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

FOUR CONVENIENT LOCATIONS

Kendall Campus
11011 S.W. 104 St.
Miami, FL 33176
305-237-2161

North Campus
11380 N.W. 27th Ave.
Miami, FL 33167
305-237-1019

Homestead Campus
500 College Terrace
Homestead, FL 33030
305-237-5159

West Campus
3800 N.W. 115th Ave.
Doral, FL 33178
305-237-8513
**LANGUAGE CENTER**

**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**

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<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Times</th>
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<td>7/1 - 8/19</td>
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### 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**

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<tr>
<th>Course Code</th>
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<td>8294</td>
<td>5/11 - 8/17</td>
<td>Sa 8 a.m. - 3 p.m.</td>
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### 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**

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<tr>
<th>Course Code</th>
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### 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**

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<th>Course Code</th>
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### 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**

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<tr>
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### Intensive English 6

**$299 | 84 Hours**

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### 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.

**$135 | 28 Hours**

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<thead>
<tr>
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<tr>
<td>8362</td>
<td>7/5 - 8/16</td>
<td>F 9 a.m. - 1 p.m.</td>
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<tr>
<td>8426</td>
<td>5/10 - 6/21</td>
<td>F 9 a.m. - 1 p.m.</td>
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### Intensive English 7
Review grammatical structures previously learned while developing fluency to improve oral communication skills.

**$299 | 84 Hours**

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### Coffee and Conversation - Beginners

**$179 | 42 Hours**

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<td>10210</td>
<td>5/6 - 6/24</td>
<td>MW 2 - 5 p.m.</td>
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</table>
Coffee and Conversation - Intermediate
Bring a cup of coffee (or tea) and join us for an early morning hour of conversation. Improve your English speaking skills as you make new friends. You will develop vocabulary and practice pronunciation and listening skills in a relaxed atmosphere. Topics will include family, work, the community, current events and lots more. For intermediate students.

$135 | 28 Hours
6651 7/5 - 8/16       F  9 a.m. - 1 p.m.
7462 5/11 - 6/20      Sa  9 a.m. - 1 p.m.
7463 7/6 - 8/17       Sa  9 a.m. - 1 p.m.
8427 5/10 - 6/21      F  9 a.m. - 1 p.m.

$179 | 42 Hours
6536 5/7 - 6/20       TuTh 2 - 5 p.m.
6560 5/6 - 6/24       MW 2 - 5 p.m.
8620 7/1 - 8/14       MW 2 - 5 p.m.
8621 7/2 - 8/20       TuTh 6 - 9 p.m.

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.

$135 | 28 Hours
6539 5/10 - 6/21      F  9 a.m. - 1 p.m.
6540 7/5 - 8/16       F  9 a.m. - 1 p.m.
6652 5/11 - 6/29      Sa  9 a.m. - 1 p.m.
6653 7/6 - 8/17       Sa  9 a.m. - 1 p.m.

$163 | 42 Hours
8622 5/7 - 6/20       TuTh 2 - 5 p.m.
8062 7/2 - 8/20       TuTh 2 - 5 p.m.
8296 5/7 - 6/20       TuTh 2 - 5 p.m.
8623 7/2 - 8/20       TuTh 6 - 9 p.m.

Accelerated English Conversation Advanced
This 7-week course is designed to teach advanced level English conversation at an accelerated pace for those students who desire a faster rate of instruction. Instruction is delivered through a combination of textbook lessons, audio material and ongoing interactive conversational sessions. Student progress is continuously assessed through self-study modules, quizzes, two comprehensive tests and instructor evaluations.

$179 | 42 Hours
7819 7/2 - 8/20       TuTh 2 - 5 p.m.
8033 5/7 - 6/20       TuTh 2 - 5 p.m.
10198 5/7 - 6/20      TuTh 6 - 9 p.m.

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

$179 | 42 Hours
6544 5/6 - 6/24       MW 2 - 5 p.m.
9536 7/1 - 8/14       MW 2 - 5 p.m.

Advanced Listening and Conversation 2
Continue improving conversational abilities through group presentations and discussion while expressing and defending opinions.

$163 | 42 Hours
6680 5/13 - 8/23      MW 2 - 5 p.m.

Accelerated English Conversation Intermediate
Continue practicing English dialogues at an accelerated pace while reinforcing skills such as expressing ideas, needs and wants. In this conversational course you will engage in role-play and dialogue exercises that mimic everyday situations. Student progress is continuously assessed through self-study modules, quizzes, two comprehensive tests and instructor evaluations.

$179 | 42 Hours
6545 5/7 - 6/20       TuTh 2 - 5 p.m.
6655 7/2 - 8/20       TuTh 2 - 5 p.m.
10197 5/6 - 8/14      MW 6 - 9 p.m.

Advanced Listening 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.

$179 | 42 Hours
6588 5/7 - 6/20       TuTh 2 - 5 p.m.
6684 7/2 - 8/20       TuTh 2 - 5 p.m.

Reading and Conversation 1
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.

$179 | 42 Hours
6685 7/2 - 8/20       TuTh 2 - 5 p.m.
8273 5/7 - 6/20       TuTh 2 - 5 p.m.

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.

$159 | 21 Hours
6587 5/8 - 6/19       W  2 - 5 p.m.
6683 7/3 - 8/14       W  2 - 5 p.m.

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.

$179 | 42 Hours
6588 5/7 - 6/20       TuTh 2 - 5 p.m.
6684 7/2 - 8/20       TuTh 2 - 5 p.m.

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TOEFL EXAM PREPARATION

Preparation Course for the TOEFL iBT
Students will prepare to meet the challenge of the new Internet Based Test (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 synthesizing, paraphrasing, and summarizing of spoken and written information.

$239 | 42 Hours
6589 5/7 – 6/20 TuTh 6 – 9 p.m.
6590 7/2 – 8/20 TuTh 6 – 9 p.m.

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.

$169 | 28 Hours
7957 7/6 - 8/17 Sa 9 a.m. – 1 p.m.
8532 5/11 – 6/29 Sa 9 a.m. – 1 p.m.

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

$219 | 42 Hours
7818 5/6 - 6/24 MW 6 - 9 p.m.
8032 7/1 – 8/14 MW 6 – 9 p.m.

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

$169 | 28 Hours
7983 7/6 – 8/17 Sa 9 a.m. – 1 p.m.
8276 5/11 – 6/29 Sa 9 a.m. – 1 p.m.

French 2 - Intensive
Improve your pronunciation and structure when speaking and reading French texts. Through a variety of exercises and experiential activities such as dialogues and role-plays, you will rapidly acquire the essential elements of common French language and culture.

$219 | 42 Hours
7984 7/1 – 8/14 MW 6 – 9 p.m.
8061 5/6 – 6/24 MW 6 – 9 p.m.

French 3
Classes are conducted completely in French. Students should be able to express themselves in French in a very simple manner. Lessons of units 7 to 10 deal with serious subjects and students are encouraged to express their own views on these subjects; the “questions personnelles” exercises provide plenty of practice for the students.

$199 | 28 Hours
8305 7/6 - 8/17 Sa 9 a.m. – 1 p.m.

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

$249 | 42 Hours
7959 7/1 – 8/14 MW 6 – 9 p.m.
8473 5/7 – 6/20 TuTh 6 – 9 p.m.

French 4
This is a high intermediate course in which you learn to use advanced grammatical structures and idiomatic expressions. In this course you focus on learning and using expressions of belief, emotion, denial, indefiniteness, non-existence and impersonal statements. All explanations are followed by thorough, practical examples in common, natural French language and culture leading to enhance your writing skills.

$199 | 28 Hours
6699 7/6 - 8/17 Sa 9 a.m. – 1 p.m.

REGISTER EARLY!
Great classes are often cancelled due to insufficient enrollment. We recommend registering at least two days before the start of the class. Register for your class today!
French 4 - Intensive
This is a high intermediate course in which you learn to use advanced grammatical structures and idiomatic expressions. In this course you focus on learning and using expressions of belief, emotion, denial, indefiniteness, non-existence and impersonal statements. All explanations are followed by thorough, practical examples in common, natural French leading to enhance your writing skills.

$249 | 42 Hours
8474 7/2 - 8/20 TuTh 6 - 9 p.m.

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

$169 | 28 Hours
8236 5/11 - 6/29 Sa 9 a.m. - 1 p.m.
6700 7/6 - 8/17 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
6701 7/6 - 8/17 Sa 9 a.m. - 1 p.m.
7962 5/11 - 6/29 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
9560 5/11 - 6/29 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
8474 7/6 - 8/17 Sa 9 a.m. - 1 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
6704 7/1 - 8/14 MW 6 - 9 p.m.
7965 5/7 - 6/20 TuTh 6 - 9 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
7985 7/2 - 8/20 TuTh 6 - 9 p.m.

Japanese 1 (28 Hours)
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
6702 7/6 - 8/17 Sa 9 a.m. - 1 p.m.
8279 5/11 - 6/29 Sa 9 a.m. - 1 p.m.

Japanese 2 (28 Hours)
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
8306 7/6 - 8/17 Sa 9 a.m. - 1 p.m.
8440 5/11 - 6/29 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
6697 7/6 - 8/17 Sa 9 a.m. - 1 p.m.
7955 5/11 - 6/29 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.
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
6604 7/6 - 8/17 Sa 9 a.m. - 1 p.m.
8470 5/11 - 6/29 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
8303 7/6 - 8/17 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
7982 7/6 - 8/17 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
8531 7/6 - 8/17 Sa 9 a.m. - 1 p.m.
8308 7/2 - 8/20 TuTh 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
8458 5/7 - 6/20 TuTh 6 - 9 p.m.
8479 7/2 - 8/20 TuTh 6 - 9 p.m.

Portuguese 2 - Intensive
This course is conducted entirely in Portuguese and has special emphasis on conversation and grammar.
$219 | 42 Hours
8459 7/2 - 8/20 TuTh 6 - 9 p.m.
8480 5/7 - 6/20 TuTh 6 - 9 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
8459 7/2 - 8/20 TuTh 6 - 9 p.m.
8480 5/7 - 6/20 TuTh 6 - 9 p.m.

REGISTER EARLY!
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W=Wednesday (Miércoles) Th=Thursday (Jueves)
F=Friday (Viernes) Sa=Saturday (Sábado) Su=Sunday (Domingo)
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.

$299 | 42 Hours
8398 5/6 - 6/24 MW 6 - 9 p.m.
8401 7/2 - 8/20 TuTh 6 - 9 p.m.

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

$299 | 42 Hours
8398 5/6 - 6/24 MW 6 - 9 p.m.
8401 7/2 - 8/20 TuTh 6 - 9 p.m.

Spanish 1 - 28 hrs
A beginners’ Spanish course with emphasis on oral communication for social or professional needs. Classes are taught using a conversational approach in order to teach oral comprehension and stimulate speech from the very first day. Topics 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
6595 7/6 - 8/17 Sa 9 a.m. - 1 p.m.
6691 5/11 - 6/29 Sa 9 a.m. - 1 p.m.

Spanish 2 - Intensive
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
6595 7/6 - 8/17 Sa 9 a.m. - 1 p.m.
6691 5/11 - 6/29 Sa 9 a.m. - 1 p.m.

Spanish 3 - Intensive
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
6692 7/6 - 8/17 Sa 9 a.m. - 1 p.m.
7949 5/11 - 6/29 Sa 9 a.m. - 1 p.m.

Spanish 4 - Intensive
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
7980 7/6 - 8/17 Sa 9 a.m. - 1 p.m.
8433 5/11 - 6/29 Sa 9 a.m. - 1 p.m.

Spanish Conversation - Advanced
Continue improving your Spanish conversational skills, fluency and vocabulary. Come prepare 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
7497 5/18 - 6/22 MW 6 - 9 p.m.
8406 7/1 - 8/14 MW 6 - 9 p.m.

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PROFESSIONAL & WORKFORCE TRAINING

ACCOUNTING, BOOKKEEPING AND OFFICE SKILLS

Accounting and Finance Series
Learn accounting and finance in this series of courses and receive up to a 15% discount. Includes: Accounting 1 (24 hours), Accounting 2 (24 hours) and Finance for Non-Financial Managers (18 hours).

$645 | 66 Hours
6484 5/20 – 8/5 MW 6 - 9 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
6474 5/20 – 6/17 MW 6 - 9 p.m.

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

$259 | 24 Hours
6480 6/19 – 7/15 MW 6 - 9 p.m.

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

$239 | 18 Hours
6505 7/17 - 8/5 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
7782 5/18 - 6/29 Sa 9 a.m. – 1 p.m.
7783 5/21 - 6/20 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
6432 5/21 - 6/4 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
6433 6/6 - 6/20 TuTh 6 - 10 p.m.

QuickBooks 2018 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
10885 5/18 - 6/29 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 Preparation classes: Bookkeeping Beginning to Advanced, Adjustments, Error Correction, Depreciation, Inventory, Internal Controls and Payroll.

$975 | 96 Hours
7340 5/23 - 8/15 TuTh 6 - 10 p.m.

TAX PREPARATION

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

$659 | 100 Hours
6453 5/13 - 8/12 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 interactive class.

$389 | 50 Hours
6982 5/13 - 6/26 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
6983 7/1 - 8/12 MW 6:00 - 9:50 p.m.

REGISTER EARLY!
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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
8013 5/16 - 6/13 TuTh 6:00 - 9:20 p.m.
6/18 - 7/23 TuTh 6 - 9 p.m.
7/17 - 8/5 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
7987 5/16 - 6/13 TuTh 6:00 - 9:20 p.m.

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

$329 | 30 Hours
9419 6/16 - 7/23 TuTh 6 - 9 p.m.

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

$239 | 18 Hours
6505 7/17 - 8/5 MW 6 - 9 p.m.

Retail Operations
Participants will understand the importance of retail operations and methods for the practice of retailing. In addition, they will analyze location, social trends, competitive product placement and examine retail operating systems and strategies of purchasing and merchandising.

$159 | 12 Hours
1111 6/11 - 6/20 TuTh 6 - 9 p.m.

IMPORT AND EXPORT COURSES

Certificate in Logistics and Distribution Management
Through completion of the 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
8310 5/20 - 6/19 MW 6 - 7 p.m.
6/1 - 6/8 Sa 8:30 a.m. - 4:30 p.m.
6/24 - 7/3 MW 6:00 - 9:45 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, Incoterm 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
8261 5/20 - 6/19 MW 6:00 - 9:20 p.m.

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

$159 | 15 Hours
6516 6/1 - 6/8 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
6949 6/24 - 7/3 MW 6:00 - 9:45 p.m.

Certificate in Supply Chain Management
Through completion of the 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
10892 6/15 - 8/10 Sa 9:00 a.m. - 2:30 p.m.

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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
10889 6/15 – 6/29 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
10890 7/6 - 7/20 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
10891 7/27 – 8/10 Sa 9:00 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
8372 6/1 Sa 8:30 a.m. – 5:00 p.m.

Importing and Exporting from the United States
This course will review specific logistics and regulations as they relate to importing and exporting. Also find out ways to expedite the process of dealing with U.S. Customs.
$105 | 8 Hours
6708 6/8 Sa 8:30 a.m. – 5:00 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.
$315 | 24 Hours
7940 6/3 - 6/19 MW 6 – 10 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 cómo mejorar la empresa que ya tiene.
$105 | 8 Hours
6979 6/15 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
6981 6/22 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 Advanced Investment Techniques (20 Hours).
$549 | 70 Hours
7020 5/16 – 5/23 TuTh 6:00 – 9:20 p.m.
6436 5/28 – 7/18 TuTh 6:00 – 9:20 p.m.

The World of Investing
Learn different strategies you can implement where you can participate in investment areas. You will become familiar with risk styles and discover strategies to create a diversified investment plan which can include: stocks, bonds, mutual funds, options, futures and/or trading currencies.
$125 | 10 Hours
6436 5/16 - 5/23 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
6435 5/28 - 6/11 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
6434 6/13 - 6/27 TuTh 6 – 10 p.m.
### PROFESSIONAL AND WORKFORCE TRAINING

**Advanced Investment Techniques**
Advance your knowledge of different techniques to analyze and select stocks, ADRs, mutual funds and ETFs. Create a flexible portfolio suitable for your investment style.

$175 | 20 Hours
7561 7/2 – 7/18 TuTh 6 – 10 p.m.

**Options Plain and Simple Part I**
In this course, options are explained in jargon-free steps - from straight options (Calls & Puts) to the basics of options usage, markets, pricing and trading. This course will also show you how to use options trading to manage stock trading risk.

$159 | 16 Hours
6659 7/23 – 8/1 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
6948 8/6 – 8/15 TuTh 6 – 10 p.m.

**HUMAN RESOURCES, 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
8309 5/21 – 8/1 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
8371 5/21 – 7/23 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
7023 5/23 – 8/1 Th 6 – 9 p.m.

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HUMAN RESOURCES (SHRM)

SHRM Essentials of Human Resources
Become a more effective manager in this course focusing on important aspects of human resource management. A certificate from the Society for Human Resources Management will be awarded upon completion of this course (Materials included). You will learn: effective recruitment and selection; orienting and training your employees; important principles of employment law; fundamentals of compensation and benefits; techniques to ensure quality performance. *Discount available for SHRM members.*

$649 | 15 Hours
8253 6/1 - 6/22 Sa 8:30 a.m. – 1:30 p.m.

CONSTRUCTION INDUSTRY

General Contractor License Exam Preparation
Prepare for the state examination and learn project management, business practices, laws and codes and contract administration principles. Check state mandated requirements at www.myflorida.com for eligibility.

$549 | 100 Hours
7016 5/13 - 8/7 MW 6 - 10 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
6510 6/8 Sa 8:30 a.m. – 5:00 p.m.

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

$689 | 75 Hours
7012 5/29 - 7/1 MW 6 - 9 p.m.
7015 5/29 - 7/1 MW 6 - 9 p.m.
7016 5/13 - 8/7 MW 6 - 10 p.m.

Real Estate Industry

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
7863 5/13 - 7/24 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).
$495 | 79 Hours
7024  5/13 – 7/24  MW  6 – 9 p.m.
7/6 – 7/20  Sa  8:30 a.m. – 1:50 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 | 16 Hours
7341  7/6 – 7/20  Sa  8:30 a.m. – 1:50 p.m.

Preparación para la Licencia de Bienes Raíces - Libro Incluido
Este es el curso de 63 horas que el estado requiere para obtener la licencia para vender bienes raíces. Los conceptos se dictan en español, y el examen final de la clase será en español. Libro incluido: Florida Real Estate Principles, Practices and Law and Spanish Student Guide Set, latest edition.
$397 | 63 Hours
7988  5/18 – 8/3  Sa  9 a.m. – 3 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
6496  6/1  Sa  8:30 a.m. – 5:00 p.m.

How to Purchase, Repair and Resell Single Family Homes
Learn how to locate the best properties for purchase, common repair practices, and the procedures needed to resell those properties for profit.
$125 | 10 Hours
8501  6/8 – 6/15  Sa  8:30 a.m. – 1:30 p.m.

PERSONAL AND PROFESSIONAL DEVELOPMENT

Notary Public Workshop
The Notary Public class is designed to prepare students to be commissioned as a Florida Notary Public. Students will learn the following: Florida Notary laws, powers and limitations, qualifications and application requirements, form completion requirements, required fees, oaths and acknowledgments, duties, procedures and ethics.
$65 | 3 Hours
7935  6/3  M  6 – 9 p.m.
8254  7/22  M  6 – 9 p.m.

TECHNOLOGY INSTITUTE

NEW TECHNOLOGY USERS

Computers and Windows 10
If you have never used a computer before, this is the right class for you! This class will teach the basics of hardware and software as well as to fully navigate the Windows Operating System. Learn the new features of Windows 10. The program is designed to unify the operating systems of personal computers, Windows phones, Windows Embedded and Xbox One product families. (Textbook included) Next Suggested Class - MS Windows 10 - Advanced.
$189 | 15 Hours
9507  5/11 – 6/8  Sa  9:00 a.m. – 12:45 p.m.
9508  8/2 – 8/23  F  9:00 a.m. – 12:45 p.m.

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Introducción a la Computadora con Windows 10

Aprenda cómo trabajan las computadoras con el nuevo sistema operativo de Windows. Entre otras cosas el estudiante aprenderá a usar el mouse (ratón) y cómo funciona el sistema operativo “Windows 10” para poder navegarlo y utilizar sus aplicaciones. La clase es dictada en español. El programa y el libro que se utilizan para la clase son en inglés.

$189 | 15 Hours
9510  5/11 – 6/8  Sa  9:00 a.m. – 12:45 p.m.
9511  8/2 – 8/23  F  9:00 a.m. – 12:45 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)

$257 | 24 Hours
10004  5/15 – 7/20  Sa  9 a.m. – 1 p.m.
10005  5/10 – 6/14  F  9 a.m. – 1 p.m.

Microsof 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
10006  5/24 – 5/31  F  9 a.m. – Noon

Amazon for Sellers

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

$114 | 8 Hours
8285  8/3 – 8/10  Sa  9 a.m. – 1 p.m.
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**SketchUp Advanced**
This is the capstone of your SketchUp training. This class builds 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**
7892 5/20 - 5/31 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**
8282 6/5 - 6/7 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**
6612 5/15 - 6/5 W 6 - 9 p.m.
6563 6/22 - 7/6 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**
6611 6/12 - 7/3 W 6 - 9 p.m.
6613 7/13 - 7/27 Sa 9 a.m. - 1 p.m.

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

**$249 | 12 Hours**
6614 7/10 - 7/31 W 6 - 9 p.m.
7869 8/3 - 8/17 Sa 9 a.m. - 1 p.m.

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**Digital Marketing & Graphic Design**

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

**$209 | 10 Hours**
9952 5/16 - 5/30 Th 6:00 - 9:20 p.m.
8185 6/1 - 6/15 Sa 9:00 a.m. - 12:20 p.m.

**Adobe Photoshop – Series**
Adobe Photoshop 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).

**$495 | 30 Hours**
10893 5/16 - 7/18 Th 6:00 - 9:20 p.m.
The freedom of doing it online

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

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

305-237-2543
www.mdc.edu/ce/online
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
9954 6/6 - 6/20  Th  6:00 – 9:20 p.m.
8186 6/22 - 7/3  Sa  9:00 a.m. – 12:20 p.m.

Adobe Photoshop – Advanced
In our Advanced Level, students will learn how to works 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
9955 6/27 - 7/18  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
9947 5/14 - 5/28  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
8188 6/4 - 6/18  Tu  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
9419 6/18 - 7/23  TuTh  6 - 9 p.m.

Adobe Premiere Pro - Basic
Learn how to create digital movies containing video, audio, transitions, special effects and export a movie in Quick Time format. (Textbook required).
$209 | 10 Hours
8570 5/11 - 6/1  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
8184 6/8 - 6/22  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
9512 6/29 - 7/13  Sa  9:00 a.m. - 12:20 p.m.

WEB DESIGN

WordPress - Level 1
Learn how to create a professional website with minimal technical knowledge using WordPress.
$279 | 15 Hours
7966 6/15 - 7/6  Sa  9:00 a.m. - 12:45 p.m.
TEST PREPARATION

CITIZENSHIP EXAM

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
10781 5/29 - 6/26 W 6 - 9 p.m.
10782 6/1 - 6/29 Sa 9 a.m. - Noon

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
8029 5/28 - 7/18 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
7578 5/28 - 6/20 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
7939 5/28 - 7/18 TuTh 5:45 - 9:15 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
6495 5/29 - 7/3 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
10801 5/21 - 6/20 TuTh 6 - 9 p.m.

GRADUATE EXAM 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
8653 5/27 - 6/21 MThWThF 6:00 - 08:30 p.m.

RECREATION AND LEISURE

DANCE

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

$86 | 9 Hours
6599 5/23 - 6/27 Th 7:00 – 08:30 p.m.

Salsa - Intermediate

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!

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FITNESS AND SPORTS

Tai Chi Exercise
Learn basic standing positions and stances, develop leg strengthening, posture, breathing and proper mechanics. The ancient martial art Tai Chi Chuan appears as a slow motion dance or poetry-in-motion and a gentle way to fight stress.
$86 | 14 Hours
7954 6/1 – 7/13 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
9493 5/20 – 7/11 TuWTh 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
7942 5/30 – 6/27 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 Décò and Modern. Students will also be introduced to job-estimating fundamentals and calculating material usage.
$153 | 16 Hours
9485 7/11 – 8/8 Th 6:00 – 9:20 p.m.

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.
$130 | 18 Hours
9490 5/29 – 6/26 W 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
8018 6/1 - 7/6 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
6987 7/13 – 8/17 Sa 8:30 – 10:30 a.m.

PAINTING AND DRAWING

Oil Painting
Students will learn the basic techniques of oil painting with demonstrations to guide them in each step. New material and approaches will be presented to both beginners and experienced painters, who may either join in the projects presented or pursue independent work. Each class will begin with a critique of either work completed or work in progress.
$130 | 18 Hours
6518 5/29 - 7/3 W 5:30 – 08:30 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
10044 7/10 – 8/14 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
6519 5/23 – 6/27 Th 6:30 – 9:30 p.m.

#### Intermediate Digital Photography
Further explore camera functions, lighting techniques and learn more compositional skills. Participate in class critiques focusing on technical and aesthetical aspects and deepen your photographic skills creative assignments.

$153 | 18 Hours
6522 7/11 – 8/15 Th 6:30 – 9:30 p.m.

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#### 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
7943 6/1 – 7/6 Sa 9 a.m. – Noon

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#### Fotografía Intermedia
Amplíe 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
6523 7/13 – 8/17 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
9513 5/30 – 7/25 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
9514 5/28 – 7/2 Tu 6 – 9 p.m.

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### 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
8652 6/4 – 7/23 Tu 7 – 9 p.m.

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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
9751 5/21 - 6/4 Tu 6:00 - 9:20 p.m.

Computer Assisted Design for Fashion Series
This 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
9479 5/14 - 7/13 TuSa 9:00 - 9:20 p.m.
5/14 - 5/28 Tu 6:00 - 9:20 p.m.
6/1 - 6/15 Sa 1:30 - 5:30 p.m.
6/1 - 6/22 Sa 9 a.m. - Noon
6/29 - 7/13 Sa 9 a.m. - Noon

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
9468 6/1 - 6/15 Sa 1:30 - 5:30 p.m.

Fashion Pattern Making Intermediate
In this course, students will learn how to construct from scratch the basic pant pattern and how to manipulate it to make many variations from drawstring to bell bottoms. Students work on industrial sewing machines to assemble all projects with zipper or drawstring closure.
$149 | 18 Hours
10043 6/1 - 7/6 Sa 9 a.m. - Noon

Fashion Spec Sheets: How and Why
This short course covers creating a detailed spec sheet for domestic or overseas production. Students will learn how to call out design details as well as detailing special features.* Requires apparel construction knowledge.
$149 | 12 Hours
9469 6/1 - 6/22 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
9483 6/29 - 7/13 Sa 9 a.m. - 1 p.m.

Apparel Licensing
Apparel Licensing is 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
10252 6/7 - 7/12 F 6 - 8 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
10042 5/29 - 7/3 W 6 - 9 p.m.

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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!
Fashion Blogging
The course emphasizes on developing a voice as a blogger/digital writer. Students will focus on addressing legal issues, monetization, and understanding SEO. The participants will sharpen and improve writing skills, including draft writing, voice, and format. Build effective and lively blog posts through research, structure and clear writing. Experiment with non-written forms of online communications, including images, audio, and video.

$149 | 12 Hours
9470 6/5 - 6/26 W 6 - 9 p.m.

Fashion Journalism
In this innovative course, students will review the history of fashion journalism, learn specifics researching techniques, interviewing techniques, and the differences between various media platforms. The participant will understand the purpose of fashion journalism and explain the history of fashion writing and its evolution. At the end, the student will have the tools to write a fashion trend report or essay, for designers, fashion companies, digital magazines or boutique profiles.

$149 | 18 Hours
9471 7/3 - 8/7 W 6 - 9 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
9482 5/23 - 8/1 Th 6 - 9 p.m.

Social Media Branding for the Fashion Industry Series
This series includes: Developing a Successful Social Media Campaign for Your Business (30 hours) Fashion Blogging (12 hours) and Fashion Journalism (18 hours). Take this series of courses and receive up to a 15% discount.

$599 | 60 Hours
9477 6/5 - 8/7 TuWh 6:00 - 9:20 p.m.
6/5 - 6/26 W 6 - 9 p.m.
6/18 - 7/23 TuTh 6 - 9 p.m.
7/3 - 8/7 W 6 - 9 p.m.
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

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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 www.mdc.edu/ce/wolfson. Pay with credit card or e-check.


PERSONAL INFORMATION

Please type or clearly print the requested information.

MDC Student #

LAST NAME  FIRST NAME  MIDDLE  (FORMER NAME)

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

STREET ADDRESS

CITY  STATE  ZIP CODE

EVENING PHONE #  DAY PHONE #  E-MAIL ADDRESS

CAMP/CLASS SELECTION

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

Earn a professional certificate in one of these areas:

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

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