a.m. - 4:15 p.m.

Editing Digital Video for Social Media

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

$315 | 14 Hours
12601 4/18 - 4/25 Sa 9:00 a.m. - 4:15 p.m.

Digital Video Production

Learn the skills you need to open your own video production company! This program is design for students to get hands-on training on digital video production. This course offers an overview of the techniques and aesthetics of digital filmmaking starting with the preparation guidelines for simple productions, such as scripting, outlining, storyboarding and creating shot lists and equipment riders. Later, students will learn how to use digital video cameras with tripod mounts and other supports, audio capture devices such as microphones, basic lighting with both available and artificial sources. At the end of the course, students will learn all the steps of post-production, including computer-based nonlinear editing, titling and graphics, adding music and sound effects on to compressing the final product such as wedding video production, music videos, corporate productions, social media promos, quinceañeras and other forms of video production.

$950 | 50 Hours
12598 2/29 - 4/25 Sa 9:00 a.m. - 4:15 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!

Additional Class Location Codes

Hammocks Middle School
9889 Hammocks Blvd., Miami, FL

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

### ENGLISH PROGRAM

**ESL - Fundamentals**

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

**$299 | 84 Hours**

10211 1/13 - 3/3 M/W/Th 9 a.m. - Noon NOVA
10219 3/16 - 4/30 M/W/Th 9 a.m. - Noon NOVA

**$199 | 56 Hours**

10294 1/13 - 3/3 M/W/Th 6:30 - 8:30 p.m.
10295 3/16 - 4/30 M/W/Th 6:30 - 8:30 p.m.
11681 1/11 - 4/25 Sa 9:00 a.m. - 1:15 p.m.

**Intensive English 1**

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

**$199 | 56 Hours**

10212 1/13 - 3/3 M/W/Th 6:30 - 8:30 p.m.
10220 1/11 - 4/25 Sa 9:00 a.m. - 1:15 p.m.
10226 3/16 - 4/30 M/W/Th 6:30 - 8:30 p.m.

**$299 | 84 Hours**

10719 1/13 - 3/3 M/W/Th 9 a.m. - Noon
10720 3/16 - 4/30 M/W/Th 9 a.m. - Noon

**Intensive English 2**

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

**$199 | 56 Hours**

10213 1/13 - 3/3 M/W/Th 6:30 - 8:30 p.m.
10229 1/11 - 4/25 Sa 9:00 a.m. - 1:15 p.m.
11092 3/16 - 4/30 M/W/Th 6:30 - 8:30 p.m.

**$299 | 84 Hours**

10721 1/13 - 3/3 M/W/Th 9 a.m. - Noon
10722 3/16 - 4/30 M/W/Th 9 a.m. - Noon

**Intensive English 3**

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

**$199 | 56 Hours**

10214 1/13 - 3/3 M/W/Th 6:30 - 8:30 p.m.
10230 1/11 - 4/25 Sa 9:00 a.m. - 1:15 p.m.
10231 3/16 - 4/30 M/W/Th 6:30 - 8:30 p.m.

**$299 | 84 Hours**

10723 1/13 - 3/3 M/W/Th 9 a.m. - Noon
10724 3/16 - 4/30 M/W/Th 9 a.m. - Noon

**Intensive English 4**

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

**$199 | 56 Hours**

10215 1/13 - 3/3 M/W/Th 6:30 - 8:30 p.m.
10233 1/11 - 4/25 Sa 9:00 a.m. - 1:15 p.m.
10234 3/16 - 4/30 M/W/Th 6:30 - 8:30 p.m.

**$299 | 84 Hours**

10725 1/13 - 3/3 M/W/Th 9 a.m. - Noon
10726 3/16 - 4/30 M/W/Th 9 a.m. - Noon

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

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**ENGLISH CONVERSATION**

**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.

$135 | 28 Hours
10238 1/13 - 3/3 MTuWTh 7:50 - 8:50 a.m.  
10239 3/16 - 4/30 MTuWTh 7:50 - 8:50 a.m.

**Coffee and Conversation - High 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 high-intermediate to advanced students.

$135 | 28 Hours
10240 1/13 - 3/3 MTuWTh 7:50 - 8:50 a.m.  
10241 3/16 – 4/30 MTuWTh 7:50 – 8:50 a.m.

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

$89 | 21 Hours
10256 1/11 - 3/7 Sa 9 a.m. - Noon  
10257 3/16 - 4/29 MW 8:30 - 10:00 p.m.  
10259 1/13 - 3/2 MW 8:30 - 10:00 p.m.  
10260 3/16 - 4/25 Sa 9 a.m. - Noon  
$199 | 56 Hours
10244 1/13 - 3/3 MTuWTh 12:30 - 2:30 p.m.  
10246 3/16 - 4/30 MTuWTh 12:30 - 2:30 p.m.

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

$89 | 21 Hours
10261 1/11 - 3/7 Sa 9 a.m. - Noon  
10262 1/13 - 3/2 MW 8:30 - 10:00 p.m.  
10265 3/16 - 4/29 MW 8:30 - 10:00 p.m.  
10267 3/14 - 4/25 Sa 9:00 a.m. - 12:30 p.m.  
$199 | 56 Hours
10247 1/13 - 3/3 MTuWTh 12:30 - 2:30 p.m.  
10249 3/16 - 4/30 MTuWTh 12:30 - 2:30 p.m.

**English Conversation 3**
High-Intermediate class to develop basic communication skills through theme-based grammar exercises and role-play interaction in class.

$89 | 21 Hours
10270 1/11 - 3/7 Sa 9 a.m. - Noon  
10271 1/13 - 3/2 MW 8:30 - 10:00 p.m.  
10272 3/14 - 4/25 Sa 9:00 a.m. - 12:30 p.m.  
10274 3/16 - 4/29 MW 8:30 - 10:00 p.m.  
$199 | 56 Hours
10251 1/13 - 3/3 MTuWTh 12:30 - 2:30 p.m.  
10252 3/16 - 4/30 MTuWTh 12:30 - 2:30 p.m.

**English Conversation 4**
An advanced class to develop basic communication skills through theme-based grammar exercises and role-play interaction in class.

$89 | 21 Hours
10277 3/20 - 5/1 F 9 a.m. - Noon  
10278 1/17 - 2/28 F 9 a.m. - Noon

**Accent Reduction - Consonants**
This course is designed to provide the advanced student with an awareness of the key elements of accent reduction: correct pronunciation of consonants, intonation, stress and rhythm. This will include a review of the pronunciation of consonants, the stress placed on content words in English sentences, the importance of intonation in questions and statements and the rhythm of the language.

$89 | 21 Hours
10279 3/16 - 4/29 MW 8:30 - 10:00 p.m.

**Accent Reduction - Vowels**
This course is designed to provide the advanced student with an awareness of the key elements of accent reduction: correct pronunciation of vowels, intonation, stress and rhythm. This will include a review of the pronunciation of vowels, the stress placed on content words in English sentences, the importance of intonation in questions and statements and the rhythm of the language.

$89 | 21 Hours
10278 1/17 - 2/28 F 9 a.m. - Noon

**FOREIGN LANGUAGES**

**French 1 - Intensive**
This intensive introductory course provides a foundation in the basic language skills (listening, speaking, reading and writing). Through a variety of exercises and experiential activities such as dialogues and role-plays, you will rapidly acquire the essential elements of common French.

$219 | 42 Hours
11418 1/7 - 5/1 W 6:30 - 9:30 p.m. NOVA

**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.

$219 | 42 Hours
13628 1/29 - 4/29 M 6:30 - 9:30 p.m. NOVA

M=Monday (Lunes) Tu=Tuesday (Martes)  
W=Wednesday (Miércoles) Th=Thursday (Jueves)  
F=Friday (Viernes) Sa=Saturday (Sábado) Su=Sunday (Domingo)
**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  
13504 1/30 – 4/30 Th 6:30 – 9:30 p.m. NOVA

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**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  
11644 1/30 – 4/30 Th 6:30 – 9:30 p.m. NOVA

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**Italian 3 - Intensive**
Continue to enrich your Italian vocabulary, acquire idiomatic expressions and learn grammar skills so you can better function in day-to-day life situations. This course enriches your learning experience with a mixture of visual, auditory and experiential activities that engage and integrate all of your learning channels. All explanations are followed by thorough practical examples of common, natural Italian language.

$225 | 42 Hours  
11961 1/29 – 4/29 W 6:30 – 9:30 p.m. NOVA

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**Italian 4 - Intensive**
This is an advanced intensive course in which you learn and use advanced grammatical structures and idiomatic expressions. In this course you focus on expressing belief, emotion, denial, indefiniteness, non-existence and impersonal statements. All explanations are followed by thorough, practical examples in common, natural Italian language.

FREE | 42 Hours  
13123 1/28 – 4/28 Tu 6:30 – 8:30 p.m. NOVA

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**Portuguese 1 - Intensive**
Students will learn functional vocabulary, pronunciation and grammar through dialogues based on everyday situations through a variety of exercises and experiential activities. The conversational part focuses on verbal communication skills, with emphasis on vocabulary development, idiomatic expressions and pronunciation.

$219 | 42 Hours  
13503 1/13 - 4/27 M 6:30 - 9:30 p.m. NOVA

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**Portuguese 2 - Intensive**
This course is conducted entirely in Portuguese and has special emphasis on conversation and grammar.

$219 | 42 Hours  
11507 1/30 – 4/30 Th 6:30 – 9:30 p.m. NOVA

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**Portuguese 3 - Intensive**
Continue to enrich your Portuguese vocabulary, acquire idiomatic expressions and learn grammar skills so that you can better function in day-to-day life situations. This course enriches your learning activities with a variety of visual, oral and written activities that engage and integrate all of your learning capabilities.

$249 | 42 Hours  
13612 1/29 – 4/29 W 6:30 – 9:30 p.m. NOVA

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**Portuguese 4 - Intensive**
This is an intensive course in which you will learn and use advanced grammatical structures and idiomatic expressions. This course focuses on learning grammatical structures to be used when communicating expressions of belief, emotion and other impersonal statements. All explanations are followed by thorough, practical examples in common, natural Portuguese.

FREE | 42 Hours  
13121 1/28 - 4/28 Tu 6:30 - 9:30 p.m. NOVA

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**Spanish 1 - 28 hrs**
A beginners’ Spanish course with emphasis on oral communication for social or professional needs. Classes are taught using a conversational approach in order to teach oral comprehension and stimulate speech from the very first day. Topics include but are not limited to 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 word of work and much more. Students will learn to express past and present tense, ask simple questions and gain an understanding of Hispanic culture at work and at home.

$169 | 28 Hours  
10217 1/13 - 3/4 MW 9:30 a.m. – 11:30 p.m. NOVA

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**The Language Center**
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](http://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
Spanish 2 - 28 hrs
The second part of a beginners’ Spanish course with emphasis on oral communication for social or professional needs. Classes are taught using a conversational approach in order to teach oral comprehension and stimulate speech from the very first day. Topics covered include, the home, outdoor activities, daily routines, different work settings, shopping, travel, transportation and more. Students will learn to talk about past events, use reflexive verbs to talk about daily routines and understand the use of formal speech for business.

$169 | 28 Hours
12439 3/16 - 4/29 MW 9:30 - 11:30 a.m. NOVA

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

$219 | 42 Hours
10321 1/28 - 4/28 Tu 6:30 – 9:30 p.m. NOVA

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

$219 | 42 Hours
13627 1/30 – 4/30 Th 6:30 – 9:30 p.m. NOVA

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

$225 | 42 Hours
13278 1/13 – 4/27 M 6:30 – 9:30 p.m. NOVA

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

$110 | 21 Hours
10316 1/17 – 2/28 F 9:30 a.m. - 12:30 p.m.
10318 3/20 – 5/1 F 9:30 a.m. - 12:30 p.m.

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

$439 | 60 Hours
10336 1/25 – 4/4 Sa 8:00 a.m. - 3:30 p.m.

Behavior Management (4.5 CEUs)
Este curso enseña a los participantes habilidades efectivas para trabajar con niños. Se estudian las causas y síntomas de los comportamientos problemáticos y se dan estrategias para manejarlos. El curso incluye ejemplos de comportamientos efectivos y ejemplos de comportamientos fallidos. Se puede obtener el certificado de FCCPC I con el curso de Behavior Management.

$499 | 45 Hours
12444 2/22 – 4/25 Sa 8:30 a.m. - 2:00 p.m.

The cost of these non-credit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
**Conociendo el ADD, el ADHD y el Autismo (4.5 CEUs)**
En este curso el estudiante participará en una exploración profundizada acerca del ADHD, ADD, y el autismo y sus efectos en la sociedad. Se cubrirá la definición, características, prevalencia, causas, evaluaciones y tratamiento de cada condición.

$409 | 45 Hours
12437 2/1 - 4/4 Sa 8:30 a.m. – 2:00 p.m.

**Introducción a High Scope Modulo 1: Principios Básicos y Estrategias del Aprendizaje Activo (4.5 CEUs)**
El Modelo 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
14086 1/17 - 4/24 Fr 6:30 PM – 9:30 pm

**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
13402 1/13 - 3/16 M 6:30 PM – 9:30 p.m.

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

$409 | 45 Hours
13143 1/25 - 3/28 Sa 8:30 a.m. – 2:00 p.m.

**Mente en Formación (4.5 CEUs)**
Este curso está compuesto de 12 módulos que cubren el proceso de aprendizaje de los niños. Los 12 módulos ponen en práctica los resultados de estudios clásicos y recientes en el área del desarrollo infantil. Los participantes aprenderán la manera en que los maestros pueden estimular el aprendizaje infantil, entendiendo el proceso de aprendizaje de un niño y la manera en que los maestros contribuyen a la formación del interés al aprendizaje para toda la vida.

$409 | 45 Hours
13507 1/25 - 3/28 Sa 8:30 a.m. – 2:00 p.m.
5 Hours Infant-Toddler Appropriate Practices
Trains child care personnel to implement a curriculum specific for children, birth to age 3. Book is included.
$49 | 5 Hours
13697 4/5 Su 9:00 a.m. – 2:30 p.m.

DCF Make-up: Reglas y Regulaciones en el Hogar (HOME)
Este curso está diseñado para que proveedores de niños se familiaricen con las reglas y regulaciones que deben seguir las personas que cuidan niños en su hogar.
$69 | 6 Hours
12295 3/28 Sa 8:30 a.m. – 3:00 p.m.

5 Hours Infant-Toddler Appropriate Practices
Trains child care personnel to implement a curriculum specific for children, birth to age 3. Book is included.
$49 | 5 Hours
13697 4/5 Su 9:00 a.m. – 2:30 p.m.

DCF Make-up: Reglas y Regulaciones en el Hogar (HOME)
Este curso está diseñado para que proveedores de niños se familiaricen con las reglas y regulaciones que deben seguir las personas que cuidan niños en su hogar.
$69 | 6 Hours
12295 3/28 Sa 8:30 a.m. – 3:00 p.m.

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
10335 1/28 Tu 5 - 10 p.m. HAMM
11193 2/10 M 8:30 a.m. - 2:00 p.m. NOVA
11976 3/7 S 8:30 a.m. - 2:00 p.m. NOVA
10334 3/9 M 8:30 a.m. - 2:00 p.m. NOVA
10333 3/30 M 8:30 a.m. - 2:00 p.m. NOVA
13698 4/13 M 8:30 a.m. - 2:00 p.m. NOVA

Child Care Computer Workshop
This workshop will instruct participants in how to get into the DCF system so they can register for DCF courses and child care exams.
$19 | 2 Hours
12495 3/19 Th 1:30 - 3:30 p.m.

30 Hours 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, ò 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
10331 1/13 - 1/22 M/W/Th 5 - 10 p.m. HAMM
10329 1/27 - 2/4 M/W/Th 8:30 a.m. - 2:00 p.m. NOVA
11977 2/8 Sa 8:30 a.m. - 3:00 p.m.
19/9 - 2/23 SaSu 8:30 a.m. - 5:00 p.m.
10328 2/24 - 3/3 M/W/Th 8:30 a.m. - 2:00 p.m. NOVA
10330 3/16 - 3/24 M/W/Th 8:30 a.m. - 2:00 p.m. NOVA
10327 3/30 - 4/7 M/W/Th 8:30 a.m. - 2:00 p.m. NOVA
13692 4/4 Sa 8:30 a.m. - 3:00 p.m.
4/5 - 4/19 SaSu 8:30 a.m. - 5:00 p.m.

The cost of these non-credit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
30 Hours Child Care Facility Personnel Training
The first course for child care personnel working in a child care facility. The state’s 45-hour training requirement consists of basic training, a five-hour specialized training, (infant-toddler, preschooler, or school-age), a five-hour UDAP (Understanding Developmentally Appropriate Practices) course and a five-hour literacy in-service component. Book is included.
$199 | 30 Hours
10282  3/21   Sa  9:00 a.m. – 3:30 p.m.
4/1 – 3/28   SaSu  9:00 a.m. – 5:30 p.m.

10 Hours Special Needs - Appropriate Practices
This course is intended to help child care professionals provide care to children who have disabilities, developmental delays, or intellectual gifts. The course includes an overview of the knowledge and skills that will help providers work with children, information about support network services available and assists providers in learning how to comply with federal and state laws.
$99 | 10 Hours
12443  1/25 - 2/1   Sa  8:30 a.m. – 2:00 p.m.

Understanding Developmentally Appropriate Practice (UDAP)
The goal of this course is to provide child care caregivers with an overview of what developmentally appropriate practice is and why it is important to practitioners in the field.
$49 | 5 Hours
12286  4/4   Sa  9:00 a.m. – 2:30 p.m.

Additional Class Location Codes
HAMM  Hammocks Middle School
9889 Hammocks Blvd., Miami, FL

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

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

$113 | 18 Hours
10586 2/22 - 3/28 Sa 1 - 4 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
13629 1/25 - 4/4 Sa 9 a.m. – Noon
13630 1/28 - 2/27 TuTh 6:30 - 9:30 p.m. HAMM
13631 2/24 - 4/1 MW 6:30 - 9:30 p.m. HAMM
13632 3/10 - 4/16 TuTh 6:30 - 9:30 p.m. HAMM

GRADUATE EXAM PREPARATION

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

$149 | 12 Hours
11766 2/11 - 3/17 Tu 7 – 9 p.m.

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

$149 | 12 Hours
11768 2/14 - 3/20 F 7 – 9 p.m.

PROFESSIONAL EXAM PREPARATION

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

$205 | 30 Hours
10591 1/27 - 3/2 MW 6:30 - 9:30 p.m.
10701 2/4 - 3/10 TuTh 6:30 - 9:30 p.m.

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

$110 | 12 Hours
10592 3/2 - 3/18 TuTh 7 – 9 p.m. HAMM

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

$110 | 12 Hours
11499 1/27 - 2/12 MW 7 – 9 p.m. HAMM

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

$110 | 12 Hours
10588 2/11 - 2/27 TuTh 7 – 9 p.m. HAMM

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

$110 | 12 Hours
11498 3/31 - 4/16 TuTh 7 – 9 p.m. HAMM

GED – Nivel Avanzado

$128 | 28 Hours
10546 3/14 - 4/25 Sa 9:00 a.m. - 1:20 p.m.

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

$128 | 28 Hours
10543 1/25 - 3/7 Sa 9:00 a.m. - 1:20 p.m.

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

$219 | 56 Hours
11195 1/25 - 4/25 Sa 9:00 a.m. - 1:20 p.m.

COLLEGE ENTRANCE EXAM PREPARATION

GED – Nivel Avanzado

$128 | 28 Hours
10546 3/14 - 4/25 Sa 9:00 a.m. - 1:20 p.m.

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

$128 | 28 Hours
10543 1/25 - 3/7 Sa 9:00 a.m. - 1:20 p.m.

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

$219 | 56 Hours
11195 1/25 - 4/25 Sa 9:00 a.m. - 1:20 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.
## GOURMET ACADEMY

### CULINARY WORKSHOPS

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

$85 | 4 Hours  
15055 2/15  Sa  1:00 - 5:00 p.m.

**Enjoying the Taste of Mexican Cuisine**
Participant will enjoy the tasteful flavors of the Mexican cuisine. They will learn about the cultural aspects of that country and will cook a dish that identified that region of the world. Just come ready to learn about culinary in a fun and enjoyable environment.

$85 | 4 Hours  
14246 2/22  Sa  1:00 - 5:00 p.m.

**Peruvian Favorite Cuisine**
Participants will enjoy the tasteful flavors of the Peruvian cuisine. They will learn about the cultural aspects of that country and will cook a dish that identified that region of the world. Just come ready to learn about culinary in a fun and enjoyable environment.

$85 | 4 Hours  
14247 3/14  Sa  1:00 - 5:00 p.m.

**Thai Gastronomy Workshop**
Participant will enjoy the tasteful flavors of the Thai gastronomy. They will learn about the cultural aspects of that country and will cook a dish that identified that region of the world. Just come ready to learn about culinary in a fun and enjoyable environment.

$85 | 4 Hours  
14248 3/28  Sa  1:00 - 5:00 p.m.

**Decoracion Basica de Postres**
Usted alguna vez ha querido aprender tecnicas basicas sobre como decorar un pastel? Esta es su oportunidad para aprender de una forma practica diferentes tecnicas de decoracion y hornear que mejorarán su cualidades culinarias. En esta clase aprenderá diferentes tipos de postres y recetas que podra usar en diferentes ocasiones y que se veran maravillosas. Venga y registrese para aprender sobre estas tecnicas. Todo el equipo e ingredientes estan incluidos.

$125 | 8 hours  
15204 4/7-4/14  TR  7:00 - 10:00 p.m.

**Cocina Mexicana Tradicional**

$85 | 4 hours  
15202 3/17  T  6:00 - 10:00 p.m.

**Cocinando Saludable**

$125 | 8 horas  
15203 4/21-4/28  TR  7:00 - 10:00 p.m.

### THE ARTS

#### ARTS AND CREATIVE ACTIVITIES

**Essentials of Drawing from Life**
Have you ever wanted to draw what you see? This course will focus on the foundation principles of drawing and train your eyes to “see” and understand the world of three-dimensional forms. You will learn the essential skills to accurately portray forms to paper. You will gain an understanding of simple and complex edges, proportion and relationships and shading techniques to create volume and detail.

$134 | 18 Hours  
11186 1/11 - 2/29  Sa  2 - 5 p.m.  
11187 3/14 - 4/25  Sa  2 - 5 p.m.

#### DANCE

**Bollywood Indian Style Dance**
Bollywood is a fusion of traditional and classical Indian dances with the influences of some jazz, hip-hop and modern dance. This lively form of dance encourages movement of all parts of the body.

$83 / 9 Hours  
15142 1/16 - 2/20  Th  7:00 - 8:30 p.m.  
15143 2/27 - 4/09  Th  7:00 - 8:30 p.m.

**Teen Salsa (12-17 years old)**
The students will learn diverse steps and turns in an easy and fun way. It will benefit the students with self-confidence, grace, coordination, posture while they will discover social skills that will help them forever.

$83 / 6 Hours  
13699 1/21 - 2/25  Tu  6:00 - 7:00 p.m.  
13700 3/10 - 4/21  Tu  6:00 - 7:00 p.m.

**Ballroom Dancing Beginners**
Dance your way for healthier mind and body! You will learn: Waltz, Cha Cha, Swing, Fox Trot, Tango and Rumba or Salsa.

$83  |  9 Hours  
10574 1/17 - 2/28  F  7:40 - 9:10 p.m.  
10575 3/6 - 4/17  F  7:40 - 9:10 p.m.

**Belly Dance for Kids**
Learn the fundamentals of Middle Eastern dance (commonly known as belly dance) and get initiated into this ancient art form. Learn core movements, basic travel steps and dance turns. Middle Eastern dance promotes mental wellness, physical coordination and positive social interaction. This special dance class is designed for children ages 4 - 12.

$83 | 6 Hours  
13193 1/24 - 2/28  F  6:30 - 7:30 p.m.  
13194 3/13 - 4/24  F  6:30 - 7:30 p.m.
Belly Dance Level 1 - Beginner Techniques and Fundamentals
Learn beginner technique by members of the award-winning dance troupe, Azhar Dance Ensemble, in this six-week course designed to get you started on your journey through Middle Eastern dance (also known as belly dance). This course consists of basic techniques, fundamentals and cultural aspects of the art form. No previous dance skills are required for this class.

$83 | 9 Hours
10580 3/12 - 4/16 Th 7:30 - 9:00 p.m.
11767 1/16 - 2/20 Th 7:30 - 9:00 p.m.

Belly Dance Level 2 - Traveling, Layering, and Stylization
This level is for students to acquire skills in traveling with movements as well as utilizing the skills learned in the beginner level. This course will be taught by the award-winning Artistic Director Amara Sayid, using her sought-after Egyptian style technique. This course consists of combinations, techniques and choreography. Students may remain in this level as long as necessary.

$83 | 9 Hours
10581 1/14 - 2/18 Tu 7:00 - 8:30 p.m.
10582 3/10 - 4/14 Tu 7:00 - 8:30 p.m.

Belly Dance Level 3 - Advanced Technique and Musicality
Take your dancing to the next level with award-winning Artistic Director Amara Sayid in this challenging and inspiring class. Learn advanced technique, combinations and an introduction to some of the most famous props of Middle Eastern dance. Learn to dance with veils, zills, canes and more! We will also learn a fun choreography in each course.

$83 | 9 Hours
10583 1/15 - 2/19 W 7:00 - 8:30 p.m.
10586 3/11 - 4/15 W 7:00 - 8:30 p.m.

Belly Dance Specialty Class: Egyptian Elegance and Fan Veils
Adding captivating drama to the stage, Fan Veils are a modern prop that embellish a Raqs Sharqi routine with an extra layer of dynamic flair and poise. Join us in this new exciting class that will focus on an elegant interpretation of Oriental dance, as well as the proper execution and technique behind Fan Veils.

$83 / 9 Hours
14982 1/14 - 2/18 T 8:40 - 10:10p.m.
14983 3/10 - 4/14 T 8:40 - 10:10p.m.

Belly Dance Specialty Class: Shimmies and Majestic Techniques
Join our award-winning belly dance teacher in this dynamic class and shimmy your dance to the next level. You will learn different kinds of shimmies in Middle Eastern dance, while refining lines for polished stage performances. Practice eye-catching signature accents, pops and flutters that will make you the highlight of any show. Refine your stage presence and wow the audience with strength, grace and control. You will be invited to perform a drum solo choreography for our annual show.

$83 | 9 Hours
12480 1/16 - 2/20 Th 7:30 - 9:00 p.m.
12482 3/12 - 4/16 Th 7:30 - 9:00 p.m.

Latin Dancing (Salsa, Casino, Rueda)
Students will learn the basic steps for dancing Salsa and Casino style, as well as basic turns and foot patterns for one-on-one or Rueda. Salsa music timing and counts, to follow the beats of a song, will also be taught. Students will learn how to lead their partner (hand and foot positions) and how to follow their partner (hand and foot positions). Learn over 20 different steps of casino style ranging from the simplest to the more complex turns!

$83 | 6 Hours
10579 1/17 - 2/28 F 9:15 - 10:15 p.m.
12833 3/6 - 4/17 F 9:15 - 10:15 p.m.

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The Fine Art of Belly Dance
This belly dance course will focus on traditional steps and choreographed dance patterns. There will be an introduction to playing finger cymbals, with an emphasis on "port de corps" (Carriage of the body). Students will learn ethnic traditions and regional colloquialisms without sacrificing classical form and traditional technique.

$83  |  9 Hours
13095  1/13 - 3/2  M  7:30 - 9:00 p.m.
13096  3/9 - 4/13 M  7:30 - 9:00 p.m.

MUSCIC PROGRAMS

Guitar Adult Group
In this class, the student will learn holding, tuning and parts of the guitar. Fundamentals of the right and left hand, review note reading and rhythms, chords, rhythm guitar, how to play a melody and major scale construction.

$153  |  18 Hours
11841  1/23 - 4/16  Th  8:00 - 9:30 p.m.

Piano Adult Group
Learn the basics of playing the piano in a friendly group of fellow beginners. Small class sizes allow for a high level of personal attention. Classes fill up fast, so register early.

$153  |  18 Hours
10597  1/22 - 4/15  W  8:00 - 9:30 p.m.

Piano Group (Ages 8 - 15)
This class is offered to young people between the ages of 8 and 15 years. They will obtain skills such as read simple music notation, sing as they play pieces and play five finger positions in different keys. Students will recognize intervals: (melodic & harmonic), recognize and play simple chords, recognize and learn the meanings of basic music, symbols and vocabulary.

$153  |  18 Hours
13634  1/24 - 4/17  F  6:00 - 7:30 p.m.

The Civic Chorale of Greater Miami
The revamped Civic Chorale of Greater Miami’s mission is to provide an opportunity for amateur and professional singers to study and perform a variety of choral literature, to enhance the cultural life of the community through public performance of choral music and to provide ongoing community service and outreach. The nonprofit Civic Chorale of Greater Miami has been a vital part of the South Florida musical community since 1970.

$79  |  34 Hours
10598  1/7 - 4/21  Tu  7:30 - 9:30 p.m.

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

Private music lesson options:
- 14 one-hour lessons - $572
- 14 half-hour lessons - $315
- 7 one-hour lessons - $315
- 7 half-hour lessons - $180

Siblings discount rates are available

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!

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

### SWIMMING

**Level 5 - Stroke Refinement (6-15 yrs)**
The objective of Level 5 is coordination and refinement of strokes. Participants refine their performance of all the strokes and increase their distances. Flip turns are also introduced.

$91 | 6 Hours
11595  1/25 - 3/7  Sa  Noon - 1 p.m.

**Pre-swim Team**
Pre-requisite: Students should have either completed level 4, or be able to perform all tasks covered in level 4. This class will prepare the students to transition from swimming classes to competitive swimming. Students will work on improving their swimming techniques, endurance, speed and stroke development.

$139 | 16 Hours
10631 3/21 - 4/25  Sa  8:30 – 9:30 a.m.

### Painting with Pastels
Students will learn basic pastel techniques by making their own projects. They will also learn how to choose colors, prepare the paper and the usage of pastels along with other art materials.

$128 | 21 Hours
10540  1/11 - 2/29  Sa  9:30 a.m. - 1:00 p.m.
10541  3/14 - 4/25  Sa  9:30 a.m. - 1:00 p.m.

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

$133 | 18 Hours
11497  2/12 - 3/18  W  7 - 10 p.m.  HAMM

### Scuba Certification
This certification course is taught by “Underwater Unlimited.” Students must be 16 years or older and must be able to pass a swimming evaluation. The class meets two nights a week, one night in a classroom and one night in the pool. Students must cover the cost of an open water diver kit, dives, a mask, fins and snorkel. Students who complete the class successfully will be certified by Scuba Schools International.

$239 | 30 Hours
13195  1/21 - 2/6  Tu-Th  6:30 - 9:00 p.m.
13196  2/24 - 3/11  MW  6:30 - 9:00 p.m.
13197  3/31 - 4/16  Tu-Th  6:30 - 9:00 p.m.

### Photograpy

#### 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
10728  1/29 - 3/4  W  7 - 10 p.m.
10729  1/25 - 3/7  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
10734  3/18 - 4/22  W  7 - 10 p.m.

### Theater

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

$83 | 15 Hours
13118  2/11 - 3/17  Tu  7:00 – 9:30 p.m.  HAMM

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

$133 | 18 Hours
11497  2/12 - 3/18  W  7 - 10 p.m.  HAMM

#### Additional Class Location Codes

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

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.
Swimming for Adults - Masters
Swimmers will improve all of their strokes, working on their speed and techniques. The class provides a great cardiovascular workout.

$91 | 6 Hours
12998 1/25 - 3/7 Sa 8:30 – 9:30 a.m.
13099 1/25 – 3/7 Sa 11 a.m. – Noon
13068 3/21 – 4/25 Sa 11:00 – 11:30 a.m.

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

$189 | 3 Hours
13569 1/11 – 4/25 Sa 8:30 a.m. – 1:00 p.m.
13570 1/13 – 4/24 Mi, Tu, W, Th, F 11 – 6 p.m.

Parent and Child Aquatics 1 (Ages 6-24 months)
This class is designed to introduce babies ages 6 to 24 months to the pool with their parent or guardian. A parent or guardian must go into the water with the child. Swimming readiness will be taught by leading parents/guardians and their children in water exploration activities with the objectives of having fun and becoming comfortable in and around the water.

$67 | 3 Hours
10556 3/21 – 4/25 Sa 10:30 – 11:00 a.m.

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

$67 | 3 Hours
13016 1/25 - 3/7 Sa 11:00 – 11:30 a.m.

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

$91 | 6 Hours
13145 1/25 - 3/7 Sa 9 – 10 a.m.
13148 1/25 - 3/7 Sa 10:30 a.m. – 11:30 a.m.
13147 3/21 - 4/25 Sa 9 – 10 a.m.
13146 3/21 - 4/25 Sa 11:40 a.m. – 12:40 p.m.

Level 2 - Fundamental Aquatic Skills (Ages 6 - 15)
Fundamental Aquatic Skills for future swimmers: Students entering this course must have a Level 1 certificate or must be able to demonstrate all the completion requirements of Level 1. Students in this level should not be fearful of the water and have basic propulsion skills in the water.

$91 | 6 Hours
10595 1/25 – 3/7 Sa Noon – 1 p.m.
10596 1/25 – 3/7 Sa 9 – 10 a.m.
10597 1/25 – 3/7 Sa 11 a.m. – Noon

Level 3 - Stroke Development (Ages 6 - 15)
Students entering this course must have a Level 2 certificate or must be able to demonstrate all the completion requirements in Level 2. Students should be able to independently swim 15 yards in the water.

$91 | 6 Hours
12880 1/25 - 3/7 Sa 9:30 - 10:30 a.m.
10610 1/25 - 3/7 Sa 11 a.m. - Noon
10611 3/21 - 4/25 Sa 9:40 - 10:40 a.m.

Level 4 - Stroke Improvement (Ages 6-15)
Students entering this course must have a Level 3 certificate or must be able to demonstrate all the completion requirements of Level 3. This level is designed to build confidence and increase endurance by swimming farther distances.

$91 | 6 Hours
11454 1/25 - 3/7 Sa 10:00 - 11:00 a.m.
11409 3/21 - 4/25 Sa 10:00 - 11:00 a.m.

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

$91 | 6 Hours
13145 1/25 - 3/7 Sa 9 – 10 a.m.
13148 1/25 - 3/7 Sa 10:30 a.m. – 11:30 a.m.
13147 3/21 - 4/25 Sa 9 – 10 a.m.
13146 3/21 - 4/25 Sa 11:40 a.m. – 12:40 p.m.

Level 2 - Fundamental Aquatic Skills (Ages 6 - 15)
Fundamental Aquatic Skills for future swimmers: Students entering this course must have a Level 1 certificate or must be able to demonstrate all the completion requirements of Level 1. Students in this level should not be fearful of the water and have basic propulsion skills in the water.

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11409 3/21 - 4/25 Sa 10:00 - 11:00 a.m.

FITNESS AND SPORTS

FITNESS AND SPORTS

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

$69 | 9 Hours
11696 1/15 - 2/19 W 7:00 - 8:30 p.m.
11697 3/11 - 4/15 W 7:00 - 8:30 p.m.
Karate Shotokan All Levels
Traditional Japanese karate with a long history of tradition, respect and discipline. Classes will include traditional Karate exercises and updated training techniques. Students will participate in warm-up exercises, introduction of katas and will practice the techniques learned. Students can gain flexibility, coordination, posture and stamina. Dress: Sweat pant and shirt allowing freedom of movement. Instructor will advise students on the first day of class of dress requirements.

$97 | 12 Hours
13601 1/13 – 2/26 MW 7:40 – 8:40 p.m.
13602 3/9 - 4/15 MW 7:40 – 8:40 p.m.

Karate Shotokan All Levels (Ages 5 and up)

$97 | 12 Hours
13599 1/13 – 2/26 MW 6:30 – 7:30 p.m.
13600 3/9 - 4/15 MW 6:30 – 7:30 p.m.

Karate Tae Kwon Do All Levels (Ages 6 and up)

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

$85 | 9 Hours
13603 1/11 - 2/29 Sa 10:40 a.m. - 12:10 p.m.
13604 3/14 - 4/25 Sa 10:40 a.m. - 12:10 p.m.
13605 1/14 - 2/18 Tu 6:30 – 8:00 p.m.
13606 3/10 - 4/14 Tu 6:30 – 8:00 p.m.

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

$86 | 9 Hours
10670 1/13 - 3/2 M 7:30 – 9:00 p.m.
10671 3/16 - 4/20 M 7:30 – 9:00 p.m.

REGISTRATION 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!

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

$91 | 12 Hours
10673 1/11 - 2/29 Sa 10:40 a.m. - 12:40 p.m.
11772 3/14 - 4/25 Sa 10:40 a.m. - 12:40 p.m.

Yoga for Beginners
Stretch away stress! Keep your body youthful and limber by stretching it every day. You will also learn stretching techniques, breathing exercises and meditation for health and peace. You will also learn the six principles of yoga: proper relaxation, exercises, breathing, nutrition, positive thinking and meditation; how to use creative visualization and affirmations; different exercise positions; the history of yoga and its different forms.

$91 | 12 Hours
10674 1/12 - 3/1 Su 9 - 11 a.m.
11566 3/15 - 4/26 Su 9 - 11 a.m.

Intermediate Floral Design
This course will be a continuation of Introduction to Floral Design. This hands-on class furthers students in developing advanced flower arrangements with fresh flowers and silk materials. Students will work on selected projects and create specialty and seasonal arrangements. *Students will be given a list of materials to purchase during the first class.*

$112 | 15 Hours
12414 3/10 - 4/14 Tu 7:00 - 9:30 p.m.
INTERIOR DECORATING

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
11559 2/1 - 3/7 Sa 9:00 a.m. – 12:10 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
13122 3/21 - 4/25 Sa 9:00 a.m. – 12:10 p.m.

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HOME AND LIVING

LIFE SKILLS

Beginning Genealogy
This course will lay a solid foundation of how to begin researching historical American records with genealogical value in order to begin building a family tree. It introduces students to authoritative sources and teaches how to decipher good information from bad. The course also teaches how to organize and store research.

$130 | 15 Hours
12871 2/25 - 4/7 Tu 6:00 - 8:30 p.m.

SEWING AND PATTERN DESIGN

Learn to Sew
Learn basic and advanced sewing skills on machine and by hand. Beginners and experienced sewers welcome! On the first day of class, students will be given a list of materials to purchase.

$133 | 18 Hours
10542 3/9 - 4/20 M 6:30 - 9:30 p.m.  HAMM
11887 1/13 - 3/2 M 6:30 - 9:30 p.m.  HAMM

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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.
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
COURT-APPROVED COURSES

PARENTING AND FAMILY COURSES

Curso de Educacion y Estabilizacion Familiar (CODP)
Seminario de cuatro horas diseñado para padres de niños menores de edad que se están divorciando. Los padres aprenderán formas efectivas para ayudar a sus hijos a que se ajusten al divorcio.

$41 | 4 Hours
10383 1/25 Sa 9 a.m. - 1 p.m.
10384 2/22 Sa 9 a.m. - 1 p.m.
10385 3/21 Sa 9 a.m. - 1 p.m.
11098 4/18 Sa 9 a.m. - 1 p.m.

KIDS (SandCastles Program) 11-13 yrs
The Sandcastles Program is a one-time group session for children of divorce. Sandcastles uses a range of innovative techniques designed to help children develop self-expression and problem-solving skills, learn appropriate means of expressing anger and other intense emotions, reach a better understanding of the reality of divorce and recognize their own unique qualities and strengths.

$41 | 3.5 Hours
10389 2/1 Sa 9:00 a.m. - 12:30 p.m.
10390 2/29 Sa 9:00 a.m. - 12:30 p.m.
11106 3/28 Sa 9:00 a.m. - 12:30 p.m.
12479 4/25 Sa 9:00 a.m. - 12:30 p.m.

KIDS (SandCastles Program) 14-17 yrs
The Sandcastles Program is a one-time group session for children of divorce. Sandcastles uses a range of innovative techniques designed to help children develop self-expression and problem-solving skills, learn appropriate means of expressing anger and other intense emotions, reach a better understanding of the reality of divorce and recognize their own unique qualities and strengths.

$41 | 3.5 Hours
10415 2/1 Sa 9:00 a.m. - 12:30 p.m.
11966 2/29 Sa 9:00 a.m. - 12:30 p.m.
11967 3/28 Sa 9:00 a.m. - 12:30 p.m.
11107 4/25 Sa 9:00 a.m. - 12:30 p.m.

KIDS (SandCastles Program) 6-7 yrs

$41 | 3.5 Hours
10386 2/1 Sa 9:00 a.m. - 12:30 p.m.
10387 2/29 Sa 9:00 a.m. - 12:30 p.m.
12460 3/28 Sa 9:00 a.m. - 12:30 p.m.
12461 4/25 Sa 9:00 a.m. - 12:30 p.m.

KIDS (SandCastles Program) 8-10 yrs

$41 | 3.5 Hours
11965 2/1 Sa 9:00 a.m. - 12:30 p.m.
11111 2/29 Sa 9:00 a.m. - 12:30 p.m.
11112 3/28 Sa 9:00 a.m. - 12:30 p.m.
11801 4/25 Sa 9:00 a.m. - 12:30 p.m.

Parent Education and Family Stabilization Course (CODP)
A four hour seminar designed to help separating and divorcing couples focus on what is in the best interest of their children and how to work more cooperatively with each other.

$41 | 4 Hours
10375 1/25 Sa 9 a.m. - 1 p.m.
10376 2/22 Sa 9 a.m. - 1 p.m.
11103 3/21 Sa 9 a.m. - 1 p.m.
12442 4/18 Sa 9 a.m. - 1 p.m.

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

$120 | 8 Hours
11955 2/8 Sa 9:00 a.m. - 5:30 p.m.
11956 4/19 Su 9:00 a.m. - 5:30 p.m.

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

$120 | 8 Hours
11151 1/11 Sa 9:00 a.m. - 5:30 p.m.
11981 3/14 Sa 9:00 a.m. - 5:30 p.m.

HEALTHCARE

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
10617 2/22 Sa 8:00 a.m. - 2:30 p.m.
11947 3/7 Sa 8:00 a.m. - 2:30 p.m.
10613 3/21 Sa 8:00 a.m. - 2:30 p.m.
11769 4/4 Sa 8:00 a.m. - 2:30 p.m.

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

CPR-BLS for Health Care Providers (Recertification)
This course is designed to teach the skills of CPR (cardiopulmonary resuscitation) for victims of all ages, including ventilation with a barrier device, a bag-mask device and oxygen, use of an automated external defibrillator (AED) and relief of foreign-body airway obstruction (FBAO). This course is for people who wish to renew their current BLS certification. It is recommended that students renew their BLS card every 2 years.

$69 | 4 Hours
10620 2/22 Sa 8:30 a.m. – 12:30 p.m.
11119 3/21 Sa 8:00 a.m. – 12:30 p.m.
10744 4/4 Sa 8:30 a.m. – 12:30 p.m.

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

$69 | 4 Hours
10612 2/29 Sa 8 a.m. – Noon

HEALTH CARE MANDATORY CE

Domestic Violence
This two-hour domestic violence course is required by the Florida legislature for all health care providers during each licensure period. This course satisfies that requirement and it will provide you with information on victim identification, procedures used to screen victims of domestic violence, methods and resources used in counseling.

$39 | 2 Hours
11563 3/14 Sa 8:30 – 10:30 a.m.

HIPAA - Health Insurance Portability and Accountability Act
This course has been designated for all health care providers who need to abide by the government regulations concerning privacy and anonymity of health care information.

$29 | 2 Hours
11564 2/9 Su 12:45 – 2:45 p.m.

HIV/AIDS in the Health Care Environment
This course will meet the four-hour requirement that most providers in health fields need. Topics include HIV/AIDS definitions, modes of transmission, high-risk groups, stages of HIV infection, testing and treatment for HIV, statistics, legal issues, confidentiality of the information, use of Universal Precautions, personal protective equipment, hand washing and other infection control procedures to prevent transmission of the virus.

$55 | 4 Hours
10621 2/8 Sa 8:15 a.m. – 12:15 p.m.

HIV/AIDS Update
This is a one-hour course to update health care providers about current issues in HIV/AIDS. In addition to furnishing current AIDS statistics and drug therapy information, this course allows participants to discuss topics such as sex education, mandatory testing, confidentiality and more.

$29 | 1 Hour
10624 2/8 Sa 10:15 – 11:15 a.m.

Occupational Exposure to Blood Pathogens (OSHA)
This course is designed to review the recommendations of The Occupational Safety and Health Administration (OSHA) for infection control. This course is provided to help reduce the health risk to workers whose duties involve exposure to blood or other potentially hazardous materials.

$39 | 2 Hours
11565 2/8 Sa 10:30 a.m. – 12:30 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!
REGISTRATION FORM | SPRING 2020

PAYMENT METHODS

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

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

Web  Log on to mdc.edu/ce/kendall. 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: _________ / _________ / _________  BIRTH LOCATION  BIRTH COUNTRY  BIRTH STATE

STREET ADDRESS

CITY    STATE ZIP CODE

EVENING PHONE #  DAY PHONE #  E-MAIL ADDRESS

CLASS SELECTION

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Total Fees Enclosed ____________________________
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