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.

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**CLASS LOCATIONS**
Unless otherwise noted, classes meet at MDC Wolfson Campus (address above).

**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

*Fees are subject to change without notice.*
ENGLISH PROGRAM

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

$299 | 84 Hours
10236 3/16 - 4/30 MThuW 10:30 a.m. - 1:30 p.m.
10243 3/16 - 4/30 MThuW 7 - 10 a.m.
10245 1/13 - 3/3 MThuW 7 - 10 a.m.
10250 1/11 - 5/2 Sa 8:00 a.m. - 2:30 p.m.
10393 3/16 - 4/30 MThuW 6:30 - 9:30 p.m.
11743 1/13 - 3/3 MThuW 10:30 a.m. - 1:30 p.m.

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

$299 | 84 Hours
10258 3/16 - 4/30 MThuW 7 - 10 a.m.
10395 1/13 - 3/3 MThuW 7 - 10 a.m.
10396 3/16 - 4/30 MThuW 10:30 a.m. - 1:30 p.m.
10397 1/13 - 3/3 MThuW 10:30 a.m. - 1:30 p.m.
11509 1/11 - 5/2 Sa 8:00 a.m. - 2:30 p.m.
11798 1/13 - 3/3 MThuW 6:30 - 9:30 p.m.
11844 3/16 - 4/30 MThuW 6:30 - 9:30 p.m.

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

$299 | 84 Hours
10264 3/16 - 4/30 MThuW 10:30 a.m. - 1:30 p.m.
10266 1/13 - 3/3 MThuW 10:30 a.m. - 1:30 p.m.
10268 1/13 - 3/3 MThuW 6:30 - 9:30 p.m.
10399 3/16 - 4/30 MThuW 6:30 - 9:30 p.m.
10400 1/13 - 3/3 MThuW 7 - 10 a.m.
10401 3/16 - 4/30 MThuW 7 - 10 a.m.
11867 1/11 - 5/2 Sa 8:00 a.m. - 2:30 p.m.

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

$299 | 84 Hours
10275 3/16 - 4/30 MThuW 10:30 a.m. - 1:30 p.m.
10276 1/13 - 3/3 MThuW 6:30 - 9:30 p.m.
10279 3/16 - 4/30 MThuW 6:30 - 9:30 p.m.
10402 1/11 - 5/2 Sa 8:00 a.m. - 2:30 p.m.
10403 3/16 - 4/30 MThuW 7 - 10 a.m.
10742 1/13 - 3/3 MThuW 10:30 a.m. - 1:30 p.m.
11744 1/13 - 3/3 MThuW 7 - 10 a.m.

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

$299 | 84 Hours
10281 1/13 - 3/3 MThuW 7 - 10 a.m.
10404 3/16 - 4/30 MThuW 7 - 10 a.m.
10407 1/13 - 3/3 MThuW 6:30 - 9:30 p.m.
10743 3/16 - 4/30 MThuW 10:30 a.m. - 1:30 p.m.
11510 1/13 - 3/3 MThuW 10:30 a.m. - 1:30 p.m.
11745 3/16 - 4/30 MThuW 6:30 - 9:30 p.m.

Intensive English 6

$299 | 84 Hours
10312 1/13 - 3/3 MThuW 7 - 10 a.m.
10313 1/13 - 3/3 MThuW 6:30 - 9:30 p.m.
10408 3/16 - 4/30 MThuW 6:30 - 9:30 p.m.
10409 3/16 - 4/30 MThuW 7 - 10 a.m.
11731 3/16 - 4/30 MThuW 10:30 a.m. - 1:30 p.m.
11868 1/13 - 3/3 MThuW 10:30 a.m. - 1:30 p.m.

Coffee and Conversation - Beginners
Develop English language fluency by participating in group and individual conversation guided by the instructor. Role-play, guided conversation, and vocabulary development activities will improve your oral communication skills.

$179 | 42 Hours
11934 3/16 - 4/29 MW 2 - 5 p.m.
11935 1/13 - 3/4 MW 2 - 5 p.m.
13004 3/16 - 4/30 MW 6 - 9 p.m.
13462 3/16 - 4/29 MW 6 - 9 p.m.

$135 | 28 Hours
11087 3/21 - 5/9 Sa 9 a.m. - 1 p.m.
11746 1/11 - 3/7 Sa 9 a.m. - 1 p.m.
11800 3/20 - 5/8 F 9 a.m. - 1 p.m.
11848 1/17 - 2/28 F 9 a.m. - 1 p.m.

REGISTER EARLY!
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### Language Center

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>10412</td>
<td>3/20 – 5/8 F</td>
<td>9 a.m. – 1 p.m.</td>
<td>$145</td>
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<tr>
<td>11088</td>
<td>3/21 – 5/9 Sa</td>
<td>9 a.m. – 1 p.m.</td>
<td>$145</td>
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<tr>
<td>11849</td>
<td>1/17 – 2/28 F</td>
<td>9 a.m. – 1 p.m.</td>
<td>$145</td>
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</tbody>
</table>

**Coffee and Conversation - Advanced**  
Improve your speaking skills by participating in group and individual presentations, role-play, guided conversation and vocabulary development activities about current topics and news.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<tr>
<td>11609</td>
<td>1/14 – 2/27 TTh</td>
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<td>11747</td>
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<td>2 - 5 p.m.</td>
<td>$135</td>
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<tr>
<td>11995</td>
<td>1/14 – 2/27 TTh</td>
<td>6 - 9 p.m.</td>
<td>$135</td>
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<td>11960</td>
<td>3/17 – 4/30 TTh</td>
<td>6 - 9 p.m.</td>
<td>$135</td>
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**Accent Reduction Level 1**  
Improve your pronunciation by practicing the phonetic patterns of American English.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<td>13153</td>
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<tr>
<td>13154</td>
<td>1/13 – 3/4 MW</td>
<td>6 - 9 p.m.</td>
<td>$185</td>
</tr>
<tr>
<td>13155</td>
<td>3/16 – 4/29 MW</td>
<td>6 - 9 p.m.</td>
<td>$185</td>
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</tbody>
</table>

**Accent Reduction Level 2**  
Further develop the pronunciation patterns of American English. Students will be able to put into practice what they have learned in previous accent reduction courses. The class will focus on intonation practice, pitch change, and honing troublesome vowel.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
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<td>13156</td>
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<tr>
<td>13157</td>
<td>3/16 – 4/29 MW</td>
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<td>$185</td>
</tr>
<tr>
<td>13158</td>
<td>1/13 – 3/4 MW</td>
<td>6 - 9 p.m.</td>
<td>$185</td>
</tr>
<tr>
<td>13159</td>
<td>3/16 – 4/29 MW</td>
<td>6 - 9 p.m.</td>
<td>$185</td>
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</table>

**Advanced Listening and Conversation 1**  
Develop conversational ability through oral presentations and group discussion drills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
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<th>Fee</th>
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<tbody>
<tr>
<td>10323</td>
<td>1/14 – 2/27 TTh</td>
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<td>12594</td>
<td>3/17 – 4/30 TTh</td>
<td>2 - 5 p.m.</td>
<td>$179</td>
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**Advanced Listening and Conversation 2**  
Continue improving conversational abilities through group presentations and discussion while expressing and defending opinions.

<table>
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<tr>
<th>Course Code</th>
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<th>Time</th>
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<tr>
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<tr>
<td>10431</td>
<td>1/13 – 3/4 MW</td>
<td>2 - 5 p.m.</td>
<td>$179</td>
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</table>

**Reading and Conversation 1**  
You will examine adapted works of American authors which will help you gain cultural understanding and reading analysis. These topics will be discussed in class to develop oral communication skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>10362</td>
<td>1/14 – 2/27 TTh</td>
<td>2 - 5 p.m.</td>
<td>$179</td>
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<tr>
<td>10433</td>
<td>3/17 – 4/30 TTh</td>
<td>2 - 5 p.m.</td>
<td>$179</td>
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</tbody>
</table>

**Reading and Conversation 2**  
By strengthening your oral communication skills through reading stories from American authors, you will learn how to summarize, effectively interpret meaning through context, participate in dialogue, and to conceptualize and express your thoughts.

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>10434</td>
<td>3/17 – 4/30 TTh</td>
<td>2 - 5 p.m.</td>
<td>$179</td>
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<tr>
<td>11733</td>
<td>1/14 – 2/27 TTh</td>
<td>2 - 5 p.m.</td>
<td>$179</td>
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**WRITING ACADEMY**

**Better Writing 1**  
Learn sentence structure and editing skills to write clear and effective letters and emails. Explore different types of expository writing.

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<th>Course Code</th>
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<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>10361</td>
<td>3/18 – 4/29 W</td>
<td>2 - 5 p.m.</td>
<td>$159</td>
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<tr>
<td>10432</td>
<td>1/15 – 2/26 W</td>
<td>2 - 5 p.m.</td>
<td>$159</td>
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</table>

**TOEFL EXAM PREPARATION**

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

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<tr>
<th>Course Code</th>
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<th>Time</th>
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<tbody>
<tr>
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<td>1/14 – 2/27 TTh</td>
<td>6 - 9 p.m.</td>
<td>$239</td>
</tr>
<tr>
<td>10364</td>
<td>3/17 – 4/30 TTh</td>
<td>6 - 9 p.m.</td>
<td>$239</td>
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**FOREIGN LANGUAGES**

**French 1**  
This course is designed for beginners. Special emphasis is placed on grammar along with simple sentence structure using daily vocabulary. Students will learn numbers, the days of the week, the months of the year, the date and how to tell the time. Every week, homework is assigned for the following week; it consists of written exercises from the textbook.

<table>
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<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>11522</td>
<td>1/11 – 3/7 Sa</td>
<td>9 a.m. – 1 p.m.</td>
<td>$169</td>
</tr>
<tr>
<td>11910</td>
<td>3/21 – 5/9 Sa</td>
<td>9 a.m. – 1 p.m.</td>
<td>$169</td>
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</table>

**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.

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<th>Course Code</th>
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<tr>
<td>11424</td>
<td>3/16 – 4/29 MW</td>
<td>6 - 9 p.m.</td>
<td>$219</td>
</tr>
<tr>
<td>11585</td>
<td>1/13 – 3/4 MW</td>
<td>6 - 9 p.m.</td>
<td>$219</td>
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</table>

**French 2**  
Classes are conducted completely in French. Students will have already acquired basic French skills and wish to become more fluent. One past tense is taught at this level: le passé-composé. Students will acquire new vocabulary, for example: members of the family, clothes, colors, weather, seasons, food and how to use the Paris subway. Students have homework every week.

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<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>11545</td>
<td>3/21 – 5/9 Sa</td>
<td>9 a.m. – 1 p.m.</td>
<td>$169</td>
</tr>
<tr>
<td>11735</td>
<td>1/11 – 3/7 Sa</td>
<td>9 a.m. – 1 p.m.</td>
<td>$169</td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Fee</th>
<th>Hours</th>
<th>Schedule 1</th>
<th>Schedule 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>French 2 - Intensive</td>
<td>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.</td>
<td>$219</td>
<td>42 Hours</td>
<td>11546 3/16 - 4/29 MW 6 - 9 p.m.</td>
<td>11608 1/13 - 3/4 MW 6 - 9 p.m.</td>
</tr>
<tr>
<td>French 3</td>
<td>Classes are conducted completely in French. Students should be able to express themselves in French in a very simple manner. Lessons of units 7 to 10 deal with serious subjects and students are encouraged to express their own views on these subjects; the “questions personnelles” exercises provide plenty of practice for the students.</td>
<td>$199</td>
<td>28 Hours</td>
<td>11736 1/11 - 3/7 Sa 9 a.m. - 1 p.m.</td>
<td>11753 3/21 - 5/9 Sa 9 a.m. - 1 p.m.</td>
</tr>
<tr>
<td>French 3 - Intensive</td>
<td>Continue to enrich your French vocabulary, acquire idiomatic expressions and learn grammar skills so you can better function in day-to-day life situations. This course enriches your learning activities with a mixture of visual, auditory and experiential activities that engage and integrate all of your language skills including expressing and supporting opinions in writing.</td>
<td>$249</td>
<td>42 Hours</td>
<td>11524 1/13 - 3/4 MW 6 - 9 p.m.</td>
<td>11875 3/16 - 4/29 MW 6 - 9 p.m.</td>
</tr>
<tr>
<td>French 4</td>
<td>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.</td>
<td>$199</td>
<td>28 Hours</td>
<td>11523 1/11 - 3/7 Sa 9 a.m. - 1 p.m.</td>
<td>10443 3/21 - 5/9 Sa 9 a.m. - 1 p.m.</td>
</tr>
<tr>
<td>French 4 - Intensive</td>
<td>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.</td>
<td>$249</td>
<td>42 Hours</td>
<td>11737 3/16 - 4/29 MW 6 - 9 p.m.</td>
<td>11876 1/13 - 3/4 MW 6 - 9 p.m.</td>
</tr>
<tr>
<td>French 5 - Intensive</td>
<td>This course is intended to review the use of advanced grammatical structures and idiomatic expressions. The focus is on the application of everything you learned in the previous levels. All explanations are followed by thorough, practical examples in common, natural French language and culture leading to enhance your writing skills, pronunciation, and oral communication fluency.</td>
<td>$299</td>
<td>42 Hours</td>
<td></td>
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</tbody>
</table>

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

$169 | 28 Hours
10444 3/21 - 5/9 Sa 9 a.m. – 1 p.m.
11713 1/11 - 3/7 Sa 9 a.m. – 1 p.m.

German 2
This course focuses primarily on German conversation dealing with common everyday situations. Learn telephone etiquette, how to rent a car, reserve a room, or order a meal. The emphasis is on being understood, and knowing how to express yourself properly in various situations. This course is designed for students who have had a basic introduction to the German Language.

$169 | 28 Hours
10445 1/11 - 3/7 Sa 9 a.m. – 1 p.m.
11527 3/21 - 5/9 Sa 9 a.m. – 1 p.m.

German 3
Continue improving your German reading and conversational skills in this third level course. A variety of structured and open-ended activities will enable students to deepen their knowledge of the German language and take their conversational skills to the next level. Students will learn to express yourself using vital grammatical concepts such as the genitive case. Course content will include practice in the usage of expressions and idioms common to spoken German. It will also include analysis of content from periodicals, books and Web sites, so that students can increase their comprehension of written German.

$199 | 28 Hours
12615 1/11 - 3/7 Sa 9 a.m. – 1 p.m.

Italian 1
This course is for beginners who have no knowledge of Italian and would like to acquire basic conversation skills. Part of the class is dedicated to learning grammar and the other part to applying concepts to conversation. Students will be able to engage in asking simple questions, directions and greetings.

$169 | 28 Hours
10447 1/11 - 3/7 Sa 9 a.m. – 1 p.m.
11533 3/21 - 5/9 Sa 9 a.m. – 1 p.m.

Italian 1 - Intensive
This intensive introductory course provides a foundation in the basic language skills (listening, speaking, reading and writing). Through a variety of exercises and experiential activities such as dialogues and role-plays, you rapidly acquire the essential elements of common Italian. Plenty of practical explanations and examples of common, natural Italian are provided throughout the course

$219 | 42 Hours
10448 3/16 - 4/29 MW 6 - 9 p.m.
11530 1/13 - 3/4 MW 6 - 9 p.m.

Italian 2
This course will continue to cover grammatical concepts, review basic conversation while advancing to more complex activities dealing with real life situations. The students will be able to talk with the professor and among themselves about the culture of Italy and its people.

$169 | 28 Hours
11529 1/11 - 3/7 Sa 9 a.m. – 1 p.m.
11877 3/21 - 5/9 Sa 9 a.m. – 1 p.m.
Italian 2 - Intensive
This intensive course provides a variety of structures and open-ended activities that will help the students reinforce old knowledge and introduce new concepts through a variety of exercises and experiential activities such as dialogues and role-plays. The students will rapidly acquire the essential elements of common Italian. Plenty of practical explanations and examples of common, natural Italian are provided throughout the course.

$219 | 42 Hours
11547 1/14 – 2/27 M 6 – 9 p.m.
11860 3/17 – 4/30 TuTh 6 – 9 p.m.

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

$249 | 42 Hours
11861 3/16 – 4/29 MW 6 – 9 p.m.
11879 1/14 – 2/27 TuTh 6 – 9 p.m.

Italian 4
Continue learning and using 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.

$199 | 28 Hours
11859 3/21 – 5/9 Sa 9 a.m. – 1 p.m.

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

$249 | 42 Hours
11740 3/16 – 4/29 MW 6 – 9 p.m.

Japanese 1
This class is designed for beginners who wish to acquire a working knowledge of the Japanese language and culture. Taught in a non-stressful, conversational style, it is ideal for those who do business with the Japanese or who plan to visit Japan. Students will not only learn to communicate orally in Japanese, they will also learn basic reading and writing skills.

$169 | 28 Hours
10446 3/21 – 5/9 Sa 9 a.m. – 1 p.m.
11738 1/11 – 3/7 Sa 9 a.m. – 1 p.m.

Japanese 2
Students will continue to develop their knowledge of the Japanese language and culture. Vocabulary for travel and business in Japan will be emphasized.

$169 | 28 Hours
11754 3/21 – 5/9 Sa 9 a.m. – 1 p.m.
11857 1/11 – 3/7 Sa 9 a.m. – 1 p.m.

Mandarin Chinese 1
Through a variety of exercises, dialogues, role play and other practical activities you will acquire speaking and listening skills of Mandarin, the official Chinese language. Plenty of practical exercises will help you recognize the writing style of this language. Cultural context will facilitate the comprehension and application of the language to everyday activities.

$169 | 28 Hours
11520 1/11 – 3/7 Sa 9 a.m. – 1 p.m.
10442 3/21 – 5/9 Sa 9 a.m. – 1 p.m.

Mandarin Chinese 2
You will further develop your Chinese language skills in using methods such as reading out loud after the teacher, pair work and role play. Continue acquiring cultural aspects of the Chinese culture applied to language used in everyday life.

$169 | 28 Hours
10374 1/11 – 3/7 Sa 9 a.m. – 1 p.m.
11874 3/21 – 5/9 Sa 9 a.m. – 1 p.m.

Mandarin Chinese 3
Develop your Chinese language skills through learning fundamental concepts such as colors, restaurant orders, shopping and hospital visits. Through exercises, dialogues and role play, proficiency will be improved. Additional Chinese characters will be taught to gain a deeper appreciation of the writing system.

$199 | 28 Hours
11752 1/11 – 3/7 Sa 9 a.m. – 1 p.m.
11855 3/21 – 5/9 Sa 9 a.m. – 1 p.m.

Mandarin Chinese 4
Further develop speaking and listening skills in Mandarin Chinese while recognizing writing styles of this language. Cultural context will facilitate the comprehension and application of the language to everyday activities.

$199 | 28 Hours
11521 1/11 – 3/7 Sa 9 a.m. – 1 p.m.
11544 3/21 – 5/9 Sa 9 a.m. – 1 p.m.

Mandarin Chinese 6

$229 | 28 Hours
13377 3/21 – 5/9 Sa 9 a.m. – 1 p.m.

Portuguese 1
Begin to communicate in Brazilian Portuguese. You will learn to use simple sentence structures, present tense of verbs, adjectives and adverbs in a conversational setting. Topics include time and date, food, restaurants, hotels, daily activities at home and work and Brazilian culture.

$169 | 28 Hours
10449 1/11 – 3/7 Sa 9 a.m. – 1 p.m.
10392 3/21 – 5/9 Sa 9 a.m. – 1 p.m.

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
11534 1/13 – 3/4 MW 6 – 9 p.m.
11756 3/16 – 4/29 MW 6 – 9 p.m.

Portuguese 2
Continue to develop your ability to speak in social and business situations. Topics include health, business vocabulary, family, free time, travel and Brazilian culture.

$169 | 28 Hours
10450 1/11 – 3/7 Sa 9 a.m. – 1 p.m.
11742 3/21 – 5/9 Sa 9 a.m. – 1 p.m.

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

$219 | 42 Hours
11864 3/17 – 4/30 TuTh 6 – 9 p.m.
11880 1/14 – 2/27 TuTh 6 – 9 p.m.

Portuguese 3
At this level the course is conducted completely in Portuguese. You will learn more advanced grammatical structures and more about Brazil and its culture.

$199 | 28 Hours
11532 1/11 – 3/7 Sa 9 a.m. – 1 p.m.
10451 3/21 – 5/9 Sa 9 a.m. – 1 p.m.

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
11865 1/14 – 5/7 TuTh 6 – 9 p.m.
11881 3/17 – 4/30 TuTh 6 – 9 p.m.

The cost of these non-credit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
**Portuguese 4**
Continue learning and using advanced grammatical structures and idiomatic expressions from day-to-day interactions. This course focuses on learning grammatical structures to be used when communicating expressions of belief, emotion and other impersonal statements. All explanations are followed by thorough, practical examples in common, natural Portuguese.
$199 | 28 Hours
11548 3/21 – 5/9 Sa 9 a.m. – 1 p.m.
11863 1/11 – 3/7 Sa 9 a.m. – 1 p.m.

**Portuguese 4 - Intensive**
This is an intensive course in which you will learn and use advanced grammatical structures and idiomatic expressions. This course focuses on learning grammatical structures to be used when communicating expressions of belief, emotion and other impersonal statements. All explanations are followed by thorough, practical examples in common, natural Portuguese.
$249 | 42 Hours
11866 1/14 – 2/27 TuTh 6 – 9 p.m.
11882 3/17 – 4/30 TuTh 6 – 9 p.m.

**Portuguese 5**
Through a selective review of grammar, vocabulary-building exercises, readings and discussions of contemporary topics affecting the Portuguese-speaking world, students will develop their ability to write, read and speak clearly. Idiomatic Portuguese expressions will improve their language competence along a series of contemporary texts, movies, and songs that will emphasize on cultural aspects and language use.
$229 | 28 Hours
11953 1/11 – 3/7 Sa 9 a.m. – 1 p.m.

**Portuguese 5 - Intensive**
In this advanced intensive course the student will learn more advanced language structures and idiomatic expressions to engage in fluent conversations. All explanations are followed by thorough, practical examples in common, natural Portuguese.
$299 | 42 Hours
11830 3/17 – 4/30 TuTh 6 – 9 p.m.
11833 1/14 – 2/27 TuTh 6 – 9 p.m.

**Portuguese 6**
Combine your learned grammatical structures with idiomatic expressions to engage in day-to-day conversations about cultural, political, and current events of the Portuguese culture and language.
$229 | 28 Hours
11915 3/21 – 5/9 Sa 9 a.m. – 1 p.m.

**Portuguese 6 - Intensive**
In this intensive course, combine your learned grammatical structures with idiomatic expressions to engage in day-to-day conversations about cultural, political, and current events of the Portuguese culture and language.
$299 | 42 Hours
11831 3/17 – 4/30 TuTh 6 – 9 p.m.
11834 1/14 – 2/27 TuTh 6 – 9 p.m.

**Russian 1**
In this introductory course you will be introduced to basic Russian language skills (listening, speaking and reading). Student-instructor exchanges help you acquire the vocabulary and learn structures used in common interactions with plenty of practical examples.
$169 | 28 Hours
10453 1/11 - 3/7 Sa 9 a.m. – 1 p.m.
11535 3/21 – 5/9 Sa 9 a.m. – 1 p.m.

**Russian Level 2**
This course will continue perfecting your basic Russian language skills (listening, speaking and reading). Pronunciation and vocabulary expansion will be developed through student-to-student interaction, and dialogues. Grammatical structures will be focused when writing with the Russian alphabet.
$169 | 28 Hours
11954 3/21 – 5/9 Sa 9 a.m. – 1 p.m.

**Spanish 1**
A beginners’ Spanish course with emphasis on oral communication for social or professional needs. Classes are taught using a conversational approach in order to teach oral comprehension and stimulate speech from the very first day. Topics include but are not limited to pronunciation, greetings and farewells, social amenities, introductions, personal information, the family, day, date, time, using the phone, asking for help, asking for and giving directions, ordering a meal, the world of work and much more. Students will learn to express past and present tense, ask simple questions and gain an understanding of Hispanic culture at work and at home.
$169 | 28 Hours
110367 1/11 – 3/7 Sa 9 a.m. – 1 p.m.
11909 3/21 – 5/9 Sa 9 a.m. – 1 p.m.

**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
10369 1/14 – 2/27 TuTh 6 – 9 p.m.
10438 3/16 – 4/29 MW 6 – 9 p.m.

**REGISTER EARLY!**
Our classes are scheduled based on demand. We recommend registering at least one week before the start of the class to secure your enrollment.
Register for your class today!
Spanish 2
The second part of a beginners’ Spanish course with emphasis on oral communication for social or professional needs. Classes are taught using a conversational approach in order to teach oral comprehension and stimulate speech from the very first day. Topics covered include, the home, outdoor activities, daily routines, different work settings, shopping, travel, transportation and more. Students will learn to talk about past events, use reflexive verbs to talk about daily routines and understand the use of formal speech for business.

$169 | 28 Hours
10368 3/21 - 5/9 Sa 9 a.m. - 1 p.m.
10436 1/11 - 3/7 Sa 9 a.m. - 1 p.m.

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
10370 3/16 - 4/29 MW 6 - 9 p.m.
10439 1/13 - 3/4 MW 6 - 9 p.m.

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

$199 | 28 Hours
10437 1/11 - 3/7 Sa 9 a.m. - 1 p.m.
11515 3/21 - 5/9 Sa 9 a.m. - 1 p.m.

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

$249 | 42 Hours
10437 1/11 - 3/7 Sa 9 a.m. - 1 p.m.
11515 3/21 - 5/9 Sa 9 a.m. - 1 p.m.

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

$199 | 28 Hours
11542 1/11 - 3/7 Sa 9 a.m. - 1 p.m.
11851 3/21 - 5/9 Sa 9 a.m. - 1 p.m.

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

$249 | 42 Hours
10441 1/13 - 3/4 MW 6 - 9 p.m.
11517 3/16 - 4/29 MW 6 - 9 p.m.

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

$229 | 28 Hours
11852 1/11 - 3/7 Sa 9 a.m. - 1 p.m.
11871 3/21 - 5/9 Sa 9 a.m. - 1 p.m.

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

$299 | 42 Hours
10373 1/13 - 3/4 MW 6 - 9 p.m.
11543 3/17 - 4/30 TuTh 6 - 9 p.m.

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Spanish 6
Review and compare among all modes and verb tenses studied in previous levels. Continue using advanced idiomatic expressions with formal and colloquial language to develop fluency and coherence. Develop writing abilities using the invariable parts of the sentence: adverbs, conjunction, and prepositions.

$229 | 28 Hours
11734 3/21 - 5/9  Sa  9 a.m. - 1 p.m.
11872 1/11 - 3/7  Sa  9 a.m. - 1 p.m.

Spanish 6 - Intensive
Review and compare among all modes and verb tenses studied in previous levels. Continue using advanced idiomatic expressions with formal and colloquial language to develop fluency and coherence. Develop writing abilities using the invariable parts of the sentence: adverbs, conjunction, and prepositions.

$299 | 42 Hours
11853 3/16 - 4/29  MW  6 - 9 p.m.

Spanish Conversation Advanced
Continue improving your Spanish conversational skills, fluency and vocabulary. Come prepared to class to talk for 3-5 minute on a current topic of interest and discuss with fellow students. This course is conducted entirely in Spanish and students are encouraged to use descriptions and gestures to describe an unknown word. Course prerequisite: Spanish 4 or fluency.

$159 | 28 Hours
11120 1/13 - 3/4  MW  6 - 8 p.m.
11837 3/16 - 4/29  MW  6 - 8 p.m.

Accounting - Level 1
Learn to use and analyze balance sheets, income statements and other financial reports to determine the success of your business.

$259 | 24 Hours
10263 1/22 - 2/19  MW  6 - 9 p.m.

Accounting - Level 2
Manage your business more efficiently using budgeting, ratio analysis and payroll tax guidelines.

$259 | 24 Hours
10269 2/24 - 3/18  MW  6 - 9 p.m.

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

$239 | 18 Hours
10293 3/23 - 4/8  MW  6 - 9 p.m.

Bookkeeping and QuickBooks Specialist Series
Learn Bookkeeping and QuickBooks Premier and receive up to a 15% discount. Courses included: Bookkeeping 1 (20 hours), Bookkeeping 2 (20 hours) and QuickBooks Premier (24 hours).

$545 | 64 Hours
11395 1/11 - 2/29  Sa  9 a.m. - 1 p.m.
1/14 - 2/13  TuTh  6 - 10 p.m.

Bookkeeping - Level 1
Good record keeping is essential for your business. Learn how to record journal entries and produce financial statements. (Prerequisite for Certified Bookkeeper Exam Preparation Course).

$159 | 20 Hours
10221 1/14 - 1/28  TuTh  6 - 10 p.m.

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

$159 | 20 Hours
10222 1/30 - 2/13  TuTh  6 - 10 p.m.

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

$325 | 24 Hours
13468 1/11 - 2/29  Sa  9 a.m. - 1 p.m.
Certified Bookkeeper Test Preparation: Series Pricing
This class groups all the individual sections covered in the Bookkeeping Certification Exam offered by the American Institute of Professional Bookkeepers (AIPB). It covers all the material from the following individual Certified Bookkeeper Exam Prep classes: Bookkeeping Beginning to Advanced; Adjustments; Error Correction; Depreciation; Inventory; Internal Controls and Payroll.

$975 | 96 Hours
10979 2/18 - 5/7 TuTh 6 - 10 p.m.

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

$259 | 24 Hours
13431 3/10 - 3/26 TuTh 6 - 10 p.m.

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

$259 | 24 Hours
13432 3/31 - 4/16 TuTh 6 - 10 p.m.

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

$259 | 24 Hours
13433 4/21 - 5/7 TuTh 6 - 10 p.m.

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TAX PREPARATION

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

$659 | 100 Hours
10242 1/13 - 4/15 MW 6:00 - 9:50 p.m.

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

$389 | 50 Hours
10698 1/13 - 3/2 MW 6:00 - 9:50 p.m.

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

$389 | 50 Hours
10699 3/4 - 4/15 MW 6:00 - 9:50 p.m.

CONSTRUCTION INDUSTRY

Certificate in Construction Management
Through completion of the required courses, a professional certificate in Construction Management will be awarded. Requirements include: Practical Construction Management, Blueprint Reading Fundamentals and Materials and Methods of Construction. A discount of up to 15% will be given for taking all three classes during the same semester.

$689 | 75 Hours
10727 1/22 - 4/1 MW 6 - 9 p.m.
2/4 - 3/3 Tu 6 - 9 p.m.

Practical Construction Management
Learn about the design and construction process and techniques in managing the job site, creating and maintaining a project schedule, ensuring quality and project safety and measuring project performance.

$329 | 30 Hours
10730 1/22 - 2/26 MW 6 - 9 p.m.

Fundamentals of Blueprint Reading
Learn to read and understand construction-working drawings for single-family residential and commercial construction.

$159 | 15 Hours
10283 2/4 - 3/3 Tu 6 - 9 p.m.
Materials and Methods of Construction
Learn about construction assemblies and governmental parameters in your choice of methods and materials.
$329 | 30 Hours
10746 3/2 - 4/1 MW 6 - 9 p.m.

General Construction Estimating
Improve your skills in estimating materials, quantities and labor cost, assembling crews and determining productivity for projects.
$105 | 8 Hours
10298 2/22 Sa 8:30 a.m. - 5:00 p.m.

General Contractor License Exam Preparation
Prepare for the state examination and learn project management, business practices, laws and codes and contract administration principles. Check state mandated requirements at www.myflorida.com for eligibility.
$549 | 100 Hours
10731 1/22 - 4/20 MW 6 - 10 p.m.

ENTREPRENEURSHIP AND SMALL BUSINESS

Certificate in Business and Marketing
Through completion of the required courses, a professional certificate in Business and Marketing will be awarded. Required courses include: Starting and Operating Your Business Professional Program, Marketing Your Business Program and Finance for Non-Financial Managers. A discount of up to 15% will be given for taking all three classes during the same semester.
$765 | 78 Hours
11569 1/14 - 3/17 TTh 6:00 - 9:20 p.m.
3/23 - 4/8 MW 6 - 9 p.m.

Starting and Operating Your Own Business
This 30-hour course is designed for both those who are planning to open and those currently operating a business. Topics include planning for a successful business, financing strategies and resources, marketing your business and increasing customers and managing your staff (Part of the 78-hour Certificate in Business and Marketing).
$329 | 30 Hours
11549 1/14 - 2/11 TTh 6:00 - 9:20 p.m.

Developing a Successful Social Media Campaign for Your Business
In this hands-on project based social media course, you will learn the fundamentals of a good social media program, develop quality content and design an effective social media strategy for your business. You will also learn how to utilize and evaluate the effectiveness of important tools including LinkedIn, Facebook, Twitter, YouTube, Vimeo, UStream and Google.
$329 | 30 Hours
12490 2/18 - 3/17 TTh 6 - 9 p.m.

Finance for Non-Financial Managers
Learn important techniques in interpreting financial statements, forecasting cash flow, obtaining venture capital, leasing vs. purchasing and other important concepts affecting a successful business.
$239 | 18 Hours
10293 3/23 - 4/8 MW 6 - 9 p.m.

HUMAN RESOURCES

Human Resources Excellence in Management
Hire and retain more effectively, know important principles of HR law, understand compensation and benefits and learn the basic principles of human resources to become a more effective manager. Part of the Management and Human Resources Professional Certificate Program.
$329 | 30 Hours
10738 1/23 - 3/26 Th 6 - 9 p.m.

SHRM Certification Exam Preparation for SHRM-CP and SHRM-SCP
For experienced human resource professionals working in human resources, this course will provide an overview of key areas in human resource management and essential information in preparation for the SHRM-CP and SHRM-SCP Certification Exam. All materials included.
$1225 | 35 Hours
13442 1/29 - 4/1 W 6:30 - 10:00 p.m.
13443 2/22 - 4/4 Sa 9 a.m. - 2 p.m.

IMPORT AND EXPORT COURSES

Certificate in Logistics and Distribution Management
Through completion of required courses, a certificate in Logistics and Distribution Management will be awarded. Requirements include: Logistics and Distribution Management, Professional Customs Processing and Professional Freight Forwarding. A discount of up to 15% will be given for taking all three classes during the same semester.
$559 | 60 Hours
11758 1/22 - 3/11 MW 6:30 - 9:30 p.m.
2/1 - 2/8 Sa 8:30 a.m. - 4:30 p.m.

Logistics and Distribution Management for Professionals
This course designed for logistics professionals in import/export will include the following areas: Introduction to International Trade, Shipping Documentation and Compliance, Inco terms, Logistics Management and Reverse Logistics. Distribution and warehousing logistics will include storage, distribution, warehousing, inventory planning, risk management, security and bonded warehouses.
$329 | 30 Hours
11729 1/22 - 2/26 MW 6:00 - 9:20 p.m.

Professional Customs Processing
Learn the basics of logistics which will help expedite delivery of goods including: classifying, invoicing, country of origin, record keeping, inspection requirements and compliance with customs regulations. Expedite the delivery of goods such as entry/summary process, transportation in-bond entry procedures, bonded warehouses and the Foreign Trade Zone.
$159 | 15 Hours
10303 2/1 - 2/8 Sa 8:30 a.m. - 4:30 p.m.

Professional Freight Forwarding
Understanding the freight forwarding process and how you can reduce costs in your business at both introductory and advanced levels. Hands-on work with documentation will be focused on in this two-part workshop.
$159 | 15 Hours
10666 3/2 - 3/11 MW 6:00 - 9:45 p.m.

Certificate in Supply Chain Management Through completion of required courses, a certificate in Supply Chain Management will be awarded. Requirements include: Supply Chain Management I: Design, Plan and Manufacture; Supply Chain Management II: Source and Distribute and Supply Chain Management III: Putting It All Together. A discount of up to 15% will be given for taking all three classes during the same semester.
$405 | 45 Hours
13174 2/8 - 4/18 Sa 9:00 a.m. - 2:30 p.m.

Supply Chain Management I: Design, Plan, and Manufacture
Supply chain management has become more critical than ever in today’s business world, bringing innovative products at a faster pace. You will learn how to design a supply chain for your company, develop a plan based on supply and demand and implement the plan through the manufacturing process.
$159 | 15 Hours
13171 2/8 - 2/29 Sa 9:00 a.m. - 2:30 p.m.

Supply Chain Management II: Source and Distribute
Learn to source materials by identifying suppliers and determine the best materials for your products. Complete your supply chain by building processes to deliver to your customers.
$159 | 15 Hours
13172 3/7 - 3/21 Sa 9:00 a.m. - 2:30 p.m.

Supply Chain Management III: Putting It All Together
Apply the process of design, plan, source, manufacture and distribute to real life cases and situations. Experience how the supply chain management works from beginning to end. Prerequisite: Supply Chain Management I and II.
$159 | 15 Hours
13173 3/28 - 4/18 Sa 9:00 a.m. - 2:30 p.m.
Freight Broker Essentials
Learn the basics of opening and operating a freight brokerage business. Covered topics include dispatching and procedures to move truckloads, prospecting and working with shippers, obtaining a broker’s license, freight bill audits, collections, insurance claims, claims management and marketing for a truck brokerage business.

$349 | 24 Hours
11512 2/3 - 2/24 Sa 8:30 a.m. - 2:30 p.m.

How to Set up an Import/Export Business
Learn how to set up an Import/Export business from your home or how to expand your current business

$105 | 8 Hours
11805 2/1 Sa 8:30 a.m. - 5:00 p.m.

Importing to and Exporting from the United States
This course will review specific logistics and regulations as they relate to importing and exporting. Identify ways to expedite the process of dealing with U.S. Customs.

$105 | 8 Hours
10452 2/8 Sa 8:30 a.m. - 5:00 p.m.

 CURSOS DE IMPORTACIÓN Y EXPORTACIÓN

Cómo Crear una Empresa de Importación y Exportación
Aprenda todo lo necesario para abrir una pequeña empresa de importación y exportación o como mejorar la que ya tiene.

$105 | 8 Hours
10695 2/22 Sa 8:30 a.m. - 5:00 p.m.

Importando y Exportando desde Estados Unidos
Este curso revisará la logística y regulaciones específicas en relación con la importación y exportación desde Estados Unidos. También cubrirá la información necesaria para aprender cómo agilizar el proceso de aduanas de Estados Unidos.

$105 | 8 Hours
10697 2/29 Sa 8:30 a.m. - 5:00 p.m.

INVESTMENT, RETIREMENT PLANNING AND PERSONAL FINANCE

Investing: Stock Market Series
Learn about the fast-moving world of stock market trading and save up to a 15% discount on the four courses. Includes: The World of Investing (10 Hours), Stock Market for Beginners (20 Hours), Technical Analysis (20 Hours) and Options Plain and Simple (20 Hours).

$549 | 70 Hours
10735 1/14 - 1/21 TuTh 6:00 - 9:20 p.m.
1/23 - 3/12 TuTh 6:00 - 10 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!

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 World of Investing
Learn different strategies you can implement where you can participate in investment areas. You will become familiar with risk styles and discover strategies to create a diversified investment plan which can include: stocks, bonds, mutual funds, options, futures and/or trading currencies.
$125 | 10 Hours
10225 1/14 - 1/21 TuTh 6:00 – 9:20 p.m.

Stock Market for Beginners
Plan towards your financial future! Learn the fundamentals of investing in stocks, bonds and money instruments as you determine the right plan for you.
$175 | 20 Hours
10224 1/23 – 2/6 TuTh 6 – 10 p.m.

Technical Analysis
Identify market trends and price patterns through the use of technical charts. Learn how to use market indicators in your investment strategy. Prerequisite: Stock Market for Beginners or previous stock market trading experience.
$175 | 20 Hours
10223 2/11 – 2/25 TuTh 6 – 10 p.m.

Options Plain and Simple
Learn the basics of options usage, markets, pricing and trading. This course will show you how to use options trading to manage trading risk. You will also learn expanded trading strategies.
$175 | 20 Hours
13451 2/27 – 3/12 TuTh 6 – 10 p.m.

Practical Approach to the Stock Market
Offered to students who completed the Stock Market Series or has familiar knowledge. This class is an intensive hands on experience to practice and apply techniques learned in the series and traditional strategies to trade them in different types of financial instruments.
$159 | 16 Hours
13452 3/17 – 3/26 TuTh 6 – 10 p.m.

Advanced Trading Techniques: Becoming an Active Trader
This advanced class will provide the student with basic tools necessary to become an active participant in the stock market. Topics include: use of technical analysis, considerations of cost and trading platforms.
$159 | 16 Hours
10665 3/31 – 4/9 TuTh 6 – 10 p.m.

MANAGEMENT AND SUPERVISION

Certificate in Management and Human Resources
Through completion of the required courses, a certificate in Management and Human Resources will be awarded. Requirements include: Management and Supervision Excellence Professional Development and Human Resources Excellence in Management. A discount of up to 15% will be given for taking both classes during the same semester.
$559 | 60 Hours
11757 1/21 - 3/26 TuTh 6 – 9 p.m.

Management and Supervision Excellence
Become a more effective manager as you explore new ways to plan strategies, resolve conflicts, manage change, provide a motivational workplace and supervise employees effectively.
$329 | 30 Hours
11804 1/21 - 3/24 Tu 6 – 9 p.m.

Human Resources Excellence in Management
Hire and retain more effectively, know important principles of HR law, understand compensation and benefits and learn the basic principles of human resources to become a more effective manager. Part of the Management and Human Resources Professional Certificate Program.
$329 | 30 Hours
10738 1/23 – 3/26 Th 6 – 9 p.m.

REAL ESTATE INDUSTRY

Community Association Manager License Exam Preparation (CAM - PRE 33)
This 18-hour course fulfills the requirements to take the state exam and obtain the license to manage homeowner associations, condominiums, mobile homes and cooperatives.
$279 | 18 Hours
13428 2/4 - 2/20 TuTh 6 – 9 p.m.
Real Estate Sales Associate License Exam Preparation - Book Included
This 63-hour state-required course will prepare you to sit for the state exam. Textbook included: Florida Real Estate Principles, Practices and Law, latest edition.
$397 | 63 Hours
11465 1/22 – 4/6 MW 6 – 9 p.m.

Real Estate Sales Associate Pre-Licensing Course + Exam Review and Book
This class will prepare students to take the Florida Real Estate exam. There is a review session after the content of the class is fully covered. It also includes the state exam review, along with the book (Florida Real Estate Principles, Practices and Law latest edition).
$489 | 77 Hours
10739 1/22 – 4/6 MW 6 – 9 p.m.
3/28 – 4/4 Sa 8:30 a.m. – 4:00 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
10980 3/28 – 4/4 Sa 8:30 a.m. – 4:00 p.m.

Buying Foreclosures and Short Sales
Don’t miss out on these profitable strategies. Learn the process, find out how to find foreclosed properties and examine the pros and cons of buying them. You will learn how the foreclosure process works, risks and rewards of investing in foreclosure properties, the opportunities in buying pre-foreclosures, strategies in buying foreclosures at the auction “without losing your shirt,” facts and myths of buying bank foreclosures, important facts about buying Housing and Urban Development (HUD) homes and how a short sale occurs and how it can benefit you.
$105 | 8 Hours
10285 2/25 - 2/27 TuTh 6 – 10 p.m.

Investing in Real Estate
Understand the steps to developing a real estate business plan, methods to select and finance your purchase, marketing your properties and establishing an exit strategy for your properties.
$125 | 10 Hours
13444 2/22 - 2/29 8:30 a.m. – 1:30 p.m.

TECHNOLOGY
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
12574 1/10 - 2/14 F 1:00 - 3:30 p.m.
12573 1/11 - 2/15 Sa 9 a.m. – Noon

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!

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.
Introducción a la Computadora con Windows 10

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

Siguiente clase sugerida - MS Windows 10 - Avanzado.

$189 | 15 Hours
12576 1/10 – 2/14 F 1:00 – 3:30 p.m.
12577 1/11 – 2/22 Sa 9 a.m. – Noon

MICROSOFT OFFICE SUITE

Microsoft Office Basic: Word, Excel and PowerPoint

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

$279 | 24 Hours
13182 1/10 – 2/28 F 9 a.m. – Noon
13681 1/15 – 3/4 W 6 – 9 p.m.
13183 2/29 – 4/25 Sa 9 a.m. – Noon

Microsoft Excel Basic

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

$109 | 6 Hours
13184 1/24 - 1/31 F 9 a.m. – Noon
13686 1/29 - 2/5 W 6 – 9 p.m.
13458 3/14 - 3/21 Sa 9 a.m. – Noon

Microsoft Office Intermediate

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

$279 | 24 Hours
13685 3/6 - 3/1 F 9 a.m. – Noon
13460 3/11 - 4/29 W 6 – 9 p.m.

Microsoft Office Intermediate

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

$109 | 6 Hours
13684 3/20 - 3/27 F 9 a.m. – Noon
13344 3/25 - 4/1 W 6 – 9 p.m.

55+ CLUB - TECHNOLOGY

55+ Navigating Your Computer using Windows 10

Students will learn to explore Windows using the desktop, taskbar, and icons while fully navigating the system.

$125 | 15 Hours
12869 1/10 – 2/14 F 1:00 – 3:30 p.m.
12868 1/11 – 2/22 Sa 9 a.m. – Noon

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
12867 1/10 – 2/28 F 9 a.m. – Noon

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

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

$279 | 24 Hours
13456 1/10 – 2/28 F 9 a.m. – Noon
13682 1/15 – 3/4 W 6 – 9 p.m.
13683 2/29 – 4/25 Sa 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)
BUSINESS TECHNOLOGY

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

$329 | 30 Hours
12490 2/18 - 3/17 TuTh 6 - 9 p.m.

eBay for Sellers
This is a great course if you are considering becoming an eBay seller. Techniques will be discussed to maximize selling on eBay. Positioning, placement of your product, pricing, and much more!

$125 | 8 Hours
11525 2/1 - 2/8 Sa 9 a.m. - 1 p.m.

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

$125 | 8 Hours
11741 2/22 - 2/29 Sa 9 a.m. - 1 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
13468 1/11 - 2/29 Sa 9 a.m. - 1 p.m.
13469 3/13 - 5/8 F 6 - 9 p.m.

QuickBooks Level 2
Learn payment of sales tax, backup and maintain QuickBooks data, the accounting cycle, manage bank account transactions, purchase orders and inventory, create, edit and view budgets, manage other general ledger accounts and protect and share data.

$325 | 24 Hours
13470 1/10 - 2/28 F 6 - 9 p.m.
13471 3/14 - 4/25 Sa 9 a.m. - 1 p.m.

WEB DESIGN

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

$279 | 15 Hours
11531 1/15 - 2/12 W 6 - 9 p.m.

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**COMPUTER PROGRAMMING**

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

$329 | 20 Hours
11732 2/23 – 3/18  MW  6:00 – 8:30 p.m.

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

$539 | 30 Hours
13175 1/16 – 3/12  Th  6:00 – 9:20 p.m.

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

$209 | 10 Hours
12894 1/16 – 1/30  Th  6:00 – 9:20 p.m.
11693 3/21 – 4/4  Sa  9:00 a.m. – 12:20 p.m.

Adobe Photoshop – Intermediate
Take your Photoshop knowledge to the next level by learning tools and techniques for creating and retouching images. Learn how to use layers, image manipulation and effects. Students will have real world exercises in image production and retouching. Subjects such as color correction, photo-restoration, automation, ad production and web graphics will be covered. (Textbook and USB drive required).

$209 | 10 Hours
12895 2/6 – 2/20  Th  6:00 – 9:20 p.m.
11694 4/18 – 5/2  Sa  9:00 a.m. – 12:20 p.m.

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

$209 | 10 Hours
12896 2/27 – 3/12  Th  6:00 – 9:20 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
12893 1/14 – 1/28  Tu  6:00 – 9:20 p.m.

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

$209 | 10 Hours
11695 2/4 – 2/18  Tu  6:00 – 9:20 p.m.

**VIDEO EDITING**

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

$209 | 10 Hours
11928 1/11 – 2/1  Sa  9:00 a.m. – 12:20 p.m.

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

$209 | 10 Hours
11692 2/8 – 2/29  Sa  9:00 a.m. – 12:20 p.m.

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

$209 | 10 Hours
12578 3/7 – 3/21  Sa  9:00 a.m. – 12:20 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
12567 1/14 – 4/28  Tu  6 – 9 p.m.

AutoCAD – Level 1
Learn basic commands to create 2D objects. Use the menu system to draw, select views, change design elements, modify attributes and add patterns and text. (Textbook required)

$249 | 12 Hours
13517 1/14 – 2/4  Tu  6 – 9 p.m.
13518 2/22 – 3/7  Sa  9 a.m. – 1 p.m.

AutoCAD – Level 2
Learn to draw compound objects, use layers, change views and make selections. Use features which will save you time when editing your design. (Textbook required)

$249 | 12 Hours
13519 2/11 – 3/3  Tu  6 – 9 p.m.
13520 3/21 – 4/4  Sa  9 a.m. – 1 p.m.

AutoCAD – Level 3
Learn more layer drawing, editing and viewing commands to expedite your designs. Maximize your design productivity in 2D using hints, tips and tricks. Textbook is required.

$249 | 12 Hours
13521 3/10 – 3/31  Tu  6 – 9 p.m.
13522 4/18 – 5/2  Sa  9 a.m. – 1 p.m.

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

$249 | 12 Hours
13523 4/7 – 4/28  Tu  6 – 9 p.m.

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Register for your class today!

F=Friday (Viernes) Sa=Saturday (Sábado) Su=Sunday (Domingo)
The freedom of doing it online

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

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

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

**$109 | 6 Hours**
10388 1/22 – 1/24 WF 2 – 5 p.m.
11116 4/1 – 4/3 WF 2 – 5 p.m.

**SketchUp Intermediate**

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

**$109 | 6 Hours**
11117 1/20 – 1/31 WF 2 – 5 p.m.
11862 4/8 – 4/9 WTh 2 – 5 p.m.

**SketchUp Advanced**

This is the capstone of your SketchUp training. Building on the skills for creating 3D objects developed in SketchUp Basics and SketchUp Intermediate. Here you will learn how to edit groups and components and incorporate layouts. Learn complex shapes, exploring roofs, CAD input/output, sections and details. Students will create a final project reflecting all developed skills.

**$109 | 6 Hours**
11481 2/5 – 2/7 WF 2 – 5 p.m.

**Lumion - Basic**

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

**$109 | 6 Hours**
11739 2/12 – 2/14 WF 2 – 5 p.m.

**REVIT - Level 1**

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

**$249 | 12 Hours**
10339 1/11 – 2/1 Sa 9 a.m – 1 p.m.

**REVIT - Level 2**

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

**$249 | 12 Hours**
10381 2/8 – 2/29 Sa 9 a.m – 1 p.m.

**REVIT - Level 3**

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

**$499 | 60 Hours**
11983 2/10 – 3/2 MTuWTh 6:00 – 8:30 p.m.

**TEST PREPARATION**

**GRE Review Series**

Review of both the verbal and quantitative segments of the GRE examination. This class will focus 20 hours of review in the Math components and 20 hours of review in the verbal components of the exam. Test taking techniques will be covered. Students must contact the Test Prep Coordinator at School of Continuing Education and Professional Development at Wolfson Campus to verify the book edition used for the class.

**$360 | 40 Hours**
11983 2/10 – 3/2 MThWTh 6:00 – 8:30 p.m.

**PRIVATE LESSONS**

**Private Computer Tutoring**

Develop your computer skills with private lessons! Introduction to Computer Windows or Mac, MS Office, Internet & Email, Social Media, and more. For more information contact Lillybeth Guilfucci (305)237–3598 lguilfuc@mdc.edu

**$49 | 6 Hours**
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.

**TOEFL EXAM PREPARATION**

**Preparation Course for the TOEFL iBT**

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

$239 | 42 Hours
10363 1/14 - 2/27 TuTh 6 - 9 p.m.
10364 3/17 - 4/30 TuTh 6 - 9 p.m.

**TEST PREPARATION**

**College Entrance Exam Preparation**

- **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
  11582 1/28 - 3/12 TuTh 5:45 - 9:15 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
  11196 1/14 - 2/6 TuTh 5:45 - 6:45 p.m.

- **GED Nivel Intermedio**
  Ya tiene el conocimiento, aprenda ahora las técnicas necesarias para pasar el examen del GED. Esta clase le ofrece material de prácticas y ejercicios adicionales que le ayudarán a tener éxito. Estudiantes deben comprar el libro de Barron’s GED edición en Español.

  $128 | 28 Hours
  11199 2/11 - 3/5 TuTh 5:45 - 9:15 p.m.

**PERT English Review**

Increase your chances of attending college-level classes by obtaining a high score on the computerized college placement test, or PERT. This class will review the reading comprehension skills assessed in the exam.

$113 | 18 Hours
11511 2/18 - 3/24 Tu 6 - 9 p.m.

**PERT Math Review**

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

$113 | 18 Hours
10284 2/19 - 3/25 W 6 - 9 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
13466 2/25 - 3/26 TuTh 6 - 9 p.m.

REGISTER EARLY!

Our classes are scheduled based on demand. We recommend registering at least one week before the start of the class to secure your enrollment.

Register for your class today!
CITIZENSHIP EXAM PREP

Citizenship
Improve your English language skills and prepare to become an U.S. citizen. Through listening, speaking, reading and writing exercises, you will learn the skills and information necessary to succeed in the naturalization interview and citizenship exam.

$79 | 15 Hours
13137 2/19 - 3/18 W 6 - 9 p.m.
13138 2/22 - 3/21 Sa 9 a.m. - Noon

PRIVATE TEST PREP LESSONS

Individual tutoring is available for the following tests: SAT, ACT, PERT, GRE, GMAT, AND LSAT, GED en Español and Citizenship.

$409 | 6 Hours
For more information contact Sofia Yanez-Malik at 305-237-3202 or syanezma@mdc.edu

TEST PREPARATION . RECREATION AND LEISURE

RECREATION AND LEISURE

RECREATIONAL WRITING

Screenwriting
Learn to brainstorm a concept for your movie, create rich characters, outline a compelling storyline and write a Hollywood-ready screen play. Completed screen plays may be submitted to be read by industry producers.

$144 | 16 Hours
11982 2/17 - 3/30 M 7 - 9 p.m.

DANCE

Salsa for Beginners
Learn the basic steps for dancing salsa, casino and rueda. Students will be taught to time music and follow beats and a variety of rueda steps and turns.

$86 | 9 Hours
10372 2/13 - 3/19 Th 7:00 - 8:30 p.m.

Salsa - Intermediate
Practice your salsas! Build on the fundamentals and advance your skills. You will learn and practice techniques for upper body movements, advanced steps, turns and leading/following techniques.

$86 | 9 Hours
11518 3/26 - 4/30 Th 7:00 - 8:30 p.m.

FITNESS AND SPORTS

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

$86 | 14 Hours
11519 2/29 - 4/18 Sa 9 – 11 a.m.

INTERIOR DECORATING

Interior Decorating Certificate
Obtain the knowledge and training needed to become a consultant in interior decorating and space design. To complete the hours for the certificate students will need to take the following courses: Interior Decorating Level 1 and 2, Google Sketch Up for Decorating Level 1 and 2 and Kitchen Design.

$575 | 60 Hours
12560 2/6 - 5/14 Th 6:00 - 9:20 p.m.

Interior Decorating Level 1
This course offers a broad introduction to Interior Design by incorporating the basic principles of, form and function. Students will learn the characteristics and application of color, light, surfaces and texture using collage techniques and to present their design concepts with the use of elevation drawings and presentation boards.

$153 | 16 Hours
11513 2/6 - 3/5 Th 6:00 – 9:20 p.m.

Interior Decorating Level 2
This course offers students the opportunity to explore more in depth a variety of decorative elements geared towards residential planning and designing, with an emphasis on Classical, Tropical, Art Déco and Modern. Students will also be introduced to job-estimating fundamentals and calculating material usage.

$153 | 16 Hours
12553 3/12 - 4/9 Th 6:00 - 9:20 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!
Kitchen Design  
Explore and learn design techniques for conceptualizing contemporary and functional kitchens. This course will present students with tools to apply color, light, texture and surfaces and the latest in appliances via collages and maquettes.  
$153 | 16 Hours  
12558  4/16 - 5/14  Th  6:00 - 9:20 p.m.

**MUSIC PROGRAMS**

Piano 1 Adult Group  
Learn the basics of playing the piano in a friendly group of fellow beginners. Small class sizes allow for a high level of personal attention. Classes fill up fast, so register early. Great for building a foundation for future music study on any instrument.  
$124 | 12 Hours  
11572  2/22 - 3/28  Sa  8:30 - 10:30 a.m.

Piano 2 Adult Group  
This is the follow-up class to the adult group piano class. Students will continue mastering the basics of playing music on the piano.  
$124 | 12 Hours  
10703  4/4 - 5/16  Sa  8:30 - 10:30 a.m.

**PRIVATE MUSIC LESSONS**

Piano, Violin, Saxophone, Trumpet, Voice, and Songwriting are available.  
$409 | 6 Hours  
For more information contact Sofia Yanez-Malik at 305-237-3202 or syanezma@mdc.edu

**PAINTING AND DRAWING**

Oil Painting  
Students will learn the basic techniques of oil painting with demonstrations to guide them in each step. New material and approaches will be presented to both beginners and experienced painters, who may either join in the projects presented or pursue independent work. Each class will begin with a critique of either work completed or work in progress.  
$130 | 18 Hours  
10304  2/12 - 3/18  W  5:30 - 8:30 p.m.

Oil Painting Level 2  
Continue working with the techniques learned in Oil Painting. Work on bigger formats and more elaborate works and learn intricate painting techniques, including shadow, highlight and lighting. Each class will have a critique session of a completed work or one in progress.  
$130 | 18 Hours  
12929  3/25 - 4/29  W  5:30 - 8:30 p.m.

**PHOTOGRAPHY**

Beginning Digital Photography  
This class introduces the basics of digital cameras, from the flash to advanced functions. Basic operations and various photography techniques will be covered. Explore many kinds of photography.  
$153 | 18 Hours  
10305  2/13 - 3/19  W  6 - 9 p.m.

Intermediate Digital Photography  
Further explore camera functions, lighting techniques and learn more compositional skills. Participate in class critiques focusing on technical and aesthetic aspects and deepen your photographic skills creative assignments.  
$153 | 18 Hours  
10308  3/26 - 4/20  Th  6 - 9 p.m.

**CURSOS DE FOTOGRAFÍA**

Fotografía Básica  
Este curso le proporciona los fundamentos sobre las cámaras digitales SLR y los lentes intercambiables de mayor presencia en el mercado. Aprenda cómo ajustar los lentes y usar los comandos principales de las cámaras.  
$149 | 18 Hours  
11514  2/29 - 4/4  Sa  9 a.m. - Noon

Fotografía Intermedia  
Amplie sus habilidades técnicas en la fotografía. Explore las funciones de la cámara y aprenda técnicas de iluminación y composición fotográfica. Participe en las sesiones de crítica fotográfica, las que abordan los aspectos técnicos y estéticos y enriquezca sus destrezas artísticas.  
$149 | 18 Hours  
10309  4/18 - 5/23  Sa  9 a.m. - Noon

**THEATER**

Acting 1  
This class includes the fundamentals of stage performance, voice, movement and the more formal and technical aspects of the actor's art.  
$349 | 24 Hours  
12579  2/6 - 3/26  Th  6 - 9 p.m.

Voice Over  
In this class, you will work and train your voice in a variety of characters toward becoming a professional commercial voice actor for movies, radio, television and cartoons.  
$199 | 18 Hours  
12580  2/11 - 3/17  Tu  6 - 9 p.m.

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

Apparel Licensing
The real way designers and brands increase income and grow market share with minimal expense. Learn the fundamentals of apparel licensing in this course taught by a nationally recognized expert in the field.

$149 | 12 Hours
13014 2/7 - 3/13 F 6 - 8 p.m.

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

$245 | 30 Hours
12550 1/16 - 3/19 Th 6 - 9 p.m.

Couture Fashion Sewing Techniques 1
What makes couture “haute”? Couture sewing techniques! In this short course students learn how to make a boned bodice, often the foundation to many red carpet looks. Students will understand what makes a garment couture vs. ready to wear. Students will finish the course with a completed garment.

$149 | 18 Hours
12927 2/12 - 3/18 W 6 - 9 p.m.

Computer Assisted Design for Fashion Series
Includes: Adobe Illustrator for Fashion (10 Hours) Fashion Flats & Linesheets (12 Hours) Introduction to Surface Pattern Design (20 Hours) and Fashion Spec Sheets: How and Why (12 Hours) Take this series of courses and receive up to a 15% discount.

$689 | 54 Hours
12548 2/12 - 4/11 WSa 9:00 - 9:20 p.m.

Adobe Illustrator for Fashion
An introductory short course covering the tools most used by the Fashion Industry. Quick commands and best practices for getting the most out of Adobe Illustrator.

$209 | 10 Hours
13333 2/11 - 2/25 Tu 6:00 - 9:20 p.m.

Fashion Flats and Linesheets
This short course covers the best practices for creating technical flats, a medium most used in today’s fashion industry. Discover how to give your designs life while still communicating important details. Start your own personal technical flats library. *Recommended: Beginner Knowledge of Adobe Illustrator before taking this course.

$149 | 12 Hours
12539 2/22 - 3/14 Sa 9 a.m. - Noon

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

$225 | 20 Hours
12551 3/21 - 4/11 Sa 9 a.m. - 1 p.m.

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

$149 | 12 Hours
12539 2/22 - 3/14 Sa 9 a.m. - Noon
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- Literature and Culture
- Writing
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PAYMENT METHODS

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

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

Web      Log on to mdc.edu/ce/wolfson. Pay with credit card or e-check.


PERSONAL INFORMATION

MDC Student # __________________________________________

LAST NAME ______________________ FIRST NAME _______ MIDDLE _______ (FORMER NAME) ______________________

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

STREET ADDRESS __________________________

CITY ___________________ STATE _______ ZIP CODE _______

EVENING PHONE # ___________ DAY PHONE # ___________ E-MAIL ADDRESS __________________________

CAMP/CLASS SELECTION

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