Welcome to Miami Dade College’s School of Continuing Education and Professional Development (SCEPD). Our programs serve the greater Miami Dade County and beyond. We encourage you to visit our eight campuses to learn more about our programs and meet with our representatives. There is something for everyone. We offer high-quality classroom and online courses for adults and summer camps for children. SCEPD can train you in the latest workforce programs you need for a promotion or a new job. We offer dozens of courses for you and your family to invest in a new hobby in the arts or athletics.

Dr. Amy Firestone, Dean, School of Continuing Education and Professional Development

VISION
To be the premier provider of diverse life-long learning and workforce development experiences for the community.

MISSION
The School of Continuing Education and Professional Development’s (SCEPD) mission is to create high-quality workforce training, adult education programs, and personal enrichment courses that are accessible to the community. The School provides innovative educational experiences that are responsive to the needs and interest of the industry and life-long learners of all ages.
It is summer time again! Here at Miami Dade College children and teens enjoy a fun and safe camp environment. There are camps for every interest and every age group. Before and after camp care is available to address the scheduling needs of parents. Whether your child is interested in robotics, art, CSI, performing arts, fashion, technology, or a camp experience that includes swimming and field trips, summer at Miami Dade College is a wonderful experience.

Register Early! www.mdc.edu/summercamps
LEGO EV3 Robotics: Engineering and Design Level 1
Design, build, program and control your robot! Working in small teams, kids will construct robots using LEGO Mindstorms NXT Robotics kit. Kids will create an explorer robot to maneuver around obstacles, a robot arm which picks up objects, a snake robot which rattles and strikes and a robot batter that hits pitches.

$110 | AGES 7-12
10589 6/17 – 6/21 MTuWThF 9 a.m. – Noon
10591 6/24 – 6/28 MTuWThF 9 a.m. – Noon
10593 7/1 – 7/5 MTuWThF 9 a.m. – Noon
10594 7/8 – 7/12 MTuWThF 9 a.m. – Noon
10595 7/15 – 7/19 MTuWThF 9 a.m. – Noon
10596 7/22 – 7/26 MTuWThF 9 a.m. – Noon
10597 7/29 – 8/2 MTuWThF 9 a.m. – Noon

ArtSouth’s Creative Arts Summer Camp
Explore artistic talents through creative arts activities such as dance, music, painting, drawing, crafts and more.

$85 | AGES 6-15
10492 6/17 – 8/9 MTuWThF 9 a.m. – 4 p.m.

Health Care Explorer Summer Camp
Learn patient care skills, how to check vital signs, perform basic first aid, body mechanics and medical terminology in this camp.

$159 | AGES 11-14
10577 7/8 – 7/12 MTuWThF 9 a.m. – Noon
10582 7/15 – 7/19 MTuWThF 9 a.m. – Noon
10587 7/22 – 7/26 MTuWThF 9 a.m. – Noon
10588 7/29 – 8/2 MTuWThF 9 a.m. – Noon

*No camps on July 4.

Register Early! www.mdc.edu/summercamps
BUSINESS AND WORKFORCE TRAINING

PERSONAL AND PROFESSIONAL DEVELOPMENT

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

$65 | 3 Hours
10030 6/4  6 - 9 p.m.
9668 7/30  6 - 9 p.m.

Signing Agent Workshop
You must be a Notary Public to become a Signing Agent. Students completing the course will be able to perform the functions of Mobile Notaries or Signing Agents, who are used by lenders to handle mortgage closings. Signing Agents are not Title Agents.

$100 | 3 Hours
8586 8/6  6 - 9 p.m.

TAX PREPARATION

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

$159 | 20 Hours
6390 7/13 – 8/3  Sa 9 a.m. – 2 p.m.

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

$159 | 20 Hours
6389 7/16 - 8/15  TuTh 6 - 8 p.m.

ACCOUNTING APPLICATIONS

QuickBooks Level 1
QuickBooks makes it easy to set up and reconcile general ledger accounts, create and print invoices and track your payables. Learn to maintain your inventory, create estimates and generate accounting reports.

$315 | 24 Hours
9682 7/9 – 8/1  TuTh 6 - 9 p.m.

ENTREPRENEURSHIP AND SMALL BUSINESS

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

$105 | 8 Hours
10770 7/18 – 8/1  Th 6 – 9 p.m.

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
9666 6/8 - 7/13  Sa 9 a.m. - 1 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.
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
8257 6/15 Sa 9 a.m. - 3 p.m.
6501 7/20 Sa 9 a.m. - 3 p.m.
6502 8/17 Sa 9 a.m. - 3 p.m.
6500 8/23 F 8:00 a.m. - 2:30 p.m.

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

$89 | 8 Hours
6503 5/26 Su 9 a.m. - 5 p.m.
8258 6/30 Su 9 a.m. - 5 p.m.
6504 8/4 Su 9 a.m. - 5 p.m.

CHILD CARE TRAINING

CHILD CARE IN-SERVICE & CEUS

Behavior Management
This course will teach the participants effective ways to work with children from different cultures in order to be more receptive and understanding of their needs. The participants will discuss what causes behavioral problems in children and effective strategies to handle those problems. The participants will learn what kinds of behaviors are age and culturally effective, and which ones are not.

$409 | 45 Hours
10174 6/15 - 8/10 Sa 9:00 - 11:30 a.m.

CHILD CARE TRAINING

30 Horas de Cuidado Infantil en un Centro
Primer curso para trabajadores en centros de cuidado infantil. El requisito de las 45 horas consiste este curso de 30 horas introductorias, un curso de 10 horas de especialidad que también están incluidos en este horario de clases (infantes-párvulos, preescolares, niños de edad escolar, o 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
6409 6/18 - 6/25 TuWThF 9:00 a.m. - 3:30 p.m.
9161 7/20 - 8/17 Sa 9:00 a.m. - 3:30 p.m.

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
6403 6/1 - 6/29 Sa 9:00 a.m. - 3:30 p.m.
7035 7/20 - 8/17 Sa 9:00 a.m. - 3:30 p.m.

REGISTER EARLY!
Great classes are often cancelled due to insufficient enrollment. We recommend registering at least two days before the start of the class. Register for your class today!
niños de edad preescolar

Infantes y Párvulos

la enseñanza de la lectoescritura (Early Literacy Training)

Este curso le proporcionará las herramientas necesarias para aumentar y acelerar el desarrollo de sonidos, lenguaje, y literatura temprana en niños. Descubre nuevas formas para ayudar a que los niños desarrollen habilidades básicas esenciales.

$49 | 5 Hours
6513 5/21 Tu 9:00 a.m. – 2:30 p.m.
6514 6/11 Tu 9:00 a.m. – 10:15 p.m.
10091 7/13 Sa 9:00 a.m. – 2:30 p.m.
10167 8/16 F 9:00 a.m. – 10:15 p.m.

5 Horas de Desarrollo del Lenguaje y la Enseñanza de la Lectoescritura (Early Literacy Training)

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ENGLISH PROGRAM

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

$135 | 28 Hours
8422 6/1 - 7/27 Sa 10:00 a.m. - 12:30 p.m.

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

$135 | 28 Hours
9258 5/24 - 7/19 F 10:00 a.m. - 12:30 p.m.

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

$299 | 84 Hours
9663 5/15 - 8/21 MW 6 - 9 p.m.

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

$299 | 84 Hours
9664 5/15 - 8/21 MW 6 - 9 p.m.

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

$299 | 84 Hours
9259 5/14 - 8/20 TuTh 6 - 9 p.m.

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.

$299 | 84 Hours
9260 5/14 - 8/20 TuTh 6 - 9 p.m.

FOREIGN LANGUAGES

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. 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
7029 6/1 - 7/27 Sa 9:00 - 11:30 a.m.

COLLEGE ENTRANCE EXAM PREPARATION

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
10751 5/25 - 8/3 Sa 9 - 10 p.m.

CONSTRUCTION INDUSTRY

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

$95 | 10 Hours
10051 6/8 - 6/9 SaSa 9 a.m. - 2 p.m.

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

$225 | 30 Hours
10054 6/15 - 7/13 Sa 9 a.m. - 3 p.m.
The freedom of doing it online

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

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

305-237-2543
www.mdc.edu/ce/online
The Language Center

DYNAMIC INSTRUCTORS | CONVENIENT SCHEDULES

If you need to learn English or Spanish for work, practice Chinese for travel, or brush up on your Portuguese for that trip back to Brazil, MDC’s Language Center has the right program for you. We recognize that every student has different learning styles, so our courses are designed to meet your needs. In addition to regular group classes, we also offer private tutoring and contextualized language study for your company.

- English as a Second Language
- English Conversation
- Foreign Languages
- Literature and Culture
- Writing
- American Sign Language

Call today to learn more! 305-237-0651
PAYMENT METHODS

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

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

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


PERSONAL INFORMATION

Please type or clearly print the requested information.

MDC Student # ____________________________

Last Name  First Name  Middle (Former Name)

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

Street Address

City        State Zip Code

Evening Phone #  Day Phone #  E-mail Address

CAMP/CLASS SELECTION

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<tr>
<th>Class Number</th>
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Total Fees Enclosed ____________________________
Start your career with industry certifications

- Carpentry
- Concrete Finishing
- Heating, Ventilation and Air Conditioning (HVAC)
- Manufactured Construction Technology
- OSHA
- Project Supervision

For more information please call 305-237-3284 or email CTI@mdc.edu