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 as well as 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.

---

<table>
<thead>
<tr>
<th>Professional and Workforce Training</th>
<th>3-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language</td>
<td>13-19</td>
</tr>
<tr>
<td>Child Care</td>
<td>19-22</td>
</tr>
<tr>
<td>Court-Approved Courses</td>
<td>22-23</td>
</tr>
<tr>
<td>Health Care Careers</td>
<td>23-29</td>
</tr>
<tr>
<td>Technology</td>
<td>29-34</td>
</tr>
<tr>
<td>The Arts</td>
<td>34-37</td>
</tr>
<tr>
<td>Home and Living</td>
<td>37-38</td>
</tr>
<tr>
<td>Test Preparation</td>
<td>38-40</td>
</tr>
<tr>
<td>Fitness and Sports</td>
<td>41</td>
</tr>
<tr>
<td>The Aquatic Center</td>
<td>41-42</td>
</tr>
<tr>
<td>Aventura Center</td>
<td>43-44</td>
</tr>
<tr>
<td>Gibson Center</td>
<td>44-45</td>
</tr>
<tr>
<td>Registration Information and Form</td>
<td>46-47</td>
</tr>
</tbody>
</table>

*Fees are subject to change without notice.*
PROFESSIONAL AND WORKFORCE TRAINING

ACCOUNTING, FINANCE AND INVESTMENT

Certified Financial Planner: General Principles
This course is designed to introduce students to the financial planning process. The course focuses on the general principles required to become a successful financial planner which include the ethics of the profession as well as the knowledge and skills required to prepare a financial plan.

$850 | 38 Hours
12386 9/10 - 9/17 TuTh 5:30 - 9:30 p.m. WOLF
9/11 - 10/2 Sa 8 a.m. - 5 p.m. WOLF

Certified Financial Planner: Insurance Planning
This course is designed to acquaint students with the principles of risk management and various types of insurance including casualty, fire, health, life, auto, home, disability. The principles taught prepare students to identify a client’s risk exposure and select appropriate risk management techniques.

$850 | 38 Hours
12387 10/22 - 10/29 F 5:30 - 9:30 p.m. WOLF
10/23 - 11/13 Sa 8 a.m. - 5 p.m. WOLF

Accounting - Level 1
This course was designed to introduce students to the language of accounting and use of double entry. The course introduces journals and ledgers, financial reports, and ratio analysis with a focus on financial data and statement analysis. Students become familiar with balance sheets, income statements, and other financial reports. Prerequisites/Corequisite Information: Some background knowledge in bookkeeping and tax preparation recommended, but not required.

$259 | 24 Hours
12432 9/14 - 10/7 TuTh 6 - 9 p.m. WOLF

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

$259 | 24 Hours
12452 10/12 - 11/4 TuTh 6 - 9 p.m. WOLF

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.

$645 | 66 Hours
12451 9/14 - 12/7 TuTh 6 - 9 p.m. WOLF

Bloomberg 1: Certificate Preparation
This class will prepare you to understand the basic economic concepts behind investing in various markets, how to utilize them in investing, and how to query the information from the Bloomberg Terminal. You will receive a Bloomberg Certificate upon completion of the first four modules.

$349 | 30 Hours
12550 10/4 - 11/3 MW 6 - 9 p.m. WOLF

Bloomberg 2: Advanced Investment Using the Bloomberg Terminal
This class is a continuation of the Bloomberg Certificate Preparation Class continuing with final three modules of Bloomberg Training. It will focus on Commodities, Equity Options, and Portfolio Management.

$349 | 30 Hours
12552 11/8 - 12/8 MW 6 - 9 p.m. WOLF

Bloomberg Certificate Series
Complete all 8 modules of training using the Bloomberg curriculum, including the award of a Bloomberg Certificate. Receive a discount up to 15% for taking all modules of the Bloomberg Series.

$595 | 60 Hours
12553 10/4 - 12/8 MW 6 - 9 p.m. WOLF

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
12533 9/13 - 9/29 MW 6:00 - 9:20 p.m. WOLF
12557 10/12 - 11/4 TuTh 6:30 - 9:00 p.m. KEND

Bookkeeping - Level 2
This course is designed to expand students’ knowledge and skills in Bookkeeping. It is intended for individuals who work or wish to pursue a career in a position requiring the maintenance of accounting records and the regular recording of financial transactions. The course covers the basics of Bookkeeping, including debits and credits, journals, ledgers and processes involving adjustments to financial data. Essential financial documents, including income statements, balance sheets, and trial balance are introduced to demonstrate how financial records are created. Prerequisites/Corequisite: Bookkeeping 1

$159 | 20 Hours
12610 10/4 - 10/20 MW 6:00 - 9:20 p.m. WOLF
12559 11/18 - 12/16 TuTh 6:30 - 9:00 p.m. KEND

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
12609 9/3 - 10/15 F 6:00 - 9:30 p.m. WOLF
9/13 - 10/20 MW 6:00 - 9:20 p.m. WOLF

The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
Certified Bookkeeper Exam Preparation: Beginning Bookkeeping
This course is designed to provide students with the foundational knowledge and skills of bookkeeping. It is intended for students who wish to pursue a career requiring the maintenance of accounting records and financial transactions. The course covers essential accounting functions and basic principles of double entry bookkeeping, as well as its business applications. Prerequisites/Corequisite Information: High School diploma or equivalent.

$259 | 24 Hours
12467 9/11 – 10/16 Sa 8 a.m. – Noon HIA
12581 9/14 – 10/7 TuTh 6:00 – 7:15 p.m. HOME

Certified Bookkeeper Test Preparation: Adjustments and Error Correction
Learn to calculate and record adjusting entries for accrued and deferred revenue and expenses. 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
12472 10/23 – 12/4 Sa 8 a.m. – Noon HIA
12582 10/26 – 11/23 TuTh 6 – 9 p.m. HOME

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
12474 10/24 – 12/5 Su 8 a.m. – Noon HIA

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
12470 10/8 – 11/12 F 6 – 10 p.m. HIA

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
12469 9/12 – 10/17 Su 8 a.m. – Noon HIA

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
12468 9/12 – 12/5 SaSu 8 a.m. – Noon HIA
10/8 – 11/12 F 8 a.m. – Noon HIA

Corporate Income Tax Preparation
This course provides participants with an understanding of the principles and limitations of corporate income taxes. Particular emphasis will be directed to the unitary business principle, the determination of apportion income, the apportionment formula, combined reporting and various other issues associated with income attribution and apportionment. It includes the following topics: pre-audit procedures, conducting unitary investigations, computing combined income, analyzing business/non-business income issues, computing state modifications, computing the combined apportionment factor, computing net operating losses and analyzing nexus issues.

$159 | 20 Hours
12498 10/30 – 11/20 Sa 9 a.m. – 2 p.m. NORT

Curso Intensivo de Preparación de Impuestos - Corporativo
Continue your preparation intensiva in prepa-

$389 | 50 Hours
12423 10/28 – 12/16 TuTh 6:00 – 9:50 p.m. EJP

Curso Intensivo en Preparación de Impuestos - Individual
Aprenda los fundamentos sobre el Impuesto Individual Federal y capacite para poder elaborar: una declaración de Impuesto Individual Federal, anexos, estados y hojas de trabajo para preparar la declaración individual de pago de impuesto, reembolso o pago impuesto, penali-
dades y otros formularios relacionados.

$389 | 50 Hours
12422 9/14 – 10/26 TuTh 6:00 – 9:50 p.m. EJP

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
10831 11/16 – 12/7 TuTh 6 – 9 p.m. WOLF

Income Tax Preparation Series
Learn both individual and business tax prepara-

$659 | 100 Hours
12511 9/6 – 12/6 MW 6 – 10 pm WEST
12477 9/7 – 12/1 TuTh 6:00 – 10:10 p.m. HIA
12453 9/13 – 12/8 MW 6:00 – 9:50 p.m. WOLF

Intensive Income Tax Preparation Program - Business
Building on the fundamentals of the Intensive Income Tax Preparation Program - Individual, this course covers current standards and regulations related to business and corporate tax preparation. Students acquire skills to determine, calculate, and categorize sources of income, and deductions. Emphasis is placed on record keeping, preparation, and filing of forms and schedules. Prerequisites/Corequisite Information: Some bookkeeping and tax preparation recommended, but not required.

$389 | 50 Hours
12479 10/19 – 12/1 TuTh 6:00 – 10:10 p.m. HIA
12513 10/20 – 12/6 MW 6 – 10 pm WEST
12455 10/27 – 12/8 MW 6:00 – 9:50 p.m. WOLF

Intensive Income Tax Preparation Program - Individual
This course covers current standards and regulations related to individual preparation. Students acquire skills to determine, calculate, and categorize sources of income, losses, and deductions. Emphasis is placed on record keeping, preparation, and filing of forms and schedules. Prerequisites/Corequisite Information: Some bookkeeping and tax preparation recommended, but not required.

$389 | 50 Hours
12512 9/6 – 10/18 MW 6 – 10 pm WEST
12478 9/7 – 10/14 TuTh 6:00 – 10:10 p.m. HIA
12454 9/13 – 10/25 MW 6:00 – 9:50 p.m. WOLF

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
12430 9/9 – 11/23 TuTh 6:00 – 9:20 p.m. WOLF

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
12429 11/2 – 11/23 TuTh 6:00 – 9:20 p.m. WOLF
The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.

### 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**
- 12723 9/7 – 9/30 TuTh 6:30 – 9:00 p.m. KEND
- 12497 9/18 – 10/9 Sa 9 a.m. – 2 p.m. NORT
- 12505 10/19 – 11/23 TuTh 6 – 8 p.m. HOME

### 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**
- 12426 9/21 – 10/7 TuTh 6:00 – 9:20 p.m. WOLF

### 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**
- 12428 10/12 – 10/28 TuTh 6:00 – 9:20 p.m. WOLF

### 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**
- 12431 11/30 – 12/14 TuTh 6:00 – 9:15 p.m. WOLF

### Preventación 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**
- 12508 9/18 – 10/9 Sa 9 a.m. – 2 p.m. HOME

### Kids & Teens Virtual Academy

**Interested in Distance Learning for Your Kids? Sign Up for our Kids & Teens Virtual Academy!**

- Academically-focused program.
- Innovative teaching strategies to foster and develop a love for lifelong learning.
- Learn new and effective study habits & time management skills to improve your performance in school and on standardized tests.
- Highly qualified, State-certified teachers.

**Private tutoring classes available now! 305-237-2612**
AVIATION

Advanced Qualification Program for Pilots
This course covers critical safety areas to help pilots be more aware of the commonly caused factors in accidents and the suggested responses and resolutions. It applies airline style Advanced Qualification Program methodologies to address the recent trends and how to counteract them. The critical areas addressed are: Situational Disorientation, Day and Night, After Takeoff Loss of Control in Instrument Meteorological Conditions, Improper Maneuvering Close to the Ground and/or Improper Aerobatics, Mishandled Abnormal Situations, Controlled Flight into Terrain, Loss of Attitude Indication/AHRS in flight, and Non-stabilized Approaches. Additionally, Loss of Power/Thrust after takeoff, Loss of speed awareness, VMC Roll Over (for Multi), Mid Air Collisions, Inflight Icing Encounters, Attempting Go-arounds with Improper Procedures, Flight Control Failures, Rejected Takeoff Procedures, and Seat/Track Failures on Takeoff.

$299 | 3 Hours
12804 9/9 - 10/16 Sa 8 a.m. - 5 p.m. HOME

Remote Pilot-In-Command FAA Part 107 Certification Test Prep
This two-day, 16 hour course, will prepare you to take and pass the required FAA written exam to become a licensed commercial drone pilot. Whether you are already a pilot, or have zero experience or knowledge about flying in the National Airspace, this is the course for you. Your experienced pilot instructor(s) will explain and guide you through every subject that you need to know in the right amount of detail to make you a safe and legal drone pilot. These topics include: When do you need to be licensed?, Every step to take to become licensed; Part 107 Regulations; Small aircraft systems performance and operations; Emergency contingencies; Weight and balance; Aerodynamics; Flight logging; Maintenance requirements; National Airspace; Weather observations and forecasts; Chart reading and latitude and longitude; Human and medical factors; Accident reporting -Safety of flight; LAANC Where can you fly?; waivers; and interacting with local and federal law enforcement.

$249 | 16 Hours
12804 10/9 - 10/16 Sa 8 a.m. - 5 p.m. HOME

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

$2700 | 203 Hours
12731 9/14 - 3/22 TuTh 6 - 10 p.m. HOME

BUSINESS AND ENTREPRENEURSHIP

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
12580 9/7 - 12/7 TuTh 6 - 9 p.m. WOLF

Certificate in Sales and Customer Service

$549 | 60 Hours
12547 9/20 - 10/20 MW 6 - 9 p.m. WOLF

Certificate in Sales and Negotiation
The Certificate in Sales and Negotiation is a 60-hour program consisting of four courses: Successful Selling I: The Counselor Approach, Successful Selling II: Effective Sales Techniques, Successful Sales Management, and Negotiating for Results. The certificate is designed to provide a hands-on program for those desiring to enter or progress in sales and negotiation.

$125 | 9 Hours
11968 11/24 - 12/8 W 6:30 - 9:30 p.m. EJP

Customer Service Excellence
Develop loyalty from your customers as they return to your business due to the excellence in service you provide. This course will identify important customer service issues and help you develop a strategy in providing quality service to your customers.

$329 | 30 Hours
12545 9/28 - 11/30 Tu 6 - 9 p.m. WOLF

REGISTER EARLY!
Our classes are scheduled on demand. We recommend registering at least one week before the start of the class to secure your enrollment.
Register for your class today!
ISA Arborist Certification Preparation
If you have a professional interest in tree care and maintenance, the International Society of Arboriculture Certificate Program at Miami Dade College will help you prepare for your test and get certified as an arborist. This program is designed to aid professionals and enthusiasts to gain and enhance their knowledge of plant biology, plant identification, soil science, irrigation systems, nutrients and fertilization, plant selection, grading, pruning, grafting, plant diseases, plant pathology and legislation related to the landscaping industry.

$329 | 24 Hours
12465 10/4 - 11/22 M 6:30 - 9:30 p.m. KEND

Negotiating for Results
Successful negotiation requires an understanding of the opponent, research and preparation, and strategy prior to the actual negotiation. This course provides information that will help prepare you to become a more effective negotiator.

$159 | 15 Hours
12544 11/10 - 11/24 MW 6 - 9 p.m. WOLF

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 strategy prior to the actual negotiation. This course provides information that will help prepare you to become a more effective negotiator.

$329 | 30 Hours
11495 9/7 - 10/7 TuTh 6 - 9 p.m. WOLF

Successful Sales Management
Success in sales management requires an understanding of effective sales; sales management skills; and formulation, implementation, and evaluation of a successful sales management program.

$159 | 15 Hours
12543 10/25 - 11/8 MW 6 - 9 p.m. WOLF

Successful Selling 1: The Counselor Approach
Whether you are an experienced sales professional or just starting out, focusing on the fundamentals of lead generation, need analysis, presentation and closing techniques will help you become a more effective sales professional.

$159 | 15 Hours
12541 9/20 - 10/4 MW 6 - 9 p.m. WOLF

Successful Selling 2: Effective Selling Techniques
With a Counselor Approach in place, learn and utilize effective sales techniques that will help you become a more successful salesperson and assist your customers in obtaining the products and services they need.

$159 | 15 Hours
12542 10/6 - 10/20 MW 6 - 9 p.m. WOLF

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

$580 | 40 Hours
12532 9/21 - 12/7 T 6:00 - 9:30 p.m. KEND

CERTIFICATES AND CAREERS

Introducción a la Organización de Eventos
Obtenga los conocimientos básicos para iniciar un negocio que ofrecerá el servicio de organización de eventos. Aprenda a usar los recursos disponibles para publicar y promover sus negocios de manera sistemática. Preparese para diseñar y elaborar los contratos entre los clientes y los proveedores de eventos.

$220 | 20 Hours
12583 9/11 - 10/9 Sa 9 a.m. - 1 p.m. HIA

Organización de Eventos: Estructura y Logística
Aprenda a diseñar un espacio, crear un telón de fondo y establecer una mesa y otros conceptos visuales para sus eventos. Los estudiantes trabajarán en la creación de ramos, boutonnières y otros arreglos para ceremonias, además de las técnicas de embalaje, transporte, montaje, desmontaje y cierre de un evento. Prerrequisito: Introducción a la Organización de Eventos.

$220 | 20 Hours
11925 10/16 - 11/13 Sa 9 a.m. - 1 p.m. HIA

Coming in Fall 2021
Hialeah Campus
A micro training series designed to improve your professional skills in business management and sales!

Join our mailing list for upcoming information sessions: cepdhialeah@mdc.edu

The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
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.

$779 | 84 Hours
11057 9/14 – 10/7  TuTh 6 – 9 p.m. WOLF
10/4 – 12/8 MW 6 – 9 p.m. WOLF

Fundamentals of Blueprint Reading
This course was designed to provide beginning students with the knowledge and skills to read construction drawings for single-family residential and commercial construction sites. Fundamental principles and application methods of architectural, structural, mechanical, plumbing, and electrical drawings will be discussed. Students become knowledgeable with construction terminology, systems of construction, and materials used by the AEC (Architecture/Engineering/Construction) industry. Prerequisites/Corequisite Information: No prerequisites. A background in construction is recommended.

$259 | 24 Hours
10827 9/14 – 10/7 TuTh 6 – 9 p.m. WOLF

General Construction Estimating
Improve your skills in estimating materials, quantities and labor cost, assembling crews and determining productivity for projects.

$159 | 15 Hours
10836 9/25 – 10/9 Sa 8:30 a.m. – 1:30 p.m. WOLF

General Contractor License Exam Preparation
Prepare for the state examination and learn project management, business practices, laws and codes, and contract administration principles. Confirm examination eligibility requirement at the website for the Florida Department of Business & Professional Regulation. Prerequisites/Corequisite Information: Construction experience and State-mandated requirements to register for examination.

$549 | 100 Hours
11061 9/8 – 12/1 MW 6 – 10 p.m. WOLF

General Contractor License Exam Preparation: Repeat
This course is designed for students who have taken the General Contractor License Exam Preparation and need to repeat the entire course. Check state mandated requirements at www.myflorida.com for eligibility.

$249 | 100 Hours
12064 9/8 – 12/1 MW 6 – 10 p.m. WOLF

Materials and Methods of Construction
Learn about construction assemblies and governmental parameters in your choice of methods and materials.

$329 | 30 Hours
11066 11/8 – 12/8 MW 6 – 9 p.m. WOLF

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
12059 10/2 – 10/9 Sa 9:00 a.m. – 2:30 p.m. HOME

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
12060 10/16 – 11/20 SaSu 8:30 a.m. – 1:30 p.m. HOME

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
11060 10/4 – 11/3 MW 6 – 9 p.m. WOLF

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
11584 9/27 – 11/10 MW 6 – 9 p.m. WOLF
10/23 – 10/30 Sa 8:30 a.m. – 4:30 p.m. WOLF

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
12122 9/25 – 11/20 Sa 8:30 a.m. – 1:30 p.m. WOLF

Como 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
12371 9/11 – 9/18 Sa 9:30 a.m. – 1:30 p.m. WEST
12725 10/23 – 10/30 Sa 8:30 a.m. – 12:30 p.m. KEND

Certificates in Construction Management, General Contractor License Exam Preparation, General Contractor License Exam Preparation: Repeat, and Materials and Methods of Construction will be awarded through completion of the requirements. OSHA 10 for the Construction Industry and OSHA 30 for the Construction Industry will be given for taking all three classes during the same semester.

$95 | 10 Hours
12059 10/2 – 10/9 Sa 9:00 a.m. – 2:30 p.m. HOME

$225 | 30 Hours
12060 10/16 – 11/20 SaSu 8:30 a.m. – 1:30 p.m. HOME

$329 | 30 Hours
11060 10/4 – 11/3 MW 6 – 9 p.m. WOLF

$329 | 30 Hours
11066 11/8 – 12/8 MW 6 – 9 p.m. WOLF

$249 | 100 Hours
12064 9/8 – 12/1 MW 6 – 10 p.m. WOLF

$549 | 100 Hours
11061 9/8 – 12/1 MW 6 – 10 p.m. WOLF

$549 | 100 Hours
11061 9/8 – 12/1 MW 6 – 10 p.m. WOLF

$559 | 60 Hours
11584 9/27 – 11/10 MW 6 – 9 p.m. WOLF
10/23 – 10/30 Sa 8:30 a.m. – 4:30 p.m. WOLF

$405 | 45 Hours
12122 9/25 – 11/20 Sa 8:30 a.m. – 1:30 p.m. WOLF

$105 | 8 Hours
12371 9/11 – 9/18 Sa 9:30 a.m. – 1:30 p.m. WEST
12725 10/23 – 10/30 Sa 8:30 a.m. – 12:30 p.m. KEND

$249 | 100 Hours
12064 9/8 – 12/1 MW 6 – 10 p.m. WOLF
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
11597 9/18 Sa 8:30 a.m. – 5:00 p.m. WEST

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
11482 10/2 - 11/6 Sa 9 a.m. - 1 p.m. WOLF

Financing your Import/Export Business
Plan a budget, learn how to operate an import/export business and how to get financial support from the Small Business Administration or other financial sources. Also, get trained in the preparation of a business plan. Prerequisite: WBIE 159
$105 | 8 Hours
12734 10/2 - 10/9 Sa 9:30 a.m. – 1:30 p.m. WEST
12726 11/13 - 11/20 Sa 8:30 a.m. – 12:30 p.m. KEND

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
10912 10/2 Sa 8:30 a.m. – 5:00 p.m. WOLF
12724 10/9 - 10/16 Sa 8:30 a.m. – 12:30 p.m. KEND

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, Incoterms, 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
11576 9/27 - 10/27 MW 6 - 9 p.m. WOLF

Supply Chain Management 1: 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
12199 9/25 - 10/9 Sa 8:30 a.m. – 1:30 p.m. WOLF

Supply Chain Management 2: 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
12120 10/16 - 10/30 Sa 8:30 a.m. – 1:30 p.m. WOLF

Supply Chain Management: Putting It All Together
Experience how the supply chain management works from beginning to end. Prerequisite: WBIE 154
$159 | 8 Hours
12121 11/6 - 11/20 Sa 8:30 a.m. – 1:30 p.m. WOLF

The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
INSURANCE INDUSTRY

Accredited Claims Adjuster State Designation Pre-Licensing Course (6-20/3-20)
This 40-hour state designation course is approved by the Florida Department of Financial Services (FLDFS) for company (6-20) and independent (3-20) adjusters. All of the students take an end-of course exam; however, only the ACA students are exempt from the state exam. Upon completion of the course, the ACA students will be eligible to apply for the state license. The book is required on the first day of class: General Lines, Adjuster and Industrial Fire Manual (Association of Insurance Agents – FAIA), latest edition.
$509 | 40 Hours
11651 10/16 - 10/24 SaSu 8:00 - 6:00 p.m. NORT
11653 11/13 - 11/21 SaSu 8:00 - 6:00 p.m. NORT

Public Adjuster and ACA State Designation Pre-Licensing Course (3-20/6-20)
This 50-hour course will prepare students for the public adjuster (3-20) state examination. Participants must complete the 40-hour ACA State Designation course, the apprenticeship requirements and pass the state examination to qualify for the public adjuster license. This course includes 10 hours of state exam preparation. For more information, refer to http://www.myfloridacfo.com/Agents/License/General/docs/31-20.htm. The book is required on the first day of class: General Lines, Adjuster and Industrial Fire Manual, latest edition.
$659 | 50 Hours
11648 10/16 - 10/30 SaSu 8:00 - 6:00 p.m. KEND
11654 11/13 - 12/4 SaSu 8:00 - 6:00 p.m. NORT

Public Adjuster State Exam Review
This review will prepare students to sit for the public adjuster state exam.
$149 | 10 Hours
11650 10/30 Sa 8:00 - 6:00 p.m. KEND

Title Agent (4-10) - ID# 3431
This course meets the State of Florida’s Department of Financial Services’ (FLDFS) 40-hour educational prerequisite in Title Insurance for individuals pursuing licensure as a 4-10 Resident Title Insurance Agent. For more information about the requirements and necessary steps to take, in order to obtain a 4-10 Resident Title Insurance Agent License, please refer to the Florida Statutes 626.841 and the State of Florida’s Division of Insurance Agent and Agency Services. Required Materials: Florida Study Manual for Title Insurance, by Karen E Koogler
$489 | 40 Hours
12123 9/11 - 10/9 Sa 8:30 a.m. - 5:00 p.m. KEND
11652 10/9 - 12/4 Sa 9 a.m. - 2 p.m. NORT

INTERIOR DECORATING

Decoración de Interiores - Nivel 1
Los estudiantes de este curso aprenderán sobre la historia del arte, las características de los colores, decoración en elevaciones y diferentes escalas. Los estudiantes aprenderán la función e importancia de diferentes áreas de una habitación. También se harán prácticas de color por medio de la técnica de collage.
$153 | 16 Hours
12316 11/3 - 12/1 W 7:00 - 10:10 p.m. KEND
12614 9/18 - 10/9 Sa 9:30 a.m. - 1:30 p.m. WEST

Decoración de Interiores - Nivel 2
Los estudiantes tendrán la oportunidad de explorar diferentes estilos de decoración más a fondo. El énfasis de los estilos será en el clásico, tropical, Art Deco y moderno. Entre algunos de los temas discutidos en clases, será el uso de telas, cortinas entre otros accesorios.
$153 | 16 Hours
11229 10/30 - 11/20 Sa 9:30 a.m. - 1:30 p.m. WEST

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
11900 9/7 - 11/9 TuTh 6:00 - 9:12 p.m. WOLF

Interior Decorating Level 1
This course was designed to provide students with the skills needed to excel in the world of professional Interior Decorating. Students learn to integrate client’s color, lighting, and design concepts into an implementation plan.
$153 | 16 Hours
11483 9/7 - 9/21 TuTh 6:00 - 9:12 p.m. WOLF
11500 10/2 - 10/30 Sa 9:00 a.m. - 12:10 p.m. KEND

Interior Decorating Level 2
This course was designed to further provide students advanced information and assist them in developing their skills needed to excel in the world of professional Interior Decorating. Students will integrate advanced concepts into building a portfolio and in developing a plan based on interviews/consultations with their client. After these consultations, students will integrate color, lighting and design in a plan of recommendations to fulfill the needs of their client in this hands-on course. Prerequisites/Co-requisite Information: Completion Interior Decorating 1
$153 | 16 Hours
11897 9/23 - 10/21 TuTh 6:00 - 9:12 p.m. WOLF

Kitchen Design
Explore and learn design techniques for conceptualizing contemporary and functional kitchens.
$153 | 16 Hours
11897 9/23 - 10/21 TuTh 6:00 - 9:12 p.m. WOLF

INTERIOR DESIGN

Decoración y Diseño de Interiores: Básico
Los estudiantes aprenderán sobre la historia del arte, como crear y modificar el espacio basándose en los principios básicos del diseño y la decoración, conocerán las herramientas tangibles, las características y la psicología de los colores, texturas, materiales e iluminación de espacio.
$319 | 30 Hours
12294 9/2 - 10/29 Th 6:30 - 9:30 p.m. HIA

Decoración y Diseño de Interiores: Intermedio
Los estudiantes conocerán los estilos más prominentes de la arquitectura aplicada al diseño y la decoración y aprenderán como dibujar a mano alzada en planta. Lo básico de la acústica del espacio y como aplicarán serán exploradas. Se iniciará la práctica del Sofware 3D para crear y visualizar perspectivas isométricas y cónicas.
$319 | 30 Hours
12295 9/2 - 10/29 Th 6:30 - 9:30 p.m. HIA
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.

$319 | 30 Hours
12296 9/2 - 10/29 Th 6:30 – 9:30 p.m. HIA

$559 | 60 Hours
11583 9/16 - 12/2 TuTh 6 – 9 p.m. WOLF

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
12427 9/16 - 12/2 Th 6 - 9 p.m. WOLF

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
12586 9/28 - 11/30 Tu 6 - 9 p.m. WOLF

Professional Project Management Certification Preparation

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

$549 | 36 Hours
12442 10/5 - 10/28 TuWTh 6:30 - 9:30 p.m. KEND
12556 10/4 - 12/13 M 6:00 - 9:35 p.m. HIA

The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
### PERSONAL AND PROFESSIONAL DEVELOPMENT

<table>
<thead>
<tr>
<th>Notary Public (en Español)</th>
</tr>
</thead>
<tbody>
<tr>
<td>La clase está diseñada para preparar a los alumnos en cómo obtener el sello de notario público en el estado de la Florida. Los estudiantes aprenderán las leyes y deberes que aplican con respecto a poderes y limitaciones, requisitos y procedimientos para llenar los formularios, tarifas requeridas, juramentación y ética. Es requerido que los estudiantes puedan leer y entender el inglés.</td>
</tr>
<tr>
<td>**$65</td>
</tr>
<tr>
<td>11003 9/10  F  6 – 9 p.m.  HIA</td>
</tr>
<tr>
<td>10845 9/15  W  6:30 – 9:30 p.m.  EJP</td>
</tr>
<tr>
<td>11004 10/8  F  6 – 9 p.m.  HIA</td>
</tr>
<tr>
<td>11475 10/13  W  6:30 – 9:30 p.m.  EJP</td>
</tr>
<tr>
<td>11005 11/12  F  6 – 9 p.m.  HIA</td>
</tr>
<tr>
<td>11577 11/17  W  6:30 – 9:30 p.m.  EJP</td>
</tr>
</tbody>
</table>

### 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**

| 11479 9/25  Sa  9 a.m. – Noon  WOLF |
| 12053 9/28  Tu  6:00 – 8:30 p.m.  HOME |
| 10928 10/2  Sa  9 a.m. – Noon  NORT |
| 12338 10/30  Sa  9 a.m. – Noon  WEST |
| 11572 11/4  Th  6 – 9 p.m.  WOLF |
| 12802 11/6  Sa  9 a.m. – Noon  NORT |
| 11581 11/17  W  6:30 – 9:30 p.m.  KEND |

### Signing Agent Workshop

This course is designed to provide Notaries Public with the knowledge and skills to perform the functions of Mobile Notaries or Notary Signing Agents, who are hired by lenders to handle mortgage closings. Upon completion of the workshop, students earn a certificate of accomplishment. Prerequisites/Corequisite Information: Students must be a Notary Public actively commissioned in the State of Florida.

**$109 | 3 Hours**

| 12737 12/3  F  6 – 9 p.m.  HIA |
| 10933 12/4  Sa  9 a.m. – Noon  NORT |

### Parking Enforcement Specialist (PEST)

The course provides information on state and local ordinances that govern parking, how to communicate with the public and via a radio with the agency. In addition, the student learns how to operate an official agency vehicle and check the vehicle for safety. The third main area of study is how to prepare for court. Upon successfully passing of training test, the student will receive a certificate of completion.

**$95 | 16 Hours**

| 11415 10/2 - 10/3  SaSu  8:30 a.m. – 4:30 p.m. NORT |
| 11416 11/6 - 11/7  SaSu  8:30 a.m. – 4:30 p.m. NORT |

### Parking Enforcement Specialist (PEST)

| 11479 9/25  Sa  9 a.m. – Noon  HIA |
| 12053 9/28  Tu  6:00 – 8:30 p.m.  EJP |
| 10928 10/2  Sa  9 a.m. – Noon  EJP |
| 11572 11/4  Th  6 – 9 p.m.  EJP |
| 12802 11/6  Sa  9 a.m. – Noon  EJP |
| 11581 11/17  W  6:30 – 9:30 p.m.  EJP |

### REAL ESTATE INDUSTRY

### 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**

| 10828 10/19 - 10/21  TuTh  6 – 9 p.m.  WOLF |

---

**REGISTER EARLY!**

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

**Register for your class today!**
Community Association Manager License Exam Preparation (CAM - PRE 33)
This 16-hour course fulfills the prelicensure Education Requirements for Community Association Managers set forth by the State of Florida Administrative Code & Florida Administrative Register. After completing this course, students are prepared to take the Community Association Managers (CAM) state examination in an effort to obtain a license to manage condominiums, homeowner's associations, mobile homes, and co-operatives.
$279 | 18 Hours

Home Inspection Pre Licensing Provider #0002375 (State Course ID No. 0000004)
This 120-hour pre-licensing home inspection course is approved by the state. Students successfully taking this course receive a certificate of completion, which will qualify them to take the state exam. The course covers the following components of a home, per Florida Statutes: Structure, electrical system, HVAC system, roof covering, plumbing system, interior components, exterior components and site conditions. Students must attend 100% of the hours to receive their certificate. Students who miss a class must register and pay for a make-up class. This class includes 80 face-to-face hours and 40 hours of field inspection. Book is required on the first day of class.
$819 | 120 Hours

Real Estate Sales Associate + CRM and Book (Live Stream)
This course fulfills part of the Department of Business and Professional Regulation's educational requirement to become a Real Estate agent. Once completed, the course is valid for two (2) years from the date of completion. The course is designed to prepare students for the State of Florida Real Estate exam. The course covers the sections of the exam followed by a comprehensive review of the various parts of the State of Florida State exam. The course textbook, Florida Real Estate Principles, Practices and Law, is included. Prerequisites/Corequisite Information: You must have a high school diploma or equivalent. Course Textbook, Florida Real Estate Principles, Practices and Law, included.
$489 | 77 Hours

Real Estate Exam Retake
This course is for students retaking the end-of-course exams.
$18 | 3 Hours

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

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

Principles of Home Inspection – Field Inspections Provider #0002375 (ID# 0000031)
This is a 40-hour field inspection course. It consists of inspecting homes and writing the reports on these inspections. Miami Dade College students must complete both portions of the course (online portion and field inspection portion) to sit for the state exam. Space for this course is limited.
$779 | 40 Hours

Real Estate Sales Associate Pre-Licensing Course - Book Included
This course is designed to prepare students for the State of Florida Real Estate exam. Students become familiar with the various parts of the State of Florida State exam and comprehensively review the content it covers. Completion of the course fulfills part of the Department of Business and Professional Regulation's educational requirement to become a Real Estate agent in the State of Florida. Once completed, this course is valid for two (2) years from the date of completion. Course Textbook, Florida Real Estate Principles, Practices and Law, included. Prerequisites/Corequisite Information: High School diploma or equivalent.
$397 | 63 Hours

Language

Accent Reduction - Consonants
This course is designed to provide the intermediate and advanced student with an awareness of the key elements of accent reduction: correct pronunciation of consonants, intonation, stress, and rhythm. Students will have the opportunity to improve their pronunciation skills through role-playing and practicing real-world scenarios. Prerequisites/Corequisite Information: Completion of Intensive English Level 3 or equivalent.
$89 | 21 Hours

Accent Reduction - Vowels
This course is designed to provide the advanced student with an awareness of the key elements of accent reduction: correct pronunciation of vowels, intonation, stress and rhythm. This will include a review of the stress placed on content words in English sentences, the importance of intonation in questions and statements and the rhythm of the language.
$89 | 21 Hours

The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
English Conversation - Advanced
This advanced class is designed to enhance communication skills through theme-based grammar exercises, class discussions, and interactive small group exercises.

$89 | 21 Hours
12535 8/28 - 10/16 Sa 9 a.m. - Noon WOLF
10816 8/30 - 10/13 MW 8:35 - 10:10 p.m. KEND
10817 9/11 - 10/16 Sa 9:00 a.m. - 12:30 p.m. KEND
12536 10/23 - 12/11 Sa 9 a.m. - Noon WOLF
10818 10/25 - 12/8 MW 8:30 - 10:00 p.m. KEND
10819 10/30 - 12/11 Sa 9:00 a.m. - 12:30 p.m. KEND

English Conversation - Beginners
This is a beginning class to develop basic communication skills through theme-based grammar exercises and role-play interaction in class.

$89 | 21 Hours
12539 8/27 - 10/8 F 9 a.m. - Noon WOLF
10805 8/30 - 10/13 MW 8:35 - 10:10 p.m. KEND
12094 9/10 - 10/22 F 6:30 - 9:30 p.m. HIA
10806 9/11 - 10/16 Sa 9:00 a.m. - 12:30 p.m. KEND
12487 9/11 - 10/16 Sa 9:00 a.m. - 12:30 p.m. NORT
12506 9/11 - 11/6 Sa 9 a.m. - Noon HOME
12540 10/15 - 12/3 F 9 a.m. - Noon WOLF
12489 10/23 - 12/11 Sa 9 a.m. - Noon NORT
10812 10/25 - 12/8 MW 8:30 - 10:00 p.m. KEND
12434 10/28 - 12/16 Th 6:00 - 9:30 p.m. HIA
10814 10/30 - 12/11 Sa 9:00 a.m. - 12:30 p.m. KEND

$179 | 42 Hours
12440 8/30 - 10/18 MTuWTh 12:30 - 2:00 p.m. WEST
12445 8/30 - 10/14 MTuWTh 12:30 - 2:25 p.m. KEND
11596 9/3 - 12/10 F 9 a.m. - Noon WEST
12685 9/3 - 12/10 F 9 a.m. - Noon EJP
12441 10/25 - 12/14 MTuWTh 12:30 - 2:00 p.m. WEST
12449 10/25 - 12/14 MTuWTh 12:30 - 2:00 p.m. KEND

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

$89 | 21 Hours
12537 8/27 - 10/8 F 9 a.m. - Noon WOLF
10810 8/30 - 10/13 MW 8:35 - 10:10 p.m. KEND
12172 9/9 - 10/21 Th 6:30 - 9:30 p.m. HIA
10811 9/11 - 10/16 Sa 9:00 a.m. - 12:30 p.m. KEND
12416 9/11 - 10/16 Sa 9:00 a.m. - 12:30 p.m. NORT
12507 9/11 - 11/6 Sa 9 a.m. - Noon HOME
12538 10/15 - 12/3 F 9 a.m. - Noon WOLF
12489 10/23 - 12/11 Sa 9 a.m. - Noon NORT
10812 10/25 - 12/8 MW 8:30 - 10:00 p.m. KEND
12434 10/28 - 12/16 Th 6:00 - 9:30 p.m. HIA
10814 10/30 - 12/11 Sa 9:00 a.m. - 12:30 p.m. KEND

$179 | 42 Hours
12437 8/30 - 10/18 MTuWTh 12:30 - 2:00 p.m. WEST
12444 8/30 - 10/14 MTuWTh 12:30 - 2:05 p.m. KEND
11595 9/3 - 12/10 F 9 a.m. - Noon WEST
12684 9/3 - 12/18 Sa 9 a.m. - Noon EJP
12438 10/25 - 12/14 MTuWTh 12:30 - 2:00 p.m. WEST
12447 10/25 - 12/14 MTuWTh 12:30 - 2:00 p.m. KEND

English for Healthcare Workers
This course is designed for people who are interested in or already working in the healthcare field and want to improve their communication skills in English with patients and coworkers. Medical vocabulary, speaking and listening skills will be covered, and students will incorporate day-to-day language skills that are needed in the healthcare field.

$429 | 35 Hours
12750 10/5 - 11/23 TTr 6:00 - 8:30 p.m. MEDI

English for Work 1
Develop basic interpersonal communication skills in English to communicate in everyday life, social and work situations as well as critical thinking for the workplace. Learn grammatical structures such as simple present and present continuous tenses, nouns, adjectives and pronouns.

$239 | 60 Hours
11839 9/11 - 12/4 Sa 9:00 a.m. - 2:30 p.m. WEST

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!
### ESL - Fundamentals

This course is designed to provide low-beginning students of English the basic vocabulary and language skills needed to communicate in daily life situations. The curriculum is presented in an interactive and engaging format. Students practice active speaking and grammar structures in class to build comprehension skills. No prior knowledge of English is necessary.

Prerequisites/Corequisite Information: None

$199 | 56 Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10832</td>
<td>8/30 - 10/14</td>
<td>84 Hours</td>
<td>WEST</td>
</tr>
<tr>
<td>12168</td>
<td>8/30 - 10/12</td>
<td>56 Hours</td>
<td>MEDICAL</td>
</tr>
<tr>
<td>12270</td>
<td>9/6 - 10/21</td>
<td>56 Hours</td>
<td>KEND</td>
</tr>
<tr>
<td>12276</td>
<td>9/6 - 10/21</td>
<td>56 Hours</td>
<td>WEST</td>
</tr>
<tr>
<td>11557</td>
<td>9/11 - 12/11</td>
<td>56 Hours</td>
<td>GIBS: Padrón Campus</td>
</tr>
<tr>
<td>12169</td>
<td>9/11 - 12/4</td>
<td>56 Hours</td>
<td>HIA</td>
</tr>
<tr>
<td>10833</td>
<td>10/25 - 12/14</td>
<td>56 Hours</td>
<td>WEST</td>
</tr>
<tr>
<td>12691</td>
<td>11/1 - 12/16</td>
<td>56 Hours</td>
<td>KEND</td>
</tr>
<tr>
<td>12277</td>
<td>11/1 - 12/16</td>
<td>56 Hours</td>
<td>WEST</td>
</tr>
<tr>
<td>12174</td>
<td>11/8 - 12/13</td>
<td>56 Hours</td>
<td>MEDICAL</td>
</tr>
</tbody>
</table>

### Intensive English 1

This course is designed to build on fundamental English skills in grammar, conversation, reading and writing. Students learn structures for simple present, present continuous and simple past tenses in affirmative, negative and interrogative sentences. Prerequisites/Corequisite Information: Some knowledge of English or successful completion of ESL Fundamentals is recommended.

$199 | 56 Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10922</td>
<td>8/30 - 10/20</td>
<td>56 Hours</td>
<td>NORT</td>
</tr>
<tr>
<td>10787</td>
<td>8/30 - 10/14</td>
<td>56 Hours</td>
<td>WEST</td>
</tr>
<tr>
<td>12227</td>
<td>9/6 - 10/21</td>
<td>56 Hours</td>
<td>EJP</td>
</tr>
<tr>
<td>12278</td>
<td>9/6 - 10/21</td>
<td>56 Hours</td>
<td>EJP</td>
</tr>
<tr>
<td>10794</td>
<td>9/11 - 12/11</td>
<td>56 Hours</td>
<td>HIA</td>
</tr>
<tr>
<td>12674</td>
<td>9/11 - 12/4</td>
<td>56 Hours</td>
<td>WEST</td>
</tr>
<tr>
<td>10793</td>
<td>10/25 - 12/14</td>
<td>56 Hours</td>
<td>WEST</td>
</tr>
<tr>
<td>10923</td>
<td>10/25 - 12/15</td>
<td>56 Hours</td>
<td>WEST</td>
</tr>
<tr>
<td>12279</td>
<td>11/1 - 12/16</td>
<td>56 Hours</td>
<td>EJP</td>
</tr>
<tr>
<td>12675</td>
<td>11/1 - 12/16</td>
<td>56 Hours</td>
<td>EJP</td>
</tr>
</tbody>
</table>

### Intensive English 2

This course is designed to build English speaking, reading, and writing skills. Students practice comprehension, sentence structure, and vocabulary development in simple conversations. Writing exercises focus on parts of speech, grammar usage, and comprehension of concepts.

$199 | 56 Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10925</td>
<td>8/30 - 10/20</td>
<td>56 Hours</td>
<td>NORT</td>
</tr>
<tr>
<td>10788</td>
<td>8/30 - 10/14</td>
<td>56 Hours</td>
<td>WEST</td>
</tr>
<tr>
<td>10795</td>
<td>10/25 - 12/14</td>
<td>56 Hours</td>
<td>KEND</td>
</tr>
<tr>
<td>12228</td>
<td>9/6 - 10/21</td>
<td>56 Hours</td>
<td>EJP</td>
</tr>
<tr>
<td>12309</td>
<td>9/6 - 10/21</td>
<td>56 Hours</td>
<td>EJP</td>
</tr>
<tr>
<td>11157</td>
<td>9/11 - 12/11</td>
<td>56 Hours</td>
<td>HIA</td>
</tr>
<tr>
<td>13452</td>
<td>9/11 - 12/4</td>
<td>56 Hours</td>
<td>WEST</td>
</tr>
<tr>
<td>12728</td>
<td>10/25 - 12/15</td>
<td>56 Hours</td>
<td>KEND</td>
</tr>
<tr>
<td>12310</td>
<td>11/1 - 12/16</td>
<td>56 Hours</td>
<td>EJP</td>
</tr>
<tr>
<td>12676</td>
<td>11/1 - 12/16</td>
<td>56 Hours</td>
<td>EJP</td>
</tr>
</tbody>
</table>

### Intensive English 3

This course is designed to expand students’ English speaking, reading, and writing skills. Language comprehension and confidence is built by engaging students in practice exercises, such as small and whole group activities. Writing skills are developed by focusing on parts of speech, sentence structure, and usage of grammar concepts. Students continue to build vocabulary and reading strategies by engaging with language in a variety of settings. Prerequisites/Corequisite Information: Placement Test or successful completion of Intensive English 2.

$199 | 56 Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10789</td>
<td>8/30 - 10/14</td>
<td>56 Hours</td>
<td>KEND</td>
</tr>
<tr>
<td>10977</td>
<td>8/31 - 10/21</td>
<td>56 Hours</td>
<td>NORT</td>
</tr>
<tr>
<td>12311</td>
<td>9/6 - 10/21</td>
<td>56 Hours</td>
<td>EJP</td>
</tr>
<tr>
<td>12424</td>
<td>9/6 - 10/21</td>
<td>56 Hours</td>
<td>EJP</td>
</tr>
<tr>
<td>10797</td>
<td>9/11 - 12/11</td>
<td>56 Hours</td>
<td>EJP</td>
</tr>
<tr>
<td>10796</td>
<td>10/25 - 12/14</td>
<td>56 Hours</td>
<td>KEND</td>
</tr>
<tr>
<td>12729</td>
<td>10/26 - 12/16</td>
<td>56 Hours</td>
<td>NORT</td>
</tr>
<tr>
<td>12677</td>
<td>11/1 - 12/16</td>
<td>56 Hours</td>
<td>EJP</td>
</tr>
<tr>
<td>12678</td>
<td>11/1 - 12/16</td>
<td>56 Hours</td>
<td>EJP</td>
</tr>
</tbody>
</table>

The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>11516</td>
<td>10/25</td>
<td>12/14</td>
<td>MTuWTh</td>
<td>8:45 – 11:45 a.m.</td>
<td>WEST</td>
<td>$299</td>
</tr>
<tr>
<td>11480</td>
<td>10/25</td>
<td>12/14</td>
<td>MTuWTh</td>
<td>10:30 a.m. – 1:30 p.m.</td>
<td>WOLF</td>
<td>$299</td>
</tr>
<tr>
<td>11063</td>
<td>10/25</td>
<td>12/14</td>
<td>MTuWTh</td>
<td>9 a.m. – Noon</td>
<td>KEND</td>
<td>$299</td>
</tr>
<tr>
<td>11519</td>
<td>11/1</td>
<td>12/15</td>
<td>MTuWTh</td>
<td>6 – 9 p.m.</td>
<td>WOLF</td>
<td>$219</td>
</tr>
<tr>
<td>11582</td>
<td>10/23</td>
<td>12/11</td>
<td>Sa</td>
<td>9 a.m. – 1 p.m.</td>
<td>WOLF</td>
<td>$199</td>
</tr>
<tr>
<td>11515</td>
<td>10/25</td>
<td>12/14</td>
<td>MTuWTh</td>
<td>6:30 – 9:30 p.m.</td>
<td>WEST</td>
<td>$219</td>
</tr>
<tr>
<td>11476</td>
<td>10/25</td>
<td>12/14</td>
<td>MTuWTh</td>
<td>6:30 – 8:25 p.m.</td>
<td>KEND</td>
<td>$299</td>
</tr>
<tr>
<td>11489</td>
<td>8/28</td>
<td>10/9</td>
<td>Sa</td>
<td>9 a.m. – 1 p.m.</td>
<td>WOLF</td>
<td>$169</td>
</tr>
<tr>
<td>11494</td>
<td>8/30</td>
<td>10/18</td>
<td>MW</td>
<td>6 – 9 p.m.</td>
<td>WOLF</td>
<td>$199</td>
</tr>
<tr>
<td>11510</td>
<td>11/1</td>
<td>12/15</td>
<td>MW</td>
<td>6 – 9 p.m.</td>
<td>WOLF</td>
<td>$219</td>
</tr>
</tbody>
</table>

**Intensive English 4**

This course continues to expand students’ English speaking, reading, and writing skills by challenging them to engage with language across multiple and varied settings. Comprehension and usage of advanced grammar concepts are reinforced by writing exercises, while speech, pronunciation, and intonation are enhanced during small group exercises and class discussions. Prerequisites/Corequisite Information: Placement Test to determine English proficiency or successful completion of Intensive English 3 recommended. |

**Intensive English 6**

This course is designed to advance English language comprehension, conversation, reading and writing skills. By engaging with language in a variety of contexts, students build self-confidence and increase fluency in social, travel, and professional situations. Writing exercises focus on vocabulary acquisition and application of complex grammar concepts, while speech, pronunciation, and intonation are enhanced during small group exercises and class discussions. Prerequisites/Corequisite Information: Some knowledge of English or successful completion of Intensive English 5 is recommended.

---

**Intensive English 5**

This advanced level English course is designed to increase students’ language comprehension, vocabulary and grammar skills. Students use language in a variety of contexts by engaging in speaking, listening, reading, and writing activities. Advanced vocabulary exercises are introduced. Prerequisites/Corequisite Information: Placement Test to determine English proficiency or successful completion of Intensive English 4 recommended.

---

**Intensive English 2**

This course continues to expand students’ English speaking, reading, and writing skills. By engaging with language in a variety of contexts, students build self-confidence and increase fluency in social, travel, and professional situations. Writing exercises focus on vocabulary acquisition and application of complex grammar concepts, while speech, pronunciation, and intonation are enhanced during small group exercises and class discussions. Prerequisites/Corequisite Information: Placement Test to determine English proficiency or successful completion of Intensive English 1 recommended.

---

**Intensive English 1**

This introductory course provides students with foundational listening, speaking, reading, and writing skills. Through exercises such as dialogue and role-play, students rapidly acquire the essential elements of common French. Prerequisites/Corequisite Information: None. A placement exam is required to confirm level.

---

**French 2**

This intermediate French course is designed to enrich your French vocabulary, acquire more idiomatic expressions, and learn advanced grammar skills to operate in day-to-day life situations. Classes are conducted completely in French. This course augments your learning with a mixture of visual and auditory activities that engage and integrate all of your language skills. Expressing and supporting opinions in writing will be emphasized. Lessons of units 7 to 10 deal with serious subjects; the “questions personnelles” exercises in these chapters provide plenty of practice for students. Prerequisites/Corequisite Information: French level 2 or instructor evaluation. Placement Exam

---

**French 3**

This course continues 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.

---

**French 1**

This introductory French language course provides students with foundational listening, speaking, reading, and writing skills. Through exercises such as dialogue and role-play, students rapidly acquire the essential elements of common French. Prerequisites/Corequisite Information: None. A placement exam is required to confirm level.

---

**French 4**

This course continues to expand students’ English speaking, reading, and writing skills by challenging them to engage with language across multiple and varied settings. Comprehension and usage of advanced grammar concepts are reinforced by writing exercises, while speech, pronunciation, and intonation are enhanced during small group exercises and class discussions. Prerequisites/Corequisite Information: Placement Test to determine English proficiency or successful completion of Intensive English 3 recommended.

---

**French 1**

This introductory French language course provides students with foundational listening, speaking, reading, and writing skills. Through exercises such as dialogue and role-play, students rapidly acquire the essential elements of common French. Prerequisites/Corequisite Information: None. A placement exam is required to confirm level.
The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
Spanish 1
This course is designed to provide basic Spanish Language skills (listening, speaking, and reading). Students learn fundamental grammatical structures, such as simple present, present continuous, simple past, nouns, adjectives, and pronouns to enhance communication and language comprehension. Students acquire vocabulary and learn structures used in everyday interactions by engaging in small group exercises and classroom discussions. The course’s interactive and motivational instructional approach builds students’ confidence. Prerequisites/Corequisite Information: Placement Exam

$169  |  28 Hours
10884  8/28 - 10/9  Sa  9 a.m. - 1 p.m.  WOLF
10791  9/7 - 10/21  TuTh  6:30 - 8:30 p.m.  KEND
11065  9/25 - 11/20  Sa  9 a.m. - Noon  HOME
10904  10/23 - 12/11  Sa  9 a.m. - 1 p.m.  WOLF

Spanish 1 - Intensive
This course is designed to provide basic Spanish Language skills (listening, speaking, and reading). Students learn fundamental grammatical structures, such as simple present, present continuous, simple past, nouns, adjectives, and pronouns to enhance communication and language comprehension. Students acquire vocabulary and learn structures used in everyday interactions by engaging in small group exercises and classroom discussions. The course’s interactive and motivational instructional approach builds students’ confidence. Prerequisites/Corequisite Information: Placement Exam

$219  |  42 Hours
10886  8/31 - 10/7  TuTh  6 - 9 p.m.  WOLF
10850  9/13 - 10/27  MW  9 a.m. - Noon  KEND
10906  11/1 - 12/15  MW  6 - 9 p.m.  WOLF

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
10885  8/28 - 10/9  Sa  9 a.m. - 1 p.m.  WOLF
10905  10/23 - 12/11  Sa  9 a.m. - 1 p.m.  WOLF
11850  10/26 - 12/16  TuTh  6:30 - 8:30 p.m.  KEND

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
10887  8/30 - 10/18  MW  6 - 9 p.m.  WOLF
10907  11/1 - 12/15  MW  6 - 9 p.m.  WOLF
12288  11/1 - 12/15  MW  9 a.m. - Noon  KEND

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
12762  9/18 - 10/23  Sa  9:00 a.m. - 1:15 p.m.  KEND
11485  10/23 - 12/11  Sa  9 a.m. - 1 p.m.  WOLF

Spanish 3 - Intensive
Enhance the use of more advanced idiomatic expressions and basic grammatical structures focusing on past experienced using compound past tenses. All explanations are followed by numerous examples in everyday practical situations.

$249  |  42 Hours
13174  9/7 - 10/21  TuTh  9 a.m. - Noon  KEND
10908  11/1 - 12/15  MW  6 - 9 p.m.  WOLF

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
12765  10/30 - 12/11  Sa  9:00 a.m. - 1:35 p.m.  KEND

Spanish Conversation - Beginners
Learn the essential techniques of conversational Spanish in this course which includes an emphasis on vocabulary development, idiomatic expressions and pronunciation. Role-playing and group activities to prepare you for daily conversational situations. You will learn to communicate in Spanish as it is used by ordinary native speakers while also becoming accustomed to the way native speakers speak in real (casual) Spanish dialogue. All explanations are followed by examples of and in practical Spanish language.

$139  |  28 Hours
11071  9/11 - 10/23  Sa  9 a.m. - 1 p.m.  NORT
11072  10/30 - 12/11  Sa  9:00 a.m. - 1:30 p.m.  NORT
Spanish Conversation - Intermediate
Continue practicing Spanish dialogues 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.

$149 | 28 Hours
11455 9/11 - 10/23 Sa 9 a.m. - 1 p.m. NORT
11923 10/30 - 12/11 Sa 9:00 a.m. - 1:30 p.m. NORT

Spanish for Healthcare Workers
This course is designed for people who are interested in or already working in the healthcare field and want to improve their communication skills with patients and coworkers in Spanish. Medical vocabulary, speaking and listening skills will be covered, and students will incorporate day-to-day language skills that are needed in the health care field.

$429 | 35 Hours
12749 10/11 - 11/24 MW 6:30 - 8:30 p.m. MEDI

CHILD CARE TRAINING

CHILD CARE IN-SERVICE & CEUS

Entendiendo el TDAH y el Autismo (4.5 CEUs)
Este curso está diseñado para proveedores de cuidado infantil y padres que buscan obtener una mejor comprensión del Trastorno por Déficit de Atención con Hiperactividad (TDAH) y el Trastorno del Espectro Autista en niños en edad preescolar. Los participantes aprenderán sobre los factores causales, el curso del desarrollo y los síntomas de estos trastornos infantiles comunes con un enfoque especial en disipar mitos y conceptos equivocados. Se discutirá sobre la intervención basada en la investigación y las estrategias de gestión del aula. Se introducirán recursos para proveedores de cuidado infantil y padres enfocados en reforzar el desarrollo infantil positivo.

$409 | 45 Hours
12333 9/28 - 11/18 TuTh 7 - 10 p.m. WEST
12639 9/29 - 12/15 W 6 - 10 p.m. HOME
11849 10/9 - 12/11 Sa 8:30 a.m. - 2:00 p.m. KEND

Florida Child Care Professional Credential (FCCPC 1) (6.0 CEUs)
Este curso es el primero de dos cursos diseñados para que el estudiante obtenga la equivalencia al asociado en educación infantil. El curso está basado y es equivalente al programa del Child Development Associate (CDA). Cuando los estudiantes completes las 120 horas de clase (incluye tareas, exámenes y caja de recursos) 480 horas de experiencia laboral y su evaluación final el Estado de la Florida le otorgará el Certificado Profesional del Cuidado Infantil de la Florida.

$439 | 60 Hours
10873 9/18 - 12/11 Sa 8 a.m. - 1 p.m. EJP
12117 9/18 - 12/11 Sa 8 a.m. - 1 p.m. HIA
10860 9/18 - 12/11 Sa 8 a.m. - 1 p.m. KEND
10777 10/5 - 12/16 TuTh 6 - 9 p.m. HOME
11586 10/5 - 12/16 TuTh 6:30 - 9:30 p.m. KEND
13617 8/28 - 11/20 Sa 8:30 a.m. - 1:30 p.m. NORT

Florida Child Care Professional Credential (FCCPC 1) (6.0 CEUs)
This class is the first of two courses that a student must complete in order to be eligible to obtain their Preschool Florida Child Care Professional Certification (FCCPC). This course will provide students with a general introduction to the young child and the early childhood classroom, family and societal influences on young children, principles of child growth and development, role of play in young children’s learning, methods of observing and recording behavior, techniques of guiding behaviors and characteristics of appropriate early childhood programs and teachers. Book is included in course fee.

$439 | 60 Hours
11566 10/5 - 12/16 TuTh 6:30 - 9:30 p.m. KEND

The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
Más que un Cuentacuentos (4.5 CEUs)
Aprenda como fomentar en el salón de clase técnicas para la alfabetización emergente desde infantes hasta niños de edad preescolar. Los temas a discutir están enfocados en las capacidades del lenguaje oral; fluidez, vocabulario, comprensión, fonética, conciencia fonológica, literatura infantil, alfabetización familiar; además de temas literarios que promuevan la diversidad cultural. Dentro de este curso encontrará lecciones y actividades prácticas para desarrollar estrategias a la hora designada para hacer cuentos (story time).

$409 | 45 Hours
12352 9/21 – 12/14 Tu 6:00 – 9:30 p.m. KEND
12568 9/28 – 12/14 Tu 6 – 10 p.m. HOME
13555 9/21 – 12/14 Tu 6:00 – 9:30 p.m. EJP

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

$409 | 45 Hours
12811 9/28 – 11/18 TuTh 7 – 10 p.m. WEST

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

$389 | 45 Hours
11810 9/8 – 12/15 W 6:15 – 9:15 p.m. HIA
11412 9/11 – 11/6 Sa 8:30 a.m. – 2:00 p.m. WEST
13618 9/14 – 11/2 TuTh 6 – 9pm NORT
11486 10/9 – 12/11 Sa 1:30 p.m. – 6:30 p.m. KEND
11570 10/16 – 12/18 Sa 8 a.m. – 1 p.m. HOME
12252 10/16 – 12/11 Sa 1:30 – 6:30 p.m. EJP

Operation of an Early Childhood Facility (Director Credential) (4.5 CEUs)
This course is designed for early childhood administrators who will learn to develop and enhance their leadership and administrative roles at a licensed preschool center by discussing, designing and implementing quality early care educational programs. The major areas of study include: organizational leadership and management, programming and financial and legal issues. This course is an approved course under the Department of Children and Families and must be completed in order to obtain a Level 1 Director’s Credential from the State of Florida.

$389 | 45 Hours
12043 10/9 – 12/11 Sa 8:30 a.m. – 2:00 p.m.KEND

Trauma-Informed Care for Child Care Program Directors (TICD) (4 CEUs)
Course is designed to assist child care programs in implementing trauma-informed care for the families they serve. Book included.

$439 | 40 Hours
12315 9/20 – 11/15 M 6 – 9 p.m. KEND
12481 9/27 – 11/22 M 6 – 9 pm NORT

CHILD CARE TRAINING
10 Horas de Prácticas Apropiadas para Niños con Necesidades Especiales
Curso requerido para personas que trabajan con niños incapacitados incluye técnicas para integrar a estos niños en sus respectivos programas educacionales. Requisito para la Credencial de Director. Libro se distribuye en clase. El costo del libro está incluido en el precio de la clase.

$99 | 10 Hours
12767 9/25 – 9/26 SaSu 9:00 a.m. – 2:30 p.m. HOME
11158 10/25 – 10/26 MTh 8 a.m. – 1 p.m. EJP
11658 10/30 – 10/31 SaSu 8:30 a.m. – 2:00 p.m. KEND
11067 11/8 – 11/10 MW 5:00 – 10:15 p.m. HOME
10956 11/29 – 12/1 MW 7:00 – 9:30 p.m. WEST
10937 12/4 – 12/11 Sa 8:30 a.m. – 1:30 p.m. HIA
30 Horas de Cuidado Infantil en un Centro

El requisito de las 45 horas consiste en 30 horas introductorias, que los niños desarrollen habilidades básicas esenciales. $49 | 5 Hours

| 10953 | 9/15 | Mi 9:00 a.m. - 2:30 p.m. | WEST |
| 10867 | 9/20 - 9/21 | Tu 6:30 - 9:00 p.m. | EJP |
| 10859 | 9/23 | Th 8:30 a.m. - 2:00 p.m. | KEND |
| 10837 | 10/2 | Sa 9:00 a.m. - 2:30 p.m. | HIA |
| 10942 | 10/5 - 10/6 | TuW 6:30 - 9:00 p.m. | HIA |
| 10955 | 10/11 - 10/13 | MW 7:00 - 9:30 p.m. | WEST |
| 10954 | 10/18 | M 9:00 a.m. - 2:30 p.m.| WEST |
| 10869 | 10/20 | W 8 a.m. - 1 p.m. | EJP |
| 10858 | 10/23 | Sa 8:30 a.m. - 2:00 p.m. | KEND |
| 11129 | 10/23 - 10/30 | Sa 2:00 - 4:30 p.m. | NORT |
| 10844 | 11/4 - 11/8 | MTh 6:30 - 9:00 p.m. | HIA |
| 10868 | 11/6 | Sa 8 a.m. - 1 p.m. | EJP |
| 11656 | 11/15 - 11/16 | Mlu 8:30 a.m. - 2:00 p.m. | KEND |
| 10838 | 11/19 | F 5:00 - 10:15 p.m. | HOME |
| 10843 | 11/20 | Sa 8:30 a.m. - 1:30 p.m. | HIA |
| 11366 | 12/8 - 12/18 | MW 7:00 - 9:30 p.m. | WEST |
| 11232 | 12/7 | Tu 8:30 a.m. - 2:00 p.m. | KEND |
| 10845 | 12/13 - 12/14 | Mlu 6:30 - 9:00 p.m. | KEND |
| 12690 | 12/15 | W 8:00 a.m. - 1 p.m. | KEND |

5 Horas de Prácticas Apropiadas para Infantes y Párvulos

Entrenamiento para trabajadores de centros de cuidado infantil especializados en programas para bebés y niños hasta los 3 años de edad. El libro está incluido. $49 | 5 Hours

| 10946 | 9/30 - 10/4 | MTh 6:30 - 9:00 p.m. | HIA |
| 11659 | 10/17 | Su 8:30 a.m. - 2:00 p.m. | KEND |
| 12554 | 10/19 | Tu 8 a.m. - 1 p.m. | EJP |
| 10782 | 10/20 | W 5:00 - 10:15 p.m. | HOME |
| 10865 | 10/30 | Sa 8 a.m. - 1:30 p.m. | HIA |
| 11128 | 11/6 - 11/13 | Sa 2:00 - 4:30 p.m. | NORT |
| 11655 | 12/6 | M 8:30 a.m. - 2:00 p.m. | KEND |
| 10947 | 12/8 - 12/9 | WTh 6:30 - 9:00 p.m. | HIA |

5 Horas de Prácticas Apropiadas para Niños de Edad Preescolar

Entrenamiento para trabajadores de centros de cuidado infantil especializados en programas adecuados para niños de 3 a 5 años de edad. El libro está incluido. $49 | 5 Hours

| 10961 | 9/13 | M 9:00 a.m. - 2:30 p.m. | WEST |
| 10866 | 9/16 - 9/17 | ThF 6:30 - 9:00 p.m. | EJP |
| 11413 | 9/22 | W 8:30 a.m. - 2:00 p.m.KEND |
| 10963 | 10/4 - 10/6 | MW 7:00 - 9:30 p.m. | WEST |
| 11505 | 10/9 - 10/16 | Sa 2:00 - 4:30 p.m. | NORT |
| 10962 | 10/13 | W 9:00 a.m. - 2:30 p.m.WEST |
| 11104 | 11/1 - 11/2 | MTh 6:30 - 9:00 p.m. | HIA |
| 11149 | 11/10 - 11/12 | WF 5:30 - 8:00 p.m. | KEND |
| 10948 | 11/13 | Sa 8:30 a.m. - 1:30 p.m. | HIA |
| 10964 | 11/29 - 12/1 | MW 7:00 - 9:30 p.m. | WEST |
| 12688 | 12/14 | Tu 8 a.m. - 1 p.m. | EJP |

5 Horas Entendimiento de la Práctica Apropiada para el Desarrollo (UDAP)

Obtenga un resumen de las prácticas apropiadas para el desarrollo y aprenda por qué es importante que los profesionales de cuidado de niños aprendan estos conceptos. Este es uno de los cursos que forman parte de las 45 horas manda torias del Departamento de Niños y Familias. $49 | 5 Hours

| 10965 | 9/8 | W 9:00 a.m. - 2:30 p.m. | WEST |
| 10870 | 9/14 - 9/15 | TuW 6:30 - 9:00 p.m. | EJP |
| 10914 | 9/21 | Tu 8:30 a.m. - 2:00 p.m. | KEND |
| 11506 | 9/25 - 10/2 | Sa 2:00 - 4:30 p.m. | NORT |
| 10967 | 9/27 - 9/29 | MW 7:00 - 9:30 p.m. | WEST |
| 11007 | 9/28 - 9/29 | TuW 6:30 - 9:00 p.m. | HIA |
| 11009 | 10/27 - 10/28 | WTh 6:30 - 9:00 p.m. | HIA |
| 10966 | 10/11 | M 9:00 a.m. - 2:30 p.m. | WEST |
| 11845 | 10/16 | Sa 8:30 a.m. - 2:00 p.m. | KEND |
| 10872 | 10/18 | M 8 a.m. - 1 p.m. | EJP |
| 10839 | 10/18 | M 5:00 - 10:15 p.m. | HOME |
| 10871 | 10/23 | Sa 8 a.m. - 1:30 p.m. | HIA |
| 11073 | 11/1 - 11/2 | MTh 5:30 - 8:00 p.m. | KEND |
| 11108 | 11/6 | Sa 8:30 a.m. - 1:30 p.m. | HIA |
| 10968 | 11/22 - 11/24 | MW 7:00 - 9:30 p.m. | WEST |
| 11010 | 12/2 - 12/6 | WTh 6:30 - 9:00 p.m. | HIA |
| 11657 | 12/3 | F 8:30 a.m. - 2:00 p.m. | KEND |
| 12689 | 12/13 | M 8 a.m. - 1 p.m. | EJP |

5 Horas Infant-Toddler Appropriate Practices

Train Child Care personnel to implement a curriculum specific for children, birth to age 3. Book is included. $49 | 5 Hours

| 12299 | 10/31 | Su 9:00 a.m. - 2:30 p.m. | KEND |
| 11001 | 11/6 - 11/13 | Sa 2:00 - 4:30 p.m. | NORT |
| 13560 | 12/8 - 12/9 | Wh 6:00 - 8:30 p.m. | KEND |

5 Hours Preschool Appropriate Practices

Training for before and after-school care personnel to implement a curriculum specific for children, ages 3 through 5. Book is included. $49 | 5 Hours

| 11000 | 10/2 - 10/9 | WTh 6:00 - 8:30 p.m. | KEND |
| 12526 | 11/6 | Sa 9:00 a.m. - 2:30 p.m. | KEND |
| 13558 | 12/1 - 12/2 | Sa 2:00 - 4:30 p.m. | NORT |

REGISTER EARLY!

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

Register for your class today!

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

The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
Child Care Computer Workshop
This workshop will instruct participants how to get into the DCF system so they can register for DCF courses and Child Care exams.

$19 | 2 Hours
12381 9/10  F 7 – 9 p.m.  HOME
12483 9/11  Sa 8 – 10 a.m.  NORT
11860 10/9  Sa 9 – 11 a.m.  KEND
12486 10/18  M 6 – 8 p.m.  NORT
12382 10/29  F 7 – 9 p.m.  HOME

DCF Make-up: Reglas y Regulaciones en el Hogar (HOME)
Este curso está diseñado para que proveedores de niños se familiaricen con las reglas y regulaciones que deben seguir las personas que cuidan niños en su hogar.

$69 | 6 Hours
11821 11/20  Sa 8:30 a.m. – 3:00 p.m.  KEND

DCF Make-up: Reglas y Regulaciones para Centros Infantiles (RNRF)
Este curso está diseñado para darle al profesional una introducción de las leyes y regulaciones locales y estatales que gobiernan facilidades licenciadas del cuidado de niños.

$39 | 6 Hours
12630 10/30  Sa 8:30 a.m. – 3:00 p.m.  HIA

Early Literacy Training
The goal of this course is to promote the development of literacy for children ages birth to three. This course is divided into four topics: Introduction to Literacy, Developing Literacy in Infants and Toddlers, Creating environments that foster and promote literacy, and Creating Relationships which extend literacy to the Home.

Prerequisites/Corequisite Information: Students must register their course on the DCF webpage at myflorida.com/childcare/training

$49 | 5 Hours
11015 10/16 - 10/23  Sa 2:00 – 4:30 p.m.  NORT
13558 11/3 - 11/4  WTh 6:00 – 8:30 p.m.  NORT
10851 11/7  Su 9:00 a.m. – 2:30 p.m.  KEND

Understanding Developmentally Appropriate Practice (UDAP)
The goal of this course is to provide child care caregivers with an overview of what developmentally appropriate practice is and why it is important to practitioners in the field.

$49 | 5 Hours
11954 8/23 – 12/18  ThF 6:00 – 8:30 p.m.  NORT
11130 9/18 – 9/25  Sa 2:00 – 4:30 p.m.  NORT
11813 10/30  Sa 9:00 a.m. – 2:30 p.m.  KEND

CHILD CARE . COURT-APPROVED COURSES

Early Literacy Training

Understanding Developmentally Appropriate Practice (UDAP)

Creative Curriculum Preschool

PARENTING AND FAMILY COURSES

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

$6 | 4 Hours
12534 10/23  Sa 9:00 a.m. – 12:30 p.m.  KEND

CODP: KIDS 6-7 LEGAL AID

CODP: KIDS 8-10 LEGAL AID
The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.

**HEALTH CARE CAREERS**

**ACLS COURSES**

**ACLS Provider Course**

This course is designed to teach Basic Life Support (BLS) and ACLS skills using case-based assessment for health care providers managing cardio-respiratory emergencies. Participants will learn critical assessment management actions for 10 core cases by conducting the Primary and Secondary ABCD Surveys and implementing algorithms.

$219 | 16 Hours

12779 11/20 – 11/21 SaSu 8:00 a.m. – 4:30 p.m. MEDI

REGISTER EARLY!

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

Register for your class today!
ACLS Provider Retraining Course
This course is designed to teach BLS and ACLS skills using case-based assessment to teach health care providers managing cardiopulmonary emergencies. Participants will learn critical assessment management actions for 10 core cases by conducting the Primary and Secondary ABCD Surveys and implementing the algorithms. This renewal course is for participants with an expiring ACLS card.

$109 | 8 Hours
12778 11/21 Su 8:00 a.m. - 4:30 p.m. MEDI

ACLS HEART ASSOCIATION COURSES

ACLS Instructor Course
The Blended ACLS Instructor Course is designed to prepare AHA instructors to disseminate the science, skills and philosophy of resuscitation programs to participants enrolled in AHA courses. The instructor course is taught according to the protocols of the AHA. Must successfully be monitored by ACLS TC Faculty with approval before receiving ACLS instructor card within 6 months of course date. Students must complete online portion PRIOR to instructor-led course; no exceptions: Basic Life Support (BLS) Instructor Essentials Online Product Number: 15-1417 (https://shopcpr.heart.org/) Online Certificate of Completion must be provided prior to registration.

$189 | 10 Hours
12780 12/4 - 12/5 SaSu 8:00 a.m. - 1:30 p.m. MEDI

BLS Instructor Course
The Blended BLS Instructor course is designed to prepare AHA instructors or health care providers to disseminate and teach the science, skills and philosophy of cardiopulmonary resuscitation (CPR) programs to participants enrolled in AHA courses. The instructor course is taught according to the protocols of the AHA. Must successfully monitor 2 CPR courses with Instructor approval before receiving BLS instructor card within 6 months of course date; No Exceptions. The instructor course is taught according to the protocols of the AHA. Students must complete online portion PRIOR to instructor-led course; no exceptions: Basic Life Support (BLS) Instructor Essentials Online Product Number: 15-1419 (https://shopcpr.heart.org/) Online Certificate of Completion must be provided prior to registration.

$189 | 10 Hours
12780 12/4 - 12/5 SaSu 8:00 a.m. - 1:30 p.m. MEDI

PALS Instructor Course
The Blended PALS Instructor Course is designed to prepare instructor candidates the skilled and knowledgeable providers who are motivated to teach and facilitate student learning in PALS. The PALS instructor course is taught according to the protocols of the American Heart Association (AHA). Must successfully be monitored by PALS TC Faculty with approval before receiving PALS instructor card within 6 months of course date. Students must complete online portion PRIOR to instructor-led course; no exceptions: Pediatric Advanced Life Support (PALS) Instructor Essentials Online Product Number: 15-1417 (https://shopcpr.heart.org/) Online Certificate of Completion must be provided prior to registration.

$189 | 10 Hours
12784 11/20 - 11/21 SaSu 8:00 a.m. - 1:30 p.m. MEDI

CERTIFICATION PREPARATION COURSES

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

$1259 | 90 Hours
13594 9/28 - 12/2 Th 3 - 9 p.m. MEDI
13593 9/29 - 12/12 Su 8:00 a.m. - 4:30 p.m. MEDI
13596 10/11 - 12/8 MW 9 a.m. - 3 p.m. MEDI

Certified Professional Coder (CPC) Review Test Prep
Review Prep course for the Certified Professional Coder (CPC) Medical Coding exam through the American Academy of Professional Coders (AAPC). Students will review Coding scenarios to select correct application of codes; HCPCS, and ICD-10.

$619 | 34 Hours
13636 10/11 - 12/13 M 6:00 - 9:55 p.m. MEDI

CT Registry Review
The Computed Tomography Registry Review program is designed to provide an understanding of key areas of CT scanning. The content of the curriculum represents elements that are considered essential by the ARRT and prepares technologists for the American Registry of Radiologic Technologists (ARRT) examination in Computed Tomography.

$1295 | 84 Hours
12777 9/21 - 12/16 TuTh 6 - 10 p.m. MEDI

CT Registry Review Clinical
You will be introduced to the clinical application of all didactic courses. You will develop the technical skills necessary to produce quality images. Emphasis will be placed on equipment manipulation, Computed Tomography procedures, patient care, CT safety and protocols. Students meeting the ARRT prerequisites will begin to acquire the clinical experience necessary to qualify for the CT registry examination. Please call 305-237-4177 for schedule.

$929 | 256 Hours
13632 9/24 F 10 a.m. - Noon MEDI
9/27 - 12/10 MTWThF TBD* MEDI
*TBD: To Be Determined

AMERICAN HEART ASSOCIATION COURSES

ACLS Instructor Course
The Blended ACLS Instructor Course is designed to prepare AHA instructors to disseminate the science, skills and philosophy of resuscitation programs to participants enrolled in AHA courses. The instructor course is taught according to the protocols of the AHA. Must successfully be monitored by ACLS TC Faculty with approval before receiving ACLS instructor card within 6 months of course date. Students must complete online portion PRIOR to instructor-led course; no exceptions: Advanced Cardiovascular Life Support (ACLS) Instructor Essentials Online Product Number: 15-1419 (https://shopcpr.heart.org/) Online Certificate of Completion must be provided prior to registration.

$189 | 10 Hours
12780 12/4 - 12/5 SaSu 8:00 a.m. - 1:30 p.m. MEDI

ACLS Provider Retraining Course
This course is designed to teach BLS and ACLS skills using case-based assessment to teach health care providers managing cardiopulmonary emergencies. Participants will learn critical assessment management actions for 10 core cases by conducting the Primary and Secondary ABCD Surveys and implementing the algorithms. This renewal course is for participants with an expiring ACLS card.

$109 | 8 Hours
12778 11/21 Su 8:00 a.m. - 4:30 p.m. MEDI
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. (Anyone in the health field; Nurses; Doctors, Firefighters, etc...). Students must purchase textbook: Basic Life Support (BLS) Provider Manual.

$89 | 4.5 Hours
12696 8/28 - 12/18 Sa 8:00 a.m. - 12:30 p.m. MEDI
12697 9/11 Sa 8:00 a.m. - 12:30 p.m. MEDI
12698 9/17 F 8:00 a.m. - 12:30 p.m. MEDI
10986 9/18 Sa 9:00 a.m. - 1:30 p.m. NORT
12699 9/19 Su 8:00 a.m. - 12:30 p.m. MEDI
12700 9/24 F 8:00 a.m. - 12:30 p.m. MEDI
12760 9/25 Sa 8:30 a.m. - 1:00 p.m. KEND
12701 9/26 Su 8:00 a.m. - 12:30 p.m. MEDI
12702 9/29 W 8:00 a.m. - 12:30 p.m. MEDI
12706 10/6 W 8:00 a.m. - 12:30 p.m. MEDI
12703 10/8 F 8:00 a.m. - 12:30 p.m. MEDI
12704 10/13 W 8:00 a.m. - 12:30 p.m. MEDI
12705 10/17 Su 8:00 a.m. - 12:30 p.m. MEDI
12409 10/17 Su 8:30 a.m. - 1:00 p.m. HIA
10829 10/17 Su 9:00 a.m. - 1:30 p.m. HOME
12759 10/23 Sa 8:30 a.m. - 1:00 p.m. KEND
12707 10/24 Su 8:00 a.m. - 12:30 p.m. MEDI
12708 10/29 F 8:00 a.m. - 12:30 p.m. MEDI
12709 10/30 Sa 8:00 a.m. - 12:30 p.m. MEDI
13568 11/4 Sa 8:00 a.m. - 12:30 p.m. MEDI
12710 11/5 F 8:00 a.m. - 12:30 p.m. MEDI
12761 11/13 Sa 8:30 a.m. - 1:00 p.m. KEND
13563 11/13 Sa 8:00 a.m. - 12:30 p.m. MEDI
13564 11/14 Su 8:00 a.m. - 12:30 p.m. MEDI
13565 11/17 W 8:00 a.m. - 12:30 p.m. MEDI
11574 11/21 Su 9:00 a.m. - 1:30 p.m. HOME
13567 11/21 Su 8:00 a.m. - 12:30 p.m. MEDI
13570 12/1 W 8:00 a.m. - 12:30 p.m. MEDI
13571 12/10 F 8:00 a.m. - 12:30 p.m. MEDI
13572 12/12 Su 8:00 a.m. - 12:30 p.m. MEDI
13573 12/17 F 8:00 a.m. - 12:30 p.m. MEDI

CPR-BLS for Health Care Providers (Recertification)
This course is designed to teach the skills of CPR (cardiopulmonary resuscitation) for victims of all ages, including ventilation with a barrier device, a bag-mask device and oxygen; use of an automated external defibrillator (AED) and relief of foreign-body airway obstruction (FBAO). This course is for people who wish to renew their current BLS certification. It is recommended that students renew their BLS card every 2 years. Expiring card must be provided. No Exceptions. (Anyone in the health field; Nurses; Doctors, Firefighters, etc...). Students must purchase textbook: Basic Life Support (BLS) Provider Manual.

$69 | 3 Hours
12640 8/28 Sa 8 – 11 a.m. MEDI
12711 9/11 Sa 8 – 11 a.m. MEDI
12712 9/19 Su 8 – 11 a.m. MEDI
12713 9/26 Su 8 – 11 a.m. MEDI
12716 10/6 W 8 – 11 a.m. MEDI
12714 10/8 F 8 – 11 a.m. MEDI
11643 10/9 Sa 9 a.m. – Noon NORT
12408 10/17 Su 8:30 – 11:30 a.m. HIA
12715 10/17 Su 8 – 11 a.m. MEDI
12735 10/24 Su 8 – 11 a.m. MEDI
13585 10/30 Sa 8 – 11 a.m. MEDI
13586 11/5 F 8 – 11 a.m. MEDI
13587 11/13 Sa 8 – 11 a.m. MEDI
13588 11/14 Su 8 – 11 a.m. MEDI
13589 11/21 Su 8 – 11 a.m. MEDI
13590 12/4 Sa 8 – 11 a.m. MEDI
13591 12/12 Su 8 – 11 a.m. MEDI
13592 12/17 F 8 – 11 a.m. MEDI

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.

$119 | 6 Hours
11119 9/11 Sa 8:00 a.m. - 2:30 p.m.WEST
12785 9/25 Sa 8:30 a.m. - 3:30 p.m.MEDI
11231 10/2 Sa 9:00 a.m. - 3:30 p.m.NORT
10830 10/16 Sa 9 a.m. - 5 p.m. HOME
11160 10/16 Sa 8:00 a.m. - 2:30 p.m.WEST
12099 11/16 - 11/18 TuTh 6 - 9 p.m. WEST
11575 11/20 Sa 9 a.m. - 5 p.m. HOME

Primeros Auxilios con RCP
El objetivo de esta clase es proporcionar el conocimiento de primeros auxilios y reanimación cardiopulmonar adulta e infantil. El curso incluye materiales de referencia, metodologías educacionales y una descripción grabada en video de la información cognoscitiva.

$119 | 6 Hours
10935 9/12 Su 8:30 a.m. - 2:30 p.m. HIA
10936 11/7 Su 8:30 a.m. - 2:30 p.m. HIA
11497 12/12 Su 8:30 a.m. - 2:30 p.m. HIA

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

The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.

LOCATION KEY
EJP: PADRÓN CAMPUS
GIBS: GIBSON CENTER
HIA: HIALEAH CAMPUS
HOME: HOMESTEAD CAMPUS
KEND: KENDALL CAMPUS
MEDI: MEDICAL CAMPUS
NORT: NORTH CAMPUS
WEST: WEST CAMPUS
WOLF: WOLFSON CAMPUS

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

Register for your class today!
# Health Care Careers

## DENTAL HYGIENISTS

### Local Anesthesia for Dental Hygienists

In this comprehensive course, students will learn basic concepts of local anesthesia including pharmacology, administration, indications and contraindications, anatomical considerations, armamentaria and the management of complications and reactions. Students will practice the actual techniques for safe, effective administration. Students will also gain experience in medical history review, vital sign assessment, record keeping, patient management, assessment of legal issues, infection control techniques and proper disposal of sharps.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>11022</td>
<td>8/25 – 10/3</td>
<td>MIUWThF</td>
<td>TBD*</td>
<td>MEDI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12738</td>
<td>10/23 – 10/30</td>
<td>SaSu</td>
<td>8:00 a.m. – 4:30 p.m.</td>
<td>MEDI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## EKG COURSES

### EKG Technician Certification

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>12743</td>
<td>9/23 – 12/9</td>
<td>ThF</td>
<td>5:30 - 9:45 p.m.</td>
<td>MEDI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## EMT & PARAMEDIC REFRESHER COURSES

### EMT Refresher

The purpose of the EMT exam review course is to provide an overview and to meet U.S. DOT 1994 revised EMT-Basics National Standard Curriculum for those students who are renewing and already have their license.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>12736</td>
<td>10/23 – 10/31</td>
<td>SaSu</td>
<td>8:00 a.m. – 4:30 p.m.</td>
<td>MEDI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Health Care Mandatory CE

### HIV AIDS Safe Healthcare

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>12746</td>
<td>10/15 – 11/14</td>
<td>FSaSu</td>
<td>8:00 a.m. – 3:40 p.m.</td>
<td>MEDI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Health Care Providers Courses

### Basic Medical Terminology

This course is designed to increase the knowledge and understanding of medical assistants, medical technicians, secretaries, transcribers, unit clerks, nursing students, and people employed in legal and medical claims work, of the basic construction of terms and to provide a solid foundation for understanding the complex vocabulary encountered on the job or in advanced course work in the healthcare fields.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>12751</td>
<td>9/27 – 11/22</td>
<td>M</td>
<td>5:30 - 9:00 p.m.</td>
<td>MEDI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Electronic Health Records Certificate Program

This course covers the basic functions of Electronic Health Record Specialist (EHRs) as well as developing skills and knowledge to successfully navigate, input and retrieve health data in electronic health record systems. Students will also gain knowledge in the areas of coding, reimbursement, auditing, record release, computer and workplace etiquette. Electronic Health Record Specialist work in all healthcare settings organizing and managing patient health data in digital and hard-copy formats, ensuring the security, completeness and accuracy of patient data while keeping a sharp eye on details and potential discrepancies.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>12753</td>
<td>10/1 – 10/29</td>
<td>F</td>
<td>5:30 - 8:00 p.m.</td>
<td>MEDI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Health Professional Exam Preparation

### TEAS Exam Review Math

The TEAS is a pre-admission test to evaluate the academic preparation of students entering the nursing program at Miami Dade College. In this course, students will receive an overview of algebra, measurements, data interpretation and various mathematical operations using numbers.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>12754</td>
<td>10/1 – 10/29</td>
<td>Sa</td>
<td>9:00 – 11:30 a.m.</td>
<td>MEDI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# EMT Review Course

The purpose of the Emergency Medical Technician (EMT) exam review course is to provide an overview and to meet the U.S. Department of Transportation (DOT) 1994 revised EMT-Basics National Standard Curriculum for those students who will attempt to sit for the EMT license State of Florida Board Exam for the first time or who have attempted to pass the EMT State Exam several times.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>12738</td>
<td>10/23 – 10/30</td>
<td>SaSu</td>
<td>8:00 a.m. – 4:30 p.m.</td>
<td>MEDI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Paramedic Refresher Course

This course is designed to provide an overview and to meet the EMT Paramedic National Standards Curricular for those students who need to renew their paramedic licensure. This course consists of major skills and theory related to the pre-hospital environment. Please call 305-237-4177 for assistance.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>12746</td>
<td>10/17 – 12/5</td>
<td>MIUWThF</td>
<td>TBD*</td>
<td>MEDI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Registered Behavioral Technician Certificate Program

Paraprofessional 42 hour Registered Behavioral Technician (RBT®) certification in behavior analysis program includes the 40-hour training that meets the requirements outlined in the RBT 40-Hour Training Packet, which includes training on the RBT Task List (2nd ed.) and RBT Ethics Code. The initial competency assessment is included as well. You must demonstrate that you can competently perform the tasks outlined on the RBT Initial Competency Assessment for Certification of Completion of program. To earn RBT Certification apply and pass the RBT Certification exam within 180 days of course. To register you must be 18 years old and have a high school diploma. Please be aware that although a background check is not required to sign up for the course it is mandatory for the national exam (fees not included in course).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>12747</td>
<td>9/21 – 12/2</td>
<td>TuTh</td>
<td>6:30 - 8:45 p.m.</td>
<td>MEDI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# HIV AIDS Safe Healthcare

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>12746</td>
<td>10/17 – 12/5</td>
<td>MIUWThF</td>
<td>TBD*</td>
<td>MEDI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# Health Care Providers Courses

### Basic Medical Terminology

This course is designed to increase the knowledge and understanding of medical assistants, medical technicians, secretaries, transcribers, unit clerks, nursing students, and people employed in legal and medical claims work, of the basic construction of terms and to provide a solid foundation for understanding the complex vocabulary encountered on the job or in advanced course work in the healthcare fields.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>12751</td>
<td>9/27 – 11/22</td>
<td>M</td>
<td>5:30 - 9:00 p.m.</td>
<td>MEDI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Electronic Health Records Certificate Program

This course covers the basic functions of Electronic Health Record Specialist (EHRs) as well as developing skills and knowledge to successfully navigate, input and retrieve health data in electronic health record systems. Students will also gain knowledge in the areas of coding, reimbursement, auditing, record release, computer and workplace etiquette. Electronic Health Record Specialist work in all healthcare settings organizing and managing patient health data in digital and hard-copy formats, ensuring the security, completeness and accuracy of patient data while keeping a sharp eye on details and potential discrepancies.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>12753</td>
<td>10/1 – 10/29</td>
<td>F</td>
<td>5:30 - 8:00 p.m.</td>
<td>MEDI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# Health Professional Exam Preparation

### TEAS Exam Review Reading English and Language

The TEAS is a pre-admission test to evaluate the academic preparation of students entering the nursing program at Miami Dade College. In this course, students will receive an overview of spelling, grammar, punctuation, sentence structure, contextual words, reading comprehension, maps, graphs, charts, directions, measurement tools, and label interpretation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>12754</td>
<td>10/1 – 10/29</td>
<td>Sa</td>
<td>9:00 – 11:30 a.m.</td>
<td>MEDI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

*M=Monday (Lunes) Tu=Tuesday (Martes) W=Wednesday (Miércoles) Th=Thursday (Jueves) F=Friday (Viernes) Sa=Saturday (Sábado) Su=Sunday (Domingo)*
LEARN ENGLISH TO LAUNCH YOUR LIFE!

Miami Dade College offers special programs for adult English language learners of all levels. The programs are designed to meet the needs of busy working adults seeking to enhance their English reading, writing, speaking, and comprehension skills to pursue a college degree, vocational training, or career advancement. We offer classes 6 days a week in flexible format throughout the day.

Whether on campus or online, our focus is your success!

Visit us www.mdc.edu/ce/sp/ae or make an appointment with an adult education admission specialist at one of our campus locations to obtain more information about our ESOL, Adult Basic Education, and GED® Preparation programs today!

COMPLETE YOUR HIGH SCHOOL DIPLOMA NOW!

The Adult Basic Education and GED® Preparation program is designed to develop the reading, writing, math, and English language competencies necessary to enter postsecondary education or become employment ready.

Adult Education programs are available to individuals that:
• are 16 years or older.
• are not enrolled or required to be enrolled in secondary school.
• do not have a high school diploma or its equivalent.
• want to learn to speak, read, and write the English language.
• classes and/or labs offered during the mornings, afternoons, and evenings.

For more information, visit our website or contact a campus near you. www.mdc.edu/ce/sp/ae
HEALTH CARE CAREERS

TEAS Exam Review Science
The TEAS is a pre-admission test to evaluate the academic preparation of students entering the nursing program at Miami Dade College. In this course, students will receive an overview of the sciences in the area of scientific reasoning, life science, the human body and physical and earth science.

$349 | 24 Hours
12752 9/30 - 12/2 Th 5:30 - 9:00 p.m. MEDI

HOME HEALTH AIDE AND CAREGIVER TRAINING
Home Health Aide Training Certificate
Required in order to work for a Medicare or Medicaid home health agency. Students in the home health aide certificate program must complete 75 hours of training and successfully complete CPR-BLS for healthcare provider (American Heart Association (AHA) only) and HIV/AIDS in the healthcare environment course.

$349 | 24 Hours
12752 9/30 - 12/2 Th 5:30 - 9:00 p.m. MEDI

MRI Certification Program
MRI Clinical Practice
You will be introduced to the clinical application of all didactic courses. You will develop the technical skills necessary to produce quality MRI images. Emphasis will be placed on equipment manipulation, MRI procedures, patient care, MRI safety and MRI protocols. Students meeting the ARRT prerequisites will begin to acquire the clinical experience necessary to qualify for the MRI registry examination. Please call 305-237-4177 for schedule.

$809 | 256 Hours
13635 10/4 M 10 a.m. - Noon MEDI
10/5 - 12/10 MTWThF TBD* MEDI

MRI Procedures and Principles
Note: Students must be ARRT registered and/or be a registered technologist with the State of Florida in order to be eligible to take this course. This course is an introduction to the basic MRI principles and concepts, including signal production, image formation, contrast and resolution. It is intended to provide a foundational understanding of MRI technology/equipment and its appropriate, safe use. The course also includes a review of Cross Sectional Anatomy, Physiology and patient care. Emphasis will be placed on the presentation of common pathology case studies. Students will be encouraged to bring and present their case studies with the appropriate documentation of their findings. This course meets the current (2019-present) ARRT requirements and replaces both the MRI Principles and MRI Procedures/Anatomy courses.

$1189 | 84 Hours
12776 9/20 - 12/8 MW 6 - 10 p.m. MEDI

NCLEX RN and LPN Remedial
NCLEX RN Remediation Clinical Practicum
This course meets the guidelines for the 100-hour clinical component of a Florida State Board of Nursing approved course created for individuals who have multiple (three or more), unsuccessful attempts passing the NCLEX-RN examination. You will have the opportunity to acquire new knowledge and to enhance previously learned content, with the goal of successfully passing the NCLEX-RN examination. Students are required to complete the Clinical Student forms in Complio prior to starting their clinical class. Please call CE Medical Campus at 305-237-4177 to obtain registration information.

$809 | 100 Hours
12742 10/11 M 10 a.m. - Noon MEDI
10/18 - 11/29 M TBD* MEDI

NCLEX RN Remediation Lecture
This course meets the guidelines for the 90-hour didactic portion of a Florida State Board of Nursing (FSBN) approved course created for individuals who have multiple (three or more), unsuccessful attempts passing the NCLEX-RN examination. In this course you will have the opportunity to acquire new knowledge and to enhance previously learned content, with the goal of successfully passing the NCLEX-RN examination.

$1119 | 100 Hours
12741 10/2 - 12/12 SaSu 8:00 a.m. - 1:30 p.m. MEDI
*TBD: To Be Determined
**TECHNOLOGY**

**55+ CLUB - TECHNOLOGY**

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
12035 8/30 - 10/25 M 6 - 9 p.m. WOLF
12491 9/11 - 10/16 Sa 9 a.m. - 1 p.m. NORT
11969 9/11 - 10/16 Sa 1 - 5 p.m. KEND
12407 10/20 - 12/8 W 6 - 9 p.m. WOLF

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

Aprenda lo básico de Word, Excel y PowerPoint. La clase es impartida en español. (El programa y el libro que se utilizan para la clase son en inglés)

$195 | 24 Hours
13132 10/23 - 12/4 Sa 1 - 5 p.m. KEND

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
12036 8/28 - 10/2 Sa 9 a.m. - Noon WOLF

**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
12091 9/22 - 10/18 MW 6:30 – 9:30 p.m. KEND
12264 9/18 - 10/23 Sa 9 a.m. - 1 p.m. HIA
11917 9/25 - 10/16 Sa 9 a.m. - 4 p.m. KEND
12627 8/27 - 10/8 F 6 - 9 p.m. WOLF
11987 10/18 - 11/10 MW 6:30 - 9:30 p.m. HOME
13519 10/20 - 11/24 W 6 - 10 p.m. HIA
11924 10/23 - 12/4 Sa 9 a.m. - 1 p.m. NORT

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
12091 9/22 - 10/18 MW 6:30 – 9:30 p.m. KEND
12255 10/22 - 12/3 F 6:00 – 9:30 p.m. WOLF
12255 12/10 F 6 - 9 p.m. WOLF
12324 10/23 - 12/4 Sa 9 a.m. - 2 p.m. WEST
11916 10/23 - 11/13 Sa 9 a.m. - 4 p.m. KEND
12265 10/30 - 12/11 Sa 9 a.m. - 1 p.m. HIA

The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
QuickBooks Nivel 1
En esta clase de QuickBooks obtendrá el conocimiento necesario para empezar a utilizar este increíble programa de contabilidad. Usted aprenderá a establecer un plan de cuentas, reconciliar su cuenta de cheques, crear e imprimir facturas, recibos y declaraciones, estar al tanto de sus cuentas por pagar, inventarios y cuentas por cobrar y también a crear presupuestos e informes. La clase es dictada en español. El programa y el libro que se utilizan para la clase son en inglés.

$325 | 24 Hours
12245 9/24 – 10/29  F  6 – 10 p.m.  EJP

QuickBooks Nivel 2
Eleve sus conocimientos de QuickBooks a un nivel más alto. Si ya usa el programa de QuickBooks o terminó nuestro primer curso y desea aprender comandos avanzados que le faciliten su trabajo y le ahorren tiempo este curso es para Ud.

$325 | 24 Hours
12247 11/5 – 12/17  F  6 – 10 p.m.  EJP

QuickBooks Series
Learn how QuickBooks makes it easy to set up a chart of accounts; reconcile checking accounts; create and print invoices, receipts and statements; track payables, inventory and receivables; create estimates and generate reports. In the second part of this series, you will 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.

$559 | 48 Hours
12693 8/23 – 10/18 MW 6:30 – 9:30 p.m.  KEND
12692 9/25 – 11/20  S  9 a.m. – 4 p.m.  KEND

Cisco CCNA (200-301) Part 1
This exam preparation course will provide students with the knowledge and skills required to install, operate and troubleshoot a small to medium-sized enterprise branch network. Topics include: connecting to a WAN, implementing network security, network types, network media, routing and switching fundamentals, the TCP/IP and OSI models, IP addressing, WAN technologies, operating and configuring IOS devices, extending switched networks with VLANs, determining IP routes, managing IP traffic with access lists, establishing point-to-point connections and establishing Frame Relay connections. (Textbook Required)

$639 | 35 Hours
11868 9/13 – 10/13  MW 6:30 – 10:00 p.m.  KEND

Cisco CCNA (200-301) Part 2
This exam preparation course provides students with further knowledge and skills required to install, operate and troubleshoot a small to medium-sized enterprise branch network. Topics include connecting to a WAN, implementing network security, network types, network media, routing and switching fundamentals, the TCP/IP and OSI models, IP addressing, WAN technologies, operating and configuring IOS devices, extending switched networks with VLANs, determining IP routes, managing IP traffic with access lists, establishing point-to-point connections and establishing Frame Relay connections. (Textbook Required)

$639 | 35 Hours
11869 10/18 – 11/17  MW 6:30 – 10:00 p.m.  KEND

CompTIA Certification Preparation
CompTIA A+ Essentials (220-1001)
This course will teach students how a computer operates and what each component inside a PC does in the grand scheme of things. Participants
will be able to identify, configure and install a computer and perform upgrades with confidence. Students will also examine expansion boards, storage systems and peripheral devices. This course prepares participants for the CompTIA A+.

$639  |  35 Hours
11864  |  8/24 - 9/23  TuTh 6:30 - 10:00 p.m.  KEND
12797  |  9/8 - 10/11  MW 6:00 - 9:30 p.m.  HOME

**CompTIA A+ Practical Application**
(220-1002)
Students will be introduced to basic operating system administration tasks. Students will work each of these operating systems in both a stand-alone and networking environment. This class will also cover scenarios involving troubleshooting and interacting with customers. This course covers the objectives for the CompTIA A+

$639  |  35 Hours
11866  |  9/28 - 10/28  TuTh 6:30 - 10:00 p.m.  KEND

**CompTIA Network+ (N10-007)**
Through hands-on training, students learn the vendor-independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP client, network installation and upgrading, remote access and administration, managing user accounts and passwords, fault tolerance and disaster recovery and network troubleshooting. This course prepares you for the CompTIA Network+ exam.

$639  |  35 Hours
12771  |  9/7 - 10/7  TuTh 6:00 - 9:30 p.m.  HOME

**CompTIA Security+ (SY0-401)**
This course provides students with the necessary knowledge to manage network security within an organization. Students who complete this course will be able to identify security threats, vulnerabilities, respond and recover from security incidents. This course will prepare students for the CompTIA Security+ exam.

$639  |  35 Hours
12770  |  10/25 - 11/24  MW 6:00 - 9:30 p.m.  HOME
12305  |  11/2 - 12/9  TuTh 6:30 - 10:00 p.m.  KEND

**Full Stack Web Development**
Students will be immersed in the basics of programming, wire-framing, HTML, CSS, JavaScript, responsive website design and fundamentals. Students will be able to combine skills in HTML, CSS and JavaScript and integrate them into a single project. Students will also be able to create effective app-user interfaces with HTML form elements and make them come alive using JavaScript. Students will develop web apps and a complete website including database access, React.js, Firebase Serverless, Advance JavaScript, objects oriented coding and API’s. This course is offered in collaboration with 4Geeks Academy and consists of a blended format that includes a combination of 126 hours of face-to-face instruction and 140 hours of online training through a digital platform.

$3995  |  266 Hours
11841  |  8/30 - 12/10  MWF 6 - 9 p.m.  EJP

**Computer Repair & Security Courses**

**Computer Repair**
Students are introduced to a variety of topics from hard disk management to upgrading and maintaining hardware and software.

$109  |  12 Hours
11490  |  9/11 - 10/2  Sa 9 a.m. - Noon  WOLF

**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
11913  |  8/28 - 11/20  Sa 1 - 5 p.m.  KEND
11905  |  9/7 - 10/28  TuTh 6 - 9 p.m.  WOLF

**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
11471  |  8/28 - 9/18  Sa 1 - 5 p.m.  KEND
12258  |  9/7 - 9/16  TuTh 6 - 9 p.m.  WOLF
12262  |  9/17 - 10/1  F 6 - 10 p.m.  HIA
11637  |  9/18 - 10/2  Sa 9 a.m. - 1 p.m.  WEST

**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
12259  |  9/21 - 9/30  TuTh 6 - 9 p.m.  WOLF
12083  |  9/25 - 10/9  Sa 1 - 5 p.m.  KEND
12263  |  10/8 - 10/22  F 6 - 10 p.m.  HIA
11558  |  10/9 - 10/23  Sa 9 a.m. - 1 p.m.  WEST

**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
12260  |  10/5 - 10/14  TuTh 6 - 9 p.m.  WOLF
12303  |  10/16 - 10/30  Sa 1 - 5 p.m.  KEND

**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
12261  |  10/19 - 10/28  TuTh 6 - 9 p.m.  WOLF
12304  |  11/6 - 11/20  Sa 1 - 5 p.m.  KEND

**REVIT – Complete Series**
This course includes the complete series for Revit. It has been designed to help students understand the fundamental principles of BIM technology and at the same time become skilled using Revit. This course covers the content of the three levels in one course.

$639  |  36 Hours
11914  |  9/16 - 12/16  Th 6:30 - 9:30 p.m.  KEND

**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
10862  |  9/11 - 9/25  Sa 9 a.m. - 1 p.m.  WOLF
10896  |  9/16 - 10/7  Th 6:30 - 9:30 p.m.  KEND

The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
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
10890 10/9 - 10/23 Sa 9 a.m. - 1 p.m. WOLF

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
10891 11/6 - 11/20 Sa 9 a.m. - 1 p.m. WOLF

Adobe All-in-One - Basic
Learn the “Big Three” design software programs. This course will teach you all the basics to get started. Learn how to work with all source materials that go into print and web design, from bitmap art (Photoshop) to vector art (Illustrator files) to creating final print layouts (In Design). This course is comprehensive, yet taught in a logical sequence format which ties together all the components in a fast-paced learning environment.
$539 | 30 Hours
11870 10/12 - 11/9 TuTh 6:30 - 9:50 p.m. KEND

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
12041 9/7 - 9/21 Tu 6:00 - 9:20 p.m. WOLF
11523 10/21 - 10/28 TuTh 6:30 - 9:50 p.m. KEND

Adobe InDesign - Beginner
Learn the basics of desktop publishing using InDesign. This course will teach the student how to navigate the program’s interface, set up basic documents, use text and graphic frames, import and thread text, work with typography, import images and work with color to successfully complete page layouts. (Textbook required).
$209 | 10 Hours
11559 11/2 - 11/9 TuTh 6:30 - 9:50 p.m. KEND

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
11560 9/2 - 9/16 Th 6:00 - 9:20 p.m. WOLF
12042 10/2 - 10/16 Sa 9:30 a.m. - 12:50 p.m. WOLF
11636 10/12 - 10/19 TuTh 6:30 - 10:50 p.m. KEND

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
11857 10/12 - 11/9 TuTh 6:00 - 9:20 p.m. WOLF

Photoshop para Fotógrafos
Introducción a Photoshop, herramientas y paletas, selecciones, efectos, montajes capas, herramientas de texto, manipulación de imágenes, saturación, color, etc.

$195 | 10 Hours
12040 11/30 – 12/13 Tu 6:30 – 9:50 p.m. HIA

MICROSOFT © OFFICE SUITE

Microsoft Excel Basic
This course is designed to provide the beginning student with the knowledge and skills to use the basic features and elements of Microsoft Excel. Students learn how to use fundamental commands and navigate the interface. Hands-on practice and class lectures focus on developing Microsoft Excel proficiency to organize numerical information, build financial models, and generate graphs.
Prerequisites/Corequisite Information:
Knowledge of MS Windows/Macintosh

$109 | 6 Hours
12126 9/1 - 9/8 W 6 - 9 p.m. WOLF
11919 10/4 - 10/11 M 6 - 9 p.m. HIA
12250 10/9 - 10/16 Sa 9 a.m. - Noon WOLF

Microsoft Excel Intermediate
Learn to import and export data. Practice creating templates with multiple workbooks, naming ranges, customizing tool bars, auditing, sorting and pivot tables. This course maps to the MS Excel Office Specialist Expert Exam. (Textbook Required)

$189 | 18 Hours
11856 8/28 - 10/9 Sa 9 a.m. - Noon KEND
11858 9/14 - 9/30 TuTh 6:30 - 9:30 p.m. KEND

Microsoft Excel Level 2
Skills covered are importing and exporting data, creating templates, multiple workbooks, named ranges, customizing tool bars, auditing, sorting and pivot tables. This course maps to the MS Excel Office Specialist Expert Exam. (Textbook Required)

$189 | 18 Hours
12090 10/5 - 10/21 TuTh 6:30 - 9:30 p.m. KEND
11859 10/16 - 11/20 Sa 9 a.m. - Noon KEND

Microsoft Excel Series
Learn to create spreadsheets, formulas, formatting values and ranges, drawing functions, data sorting, the creation and use of templates and working with graphics. In the second part of the course, you will learn to import and export data, manage multiple workbooks, named ranges, customizing tool bars, auditing, sorting and pivot tables. This course maps to the MS Excel Office Specialist & Expert exams. Latest version of software available. (Textbook required)

$329 | 36 Hours
12717 8/28 - 11/20 Sa 9 a.m. - Noon KEND
12718 9/14 - 10/21 TuTh 6:30 - 9:30 p.m. KEND

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
12125 8/28 – 10/23 Sa 9 a.m. - Noon WOLF
11639 9/11 – 10/16 Sa 1 – 5 p.m. KEND
11640 9/11 – 10/16 Sa 9 a.m. - 1 p.m. NORT
11918 9/20 – 11/8 M 6 – 9 p.m. HIA
13638 10/9 – 12/4 Sa 9:00 a.m. - 12:30 p.m. MEDI
11966 10/16 – 11/20 Sa 9 a.m. - 1 p.m. HOME

REGISTER EARLY!
Our classes are scheduled 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 noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
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
12251 9/30 - 10/26 TuTh 6 - 9 p.m. WOLF
12492 10/23 - 12/4 Sa 9 a.m. - 1 p.m. NORT

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
13133 11/6 - 12/11 Sa 9 a.m. - Noon KEND

Introducción a la Computadora con Windows 10
Si nunca has 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
12798 10/2 - 10/30 Sa 9 a.m. - Noon KEND

Private Computer Tutoring
Private tutoring

$409 | 6 Hours
11564 9/1 - 9/8 W 3 - 6 p.m. WOLF
11565 11/10 - 11/17 W 3 - 6 p.m. WOLF

VIDEO EDITING

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

$240 | 14 Hours
11912 10/16 - 10/23 Sa 9 a.m. - 5 p.m. KEND

Producing and Directing Digital Video
Explore the fundamentals and practice of digital video production hands-on. This course offers an overview of the techniques and aesthetics of digital film-making by teaching you the proper use of professional and/or consumer camera equipment, sound recording and lighting techniques. More importantly, students will learn how to translate a written script into actual shot lists to guide their pre-production and production process all the way to a completed, professional digital video recording.

$413 | 24 Hours
11911 9/11 - 10/2 Sa 9 a.m. - 4 p.m. KEND

THE ARTS

DANCE

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

$83 | 9 Hours
13550 10/15 - 11/19 F 7:40 - 9:10 p.m. KEND

Belly Dance Advanced
This advanced Belly Dance course consists of extensive layering, complex footwork, fun combinations, and development of Egyptian musicality and stylization. You will also be introduced to performance nuances and expression in Arabic dance. Discover how to seamlessly merge flowing steps and accents - with elegance and control. Join award-winning, Artistic Director Amara Sayid in this class and develop your dance training in a faster-paced setting. This course offers a blended environment, where you can attend in person or online.

$83 | 9 Hours
12575 9/1 - 10/6 W 7:00 - 8:30 p.m. KEND
12578 10/20 - 11/24 W 7:00 - 8:30 p.m. KEND

Belly Dance Fundamentals
Learn the Belly Dance basics and proper execution of movements in this six-week course, designed to get you started on your journey through Middle Eastern Dance. This class consists of basic techniques, fundamentals, travel steps, and cultural aspects of this beautiful art form. You will explore the multifaceted nuances of Middle Eastern dance, develop skills in traveling with movements, and practice simple combinations as the weeks progress. No previous dance skills are required for this class, and we encourage all students to remain in this level as long as needed to master the fundamentals. Join award-winning dance artist Danna Yasbet in this blended course which now offers in-person or virtual participation options.

$83 | 9 Hours
12574 9/2 - 10/7 Th 7:30 - 9:00 p.m. KEND
12577 10/21 - 12/9 Th 7:30 - 9:00 p.m. KEND

Belly Dance Specialty Class: The Fine Art of Belly Dance
Join Master Instructor, Jihan Jamal, in this educational and inspiring course. This class will focus on traditional steps and choreographed dance patterns, and introduction to playing finger cymbals, with an emphasis on “port –de-corps” (carriage of the body). Jihan’s teaching method combines ethnic tradition and regional colloquialisms without sacrificing classical form and traditional technique. As a teacher, her objective is to educate in the structure of the dances as well as their cultural, regional backgrounds and the social, religious and political history that has impacted and altered the dance throughout the centuries to the present. This class is offered both in-person and online in a blended teaching environment.

$83 | 9 Hours
12576 8/30 - 10/11 M 7:30 - 9:00 p.m. KEND
12579 10/25 - 11/29 M 7:30 - 9:00 p.m. KEND

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

$83 | 6 Hours
13552 10/15 - 11/19 F 9:15 - 10:15 p.m. KEND

MUSIC PROGRAMS

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

$153 | 18 Hours
10898 9/18 - 10/23 Sa 1 - 4 p.m. EJP
10899 10/30 - 12/11 Sa 1 - 4 p.m. EJP

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
11033 10/9 - 10/30 Sa 9:30 a.m. - 12:30 p.m. WOLF

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

Register for your class today!
WHEN A CYBERATTACK OCCURS, EVERY SECOND IS CRITICAL. IT’S TIME TO TRAIN THE SAME WAY.

At the Cybersecurity Center of the Americas at Miami Dade College, your IT team can train in real-time with the MDC Cyber Range, one of the most advanced training platforms available anywhere.

With Cyber Range training packages, your team can train on a continual basis and go up against more than 25 destructive attacks such as ransomware, SQL injection, denial-of-service attacks, and many more.

Visit [www.mdc.edu/cybersecurity/corporate-training](http://www.mdc.edu/cybersecurity/corporate-training) to learn more and schedule a demo today.

CORPORATE SOLUTIONS

The industry leaders at Miami Dade College’s Center for Corporate Solutions have the skills and business experience to provide companies of all sizes with a complete range of high-quality corporate training solutions. Our subject-matter experts will work closely with your organization to help improve performance and productivity.

WE OFFER:

- Customized, on-site seminars and workshops
- Comprehensive needs assessment
- Industry-recognized certifications
- Subject-matter experts and industry leaders
- Live, online and blended instructional models
- Flexible schedules
- Continuing Education Units (CEUs)
- Certificates of completion

Center for Corporate Solutions (CCS)
305-237-2297 / email: ccs@mdc.edu
[www.mdc.edu/corporate](http://www.mdc.edu/corporate)
**FASHION ACADEMY**

**Fashion LAB**

_Miami Dade College_

**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
12215 9/25 - 10/26 Sa 9:30 a.m. - Noon WOLF

**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
12056 10/20 - 10/17 W 6 - 9 p.m. WOLF

**Fashion Pattern Making**
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
12057 10/16 - 11/13 Sa 12:30 - 3:30 p.m. WOLF

**Piano Lessons for Adults Beginners 1**
This course is designed to teach the concepts and fundamentals needed for playing the piano. It will increase musical understanding beyond just reading notes by teaching students a vocabulary of basic musical terms as well as the foundation of music theory. Students will develop good practice habits and learn techniques to increase their hands muscular agility and flexibility.

$124 | 12 Hours
11050 9/11 - 10/2 Sa 9:30 a.m. - 12:30 p.m. WOLF

**PRIVATE MUSIC LESSONS**

**Work one-to-one with a teacher for a weekly half-hour or one-hour lesson.**

Private lessons are taught at all skill levels. Lessons are scheduled on an individual basis, contingent upon teacher availability and student preferences of weekly lesson time. Please call the department after you register to set up an appointment for your lessons.

- **Guitar**
  $315 | 7 Full-Hour (7 Hours)
  11437 8/23 - 12/18 ThF By Appointment KEND

- **Piano**
  $315 | 7 Full-Hour (7 Hours)
  11014 8/23 - 12/18 F By Appointment KEND
  12555 8/30 - 12/11 M TuWThF Sa By Appointment WOLF

- **Voice**
  $315 | 7 Full-Hour (7 Hours)
  12637 8/23 - 12/18 Th By Appointment KEND

- **Other Instruments**
  $572 | 14 Full-Hour (14 Hours)
  11155 8/23 - 12/18 M TuWThF Sa By Appointment NORT
  12403 8/30 - 12/11 M TuWThF Sa By Appointment NORT

  $315 | 7 Full-Hour (7 Hours)
  11154 8/23 - 12/18 M TuWThF Sa By Appointment NORT

**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
10841 10/8 - 11/5 F 4:30 - 7:30 PM WOLF

**Painting with Acrylics**
In this course you will learn to take your acrylic work to the next level. Get professional guidance to improve your skills in acrylic painting.

$130 | 18 Hours
10875 9/18 - 10/23 Sa 1 - 4 p.m. EJP
10876 9/21 - 10/26 Tu 1 - 4 p.m. EJP
10877 10/30 - 12/11 Sa 1 - 4 p.m. EJP
10878 11/2 - 12/7 Tu 1 - 4 p.m. EJP

**Painting with Oils/Acrylics**
Students will learn basic painting techniques by making their own projects. They will also learn how to choose colors, prepare the paper and the usage of pastels along with other art materials.

$128 | 21 Hours
10973 9/1 - 9/20 W 6:30 p.m. - 9:30 p.m. KEND
12766 9/11 - 10/16 Sa 9:30 a.m. - 1:30 p.m. KEND
11986 10/30 - 12/11 Sa 9:30 a.m. - 1:30 p.m. KEND
10974 11/10 - 12/8 W 8:30 a.m. - 12:40 p.m. KEND

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

$128 | 21 Hours
10975 9/11 - 10/16 Sa 9:30 a.m. - 1:00 p.m. KEND

**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
11058 9/11 - 10/16 Sa 9 a.m. - Noon KEND
13186 9/15 - 10/20 W 7 - 10 a.m. KEND
10842 10/6 - 11/23 W 5:30 - 8:30 p.m. WOLF
10970 11/6 - 12/4 Sa 9 a.m. - Noon WEST

**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
11484 10/6 - 11/10 W 6 - 9 p.m. WOLF

**Intermediate Digital Photography**
Further explore camera functions, lighting techniques and learn more compositional skills. Participate in class critiques focusing on
The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.

HOME AND LIVING

ADULT MAKEUP TECHNIQUES

Makeup Essentials
Explore your artistic side and have fun learning basic everyday makeup techniques, such as highlighting and contouring, shaping eyebrows, and applying eyebrow makeup. Learn how to analyze skin and select foundation and makeup for different skin types and looks. Practice applying makeup for daytime looks, classic looks, and natural and subtle styles.

$200 | 18 Hours
12801 11/1 - 11/15 MW 6 - 9 p.m. NORT

ARTS AND CREATIVE ACTIVITIES

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

$134 | 18 Hours
11230 11/6 - 12/11 Sa 2 - 5 p.m. KEND

Joyería- Bisutería
Aprenda a crear sus propias prendas de joyería-bisutería hecha a mano con piedras de fantasía y semi-preciosas empleando diferentes técnicas de elaboración y la combinación con otros tipos de materiales.

$115 | 10 Hours
12271 9/25 - 10/23 Sa 1 - 3 p.m. EJP

REGISTER EARLY!
Our classes are scheduled 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 PREPARATION

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
12110 9/8 - 10/6 W 6 - 9 p.m. WOLF
10783 9/14 - 10/7 TuTh 6 - 8 p.m. HOME
10848 10/1 - 10/29 F 6:30 - 9:30 p.m. KEND
12111 10/23 - 11/20 Sa 9 a.m. - Noon WOLF
12399 10/30 - 12/4 Sa 9 a.m. - Noon HIA
10849 11/6 - 12/11 Sa 1:30 - 4:30 p.m. KEND

FLORAL DESIGN PROGRAM

Arreglos Florales
Aprenda, diseña y disfrute de hacer diseños florales y emprenda su propio negocio. Aprenda a trabajar con diferentes tipos de flores, a armonizar los colores y texturas y a disponerlos en sus más diversas formas y estilos: redondos, oblongos, alargados, estilos libres, simétricos y asimétricos. Capacítense en técnicas básicas de administración para emprender y gestionar su nuevo negocio.

$112 | 15 Hours
11580 9/25 - 10/23 Sa 9 a.m. - Noon EJP
12548 9/25 - 10/23 Sa 9 a.m. - Noon HOME

Arreglos Florales para Bodas
Aprenda a laborar sofisticados arreglos florales para bodas. Cree y diseña centros de mesa, bouquets y corsages con las más actualizadas expresiones.

$143 | 15 Hours
11460 10/30 - 12/4 Sa 9 a.m. - Noon EJP

Holiday Floral Design
Learn to make beautiful floral designs for the holidays. Design and create wreaths, Christmas tree décor, table decorations, bows and more.

$112 | 15 Hours
13173 10/14 - 12/2 Th 7:00 - 9:30 p.m. KEND

Introduction to Floral Design
This course will cover care and handling techniques, color application and coordination, marketing techniques and more. This hands-on course will work on round and oblong centerpieces, freestyle design and symmetrical and asymmetrical arrangements. “Students will be given a list of materials during the first class.”

$112 | 15 Hours
12549 8/23 - 12/18 Sa 9 a.m. - Noon HOME
11843 8/31 - 10/6 Tu 7:00 - 9:30 p.m. KEND

Wedding Arrangements
Learn to make sophisticated flower arrangements for weddings. Create and design centerpieces, bride and bridesmaids’ bouquets and corsages with your newly learned skills.

$143 | 15 Hours
12721 9/2 - 10/7 Th 7:00 - 9:30 p.m. KEND

PERSONAL ENRICHMENT

Chess for Beginners
Adult students will learn all the basics starting with the piece names and moves, object of the game, when the game is a draw with other special moves and the rules involved. If most students know this already we will move quickly but will touch on these points for clarification. We will go over basic opening guidelines, middle-game strategy, endgame strategy, tactics, puzzles, tournament rules and more. Students will be able to play each other for hands on practice.

$86 | 9 Hours
12796 9/14 - 10/19 Tu 7:30 - 9:00 a.m. KEND
12795 11/2 - 12/17 Tu 7:30 - 9:00 p.m. KEND

Decoración Básica de Postres
Alguna vez ha querido aprender técnicas básicas sobre cómo decorar un pastel? Esta es su oportunidad para aprender diferentes técnicas que mejorarán su cualidades culinarias. Aprenderá diferentes tipos de postres y recetas para usar en diferentes ocasiones que se verán maravillosas.

$125 | 9 Hours
13653 10/2 - 10/16 Sa 9 a.m. - Noon KEND

RECREATIONAL WRITING

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

$144 | 16 Hours
11661 9/21 - 10/7 TuTh 6:45 - 8:15 p.m. WOLF

TEST PREPARATION

GED – Nivel Avanzado
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.

$131 | 18 Hours
12306 10/29 - 12/3 F 9 a.m. - Noon EJP

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

$219 | 56 Hours
12633 9/7 - 10/21 TuTh 6:00 - 9:30 p.m. EJP
11159 9/11 - 12/20 Sa 9 a.m. - 2 p.m. HOME
11450 9/11 - 12/11 Sa 8:00 a.m. - 12:40 p.m. HIA
11514 9/28 - 12/3 Tu 6 - 9 p.m. HIA

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
11234 8/30 - 9/13 MWTh 6:30 - 9:30 p.m. WOLF
10976 9/11 - 10/9 Sa 9:00 a.m. - 1:30 p.m. KEND

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

$128 | 28 Hours
11235 9/15 - 10/4 MWTh 6:30 - 9:30 p.m. WOLF

PERT Algebra Review
Take this course to review for the math portion of the PERT. Students will learn how to solve quadratic equations, work with exponential rules, graph two variable linear equations, solve equations with radical expressions and also reduce, add, subtract, multiply and divide rational expressions.

$113 | 18 Hours
12335 9/10 - 10/15 F 9 a.m. - Noon EJP
11623 10/16 - 11/20 Sa 10 a.m. - 1 p.m. HIA

PERT Boot Camp - Algebra Review
Course is designed for students in grades 6-8 who are interested in enrolling in the Miami Dade College Dual Enrollment Program. Take this course to review for the math portion of the PERT. Students will learn how to solve quadratic equations, work with exponential rules, graph two variable linear equations, solve equations with radical expressions and also reduce, add, subtract, multiply and divide rational expressions.

$113 | 18 Hours
12306 10/29 - 12/3 F 9 a.m. - Noon EJP
Language Center

INTENSIVE ENGLISH
ENGLISH AS A SECOND LANGUAGE
ENGLISH CONVERSATION
ACCENT REDUCTION
FOREIGN LANGUAGES

Need to improve your English for work, brush up on your Spanish or learn some basic Mandarin from the comfort of your home? The Language Center has the right program for you.

We understand that students have different learning styles and our language courses are designed to meet your needs. We offer integrated-skills curriculum language classes that will have you talking at the end of your first class.

Call us today for additional information.

PERT Boot Camp - Math Review
Course is designed for students in grades 6-8 who are interested in enrolling in the Miami Dade College Dual Enrollment Program. 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
12308 10/30 – 12/4 Sa 9 a.m. – Noon EJP

PERT Boot Camp - Verbal Review
Course is designed for students in grades 6-8 who are interested in enrolling in the Miami Dade College Dual Enrollment Program. This course prepares students for the verbal and reasoning section of the PERT. Learn accurate grammar, reading comprehension, analytical reasoning and English comprehension through in-class instruction.
$113 | 18 Hours
12307 10/30 – 12/4 Sa 1 – 4 p.m. EJP

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
11481 8/30 – 10/4 M 5:30 – 8:30 PM WOLF

SAT Math
Improve your SAT score. Review Math and acquire test taking strategies.
$153 | 12 Hours
10950 10/2 – 10/23 Sa Noon – 3 p.m. WEST

SAT Read/Write
The objective of the SAT-Verbal is to not only help students improve their scores, but also to help them become more comfortable with the format of the SAT. Standardized tests can be frightening and intimidating. This course is designed to prepare you for the verbal components of the SAT. It covers the strategies and fundamentals of each section; pre-tests, section specific exercises, practice drills and test taking techniques.
$153 | 12 Hours
10951 10/2 – 10/23 Sa 8:30 – 11:30 a.m. WEST

The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
SAT Test Preparation
This course was designed to help students acquire skills to increase their SAT score. Students become familiar with the test format and are introduced to effective test taking strategies and techniques. Reading comprehension, writing and mathematical problems-skills are assessed and enhanced with practice tests. Recommended for college applicants.

$250 | 30 Hours
12299 9/21 - 11/9 TuTh 6:30 - 8:30 p.m. KEND
13637 9/27 - 11/15 MW 6:30 - 8:30 p.m. MEDI
12253 10/5 - 10/20 MWFTh 6 - 9 pm WOLF
12551 10/12 - 11/16 TuTh 6 - 9 p.m. HOME

SAT Test Preparation - Math
This prep class a must for any college applicant. Take this review of the math skills assessed in the SAT and boost your test scores. The textbook for this class is not included.

$153 | 12 Hours
11622 9/25 - 10/16 Sa 12:30 - 3:30 p.m. NORT

SAT Verbal Preparation
Maximize your test score. Review the verbal skills presented in the SAT and learn tips, test-taking strategies and other techniques. The textbook for this class is not included.

$153 | 12 Hours
11506 9/25 - 10/16 Sa 8:30 - 11:30 a.m. NORT

GRADUATE EXAM PREPARATION
GRE Intensive Test Review
Study for the GRE test and gain that extra push. This review course will help students with the extra motivation and the strategies needed to optimize their scores. This is a quick, but comprehensive review that covers both the math and verbal sections.

$324 | 28 Hours
10929 10/16 - 12/4 Sa 9 a.m. - 1 p.m. NORT

PROFESSIONAL EXAM PREPARATION
FTCE General Knowledge All Inclusive Preparation
This course is designed to prepare students for all sections of the Teacher Certification Exam. Students will have the opportunity to improve their skills for the Reading, Essay, Math, and English sections. They will also learn effective study tips and test taking strategies. Students’ progress is continuously assessed through practice tests, assignments, and essays. Prerequisites/Corequisite Information: None

$205 | 30 Hours
11498 10/2 - 12/11 Sa 8 - 11 a.m. WEST
11496 10/23 - 12/4 Sa 9 a.m. - 2 p.m. NORT

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

$110 | 12 Hours
11472 8/23 - 12/18 Sa 9 - 11 a.m. KEND

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

$110 | 12 Hours
11525 9/11 - 12/11 Sa 9:00 a.m. - 12:15 p.m. KEND

TOEFL EXAM PREPARATION
Preparation Course for the TOEFL iBT
Students will prepare to meet the challenge of the new TOEFL iBT 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.

$175 | 28 Hours
10952 9/11 - 10/16 S 9:00 a.m. - 1:40 p.m. WEST
12405 9/24 - 11/19 F 6 - 9 p.m. HIA
11848 10/16 - 12/4 Sa 9 a.m. - 1 pm NORT
11518 10/30 - 12/11 S 9:00 a.m. - 1:40 p.m. WEST
$239 | 42 Hours
11261 9/11 - 12/11 Sa 9:00 a.m. - 12:15 p.m. KEND

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

Register for your class today!
FITNESS AND SPORTS

Gentle Yoga
In this Gentle Yoga class, students will practice gentle yoga postures and breathing techniques to release tension and establish stability and ease in the body and mind. The student will be guided through a systematic relaxation and sit for a guided meditation. Please bring a yoga mat. List of Yoga props will be provided by the instructor on the first day of class.

$86 | 9 Hours
11562 9/11 – 10/16 Sa 11:00 a.m. – 12:30 p.m. KEND
13002 9/18 – 11/13 Sa 10:30 – 11:30 a.m. MEDI
11561 10/30 – 12/11 Sa 11:00 a.m. – 12:30 p.m. KEND

Karate Shotokan All Levels
Traditional Japanese karate with a long history of tradition, respect and discipline. Classes will include traditional Karate exercises and updated training techniques. Students will participate in warm-up exercises, introduction of katas and will practice the techniques learned. Students can gain flexibility, coordination, posture and stamina. Dress: Sweat pant and shirt allowing freedom of movement. Instructor will advise students on the first day of class of dress requirements.

$97 | 12 Hours
12283 11/1 – 12/8 MW 7:40 – 8:40 p.m. KEND
12284 9/13 – 10/20 MW 7:40 – 8:40 p.m. KEND

Karate Shotokan All Levels (Ages 5 and up)
$97 | 12 Hours
12281 11/1 – 12/8 MW 6:30 – 7:30 p.m. KEND
12282 9/13 – 10/20 MW 6:30 – 7:30 p.m. KEND

Karate Tae Kwon Do All Levels (Ages 6 and up)
Tae Kwon Do is a traditional Korean martial art practiced by students of all ages. Classes consist of warm-up exercises & stretching, followed by drilling techniques & forms. Sparring is conducted after a designated level of control. There is a ranking system and testing is an intricate part of Tae Kwon Do training. Testing is strongly encouraged but not required. Uniform is not required.

$85 | 9 Hours
12285 9/11 – 10/16 Sa 10:40 a.m. – 12:10 p.m. KEND
12636 10/30 – 12/11 Sa 10:40 a.m. – 12:10 p.m. KEND

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

$86 | 9 Hours
11018 11/1 – 12/6 M 7:30 – 9:00 p.m. KEND
11019 9/13 – 10/18 M 7:30 – 9:00 p.m. KEND

Tennis Beginners/Int (Ages 9 - 16)
Classes will have hands-on individual instruction. The fundamentals of the game: How to grip the racquet, groundstrokes and volley will be introduced to the Beginning student. Intermediate students will be challenged to play games and learn strategies. Students will need to bring their own racquet and one new can of tennis balls to the first class.

$135 | 12 Hours
11521 9/7 – 10/14 TuTh 5:30 – 6:30 p.m. KEND
12244 10/26 – 12/9 TuTh 5:30 – 6:30 p.m. KEND

Tennis for Beginners (Ages 5 - 8)
Classes will have hands-on individual instruction. The basic fundamentals of the game, such as how to grip the racket, ground strokes and volley will be introduced in an orderly progressive manner. Students will need to bring their own racket and one new can of tennis balls to each class. Tennis shoes are recommended.

$135 | 12 Hours
12286 9/7 – 10/14 TuTh 5:30 – 6:30 p.m. KEND
12287 10/26 – 12/9 TuTh 5:30 – 6:30 p.m. KEND

Yoga for Beginners
Stretch away stress and fatigue! Keep your body youthful and limber. You will learn stretching techniques through different exercise postures, breathing exercises, guided how to use creative visualization and affirmations. Please bring a Yoga mat. List of Yoga props will be provided by the instructor on the first day of class.

$86 | 9 Hours
11021 10/31 – 12/12 Su 9:00 – 10:30 a.m. KEND
11502 9/12 – 10/17 Su 9:00 – 10:30 a.m. KEND

THE AQUATIC CENTER

SWIMMING

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

$91 | 6 Hours
13507 8/28 – 10/9 Sa 10 – 11 a.m. NORT
12791 8/28 – 10/9 Sa 10:30 a.m. – 11:30 p.m. KEND
12790 10/23 – 12/4 Sa 10:30 a.m. – 11:30 p.m. NORT

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

$91 | 6 Hours
13508 8/28 – 10/9 Sa 10 – 11 a.m. NORT
12089 8/28 – 10/9 Sa Noon – 1 p.m. KEND
11002 10/23 – 12/4 Sa Noon – 1 p.m. KEND

The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
**Level 3 - Stroke Development (Ages 6 - 15)**

Students entering this course must have a Level 2 certificate or must be able to demonstrate all the completion requirements in Level 2. Students should be able to independently swim 15 yards in the water.

$91  |  6 Hours  
12500  8/28 - 10/9  Sa  10 – 11 a.m.  NORT  
134  |  12 Hours  
12789  9/13 - 10/20  MW  5 – 6 p.m.  KEND  
11647  11/1 - 12/8  MW  5 – 6 p.m.  KEND

**Level 4 - Stroke Improvement (Ages 6-15)**

Students entering this course must have a Level 3 certificate or must be able to demonstrate all the completion requirements of Level 3. This level is designed to build confidence and increase endurance by swimming farther distances.

$134  |  12 Hours  
12115  9/7 - 10/14  TuTh  5 – 6 p.m.  KEND  
12793  10/26 - 12/9  TuTh  5 – 6 p.m.  KEND

**Parent and Child Aquatics 1 (Ages 6 - 24 months)**

This class is designed to introduce babies of ages 6 to 24 months to the pool with their parent or guardian. A parent or guardian MUST go into the water with the child. Swimming readiness will be taught by leading parents/guardians and their children in water exploration activities with the objectives of having fun and becoming comfortable in and around the water. *Note to Parents: Please use Child Information at time of enrollment*

$67  |  3 Hours  
12501  8/28 - 10/9  Sa  11:05 – 11:35 a.m.  NORT  
13619  9/18 - 10/30  Sa  8:30 – 9:00 a.m.  KEND

**Parent and Child Aquatics 1 (Ages 2 - 3)**

This class is designed to introduce kids of ages 2-3 years old to the pool with their parent or guardian. A parent or guardian MUST go into the water with the child. Swimming readiness will be taught by leading parents/guardians and their children in water exploration activities with the objectives of having fun and becoming comfortable in and around the water. Child is taught NEVER to swim alone. *Note to Parents: Please use Child Information at time of enrollment*

$67  |  3 Hours  
12758  8/28 - 10/9  Sa  11:05 – 11:35 a.m.  NORT  
13626  9/18 - 10/30  Sa  9:10 – 9:40 a.m.  KEND

**Preschool Aquatics Level 1 (Ages 4 - 5)**

A parent or guardian MUST go into the water with the child. Kids of ages 4-5 years old are taught total immersion, swimming to the side of the pool, flutter kick, paddling with arms, breaststroke, jumping in, diving for toys. Water safety is emphasized.

$71  |  5 Hours  
12502  8/28 - 10/9  Sa  11:05 – 11:50 a.m.  NORT  
13629  9/18 - 11/20  Sa  9:45 – 10:15 a.m.  KEND

**Swimming for Adults - Beginner**

American Red Cross swimming skills taught. This 12-hour course includes freestyle, floating on their backs, backstroke and elementary backstroke. Other skills include treading water and survival floating.

$91  |  6 Hours  
13495  8/28 - 10/9  Sa  9 – 10 a.m.  KEND  
12503  8/28 - 10/9  Sa  Noon – 1 p.m.  NORT  
13496  10/23 - 12/4  Sa  9 – 10 a.m.  KEND

**Swimming for Adults - Intermediate**

Adult students will continue to improve on the strokes they learned in Level 1. Participants will improve their coordination of arms and legs for freestyle, breast stroke, butterfly, back crawl and backstroke. Gildes, breathing control and underwater swimming will be practiced, as well.

$91  |  6 Hours  
12017  8/28 - 10/9  Sa  9 – 10 a.m.  KEND  
13509  8/28 - 10/9  Sa  Noon – 1 p.m.  NORT  
12081  10/23 - 12/4  Sa  9 – 10 a.m.  KEND

**Pre-swim Team**

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

$139  |  16 Hours  
11011  9/7 - 10/4  MTuWTh  6:30 – 7:30 p.m.  KEND  
11012  10/11 - 11/4  MTuWTh  6:30 – 7:30 p.m.  KEND  
12788  11/15 - 12/13  MTuWTh  6:30 – 7:30 p.m.  KEND

**Private Swim Classes**

The department will organize the swimming classes according to your availability for preferred date and time.

$189  |  3 Hours  
12275  9/11 - 12/11  Sa  9 a.m. – 1 p.m.  KEND  
12794  9/7 - 12/10  MTuWTh  2 – 7 p.m.  KEND

---

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

English Conversation - Advanced
This advanced class is designed to enhance communication skills through theme-based grammar exercises, class discussions, and interactive small group exercises. $179 | 42 Hours
10920 8/25 – 10/13 MW 11 a.m. – 2 p.m. AVEN
10921 10/20 – 12/8 MW 11 a.m. – 2 p.m. AVEN

English Conversation - Beginners
This is a beginning class to develop basic communication skills through theme-based grammar exercises and role-play interaction in class. $179 | 42 Hours
10917 8/25 – 10/13 MW 11 a.m. – 2 p.m. AVEN
12370 10/20 – 12/8 MW 11 a.m. – 2 p.m. AVEN

English Conversation - Intermediate
Intermediate class to develop basic communication skills through theme-based grammar exercises and role-play interaction in class. $179 | 42 Hours
10918 8/26 – 10/12 TuTh 11 a.m. – 2 p.m. AVEN
10919 10/21 – 12/9 TuTh 11 a.m. – 2 p.m. AVEN

ESL Placement Exam
Assessment to determine student’s English proficiency to be placed in the proper class. NO COST | 2 Hours
12242 8/23 – 12/18 Noon – Noon AVEN

Intensive English 1
This course is designed to build on fundamental English skills in grammar, conversation, reading and writing. Students learn structures for simple present, present continuous and simple past tenses in affirmative, negative and interrogative sentences. Prerequisites/Corequisite Information: Some knowledge of English or successful completion of ESL Fundamentals is recommended. $199 | 56 Hours
10995 8/24 – 10/14 TuTh 6:00 – 9:30 p.m. AVEN
12385 8/28 – 12/11 Sa 8:00 a.m. – 12:30 p.m. AVEN
12384 10/19 – 10/21 TuTh 6:00 – 9:30 p.m. AVEN
$299 | 84 Hours
10924 8/31 – 10/19 MfWTh 11 a.m. – 2 p.m. AVEN
11464 10/25 – 12/14 MfWTh 11 a.m. – 2 p.m. AVEN

Intensive English 2
This course is designed to help build English speaking, reading, and writing skills. Students practice comprehension, sentence structure, and vocabulary development in simple conversations. Writing exercises focus on parts of speech, grammar usage, and comprehension of concepts. $199 | 56 Hours
10926 8/24 – 10/14 TuTh 6:00 – 9:30 p.m. AVEN
10927 10/19 – 12/16 TuTh 6:00 – 9:30 p.m. AVEN
$299 | 84 Hours
10991 8/31 – 10/19 MfWTh 11 a.m. – 2 p.m. AVEN
10992 10/25 – 12/14 MfWTh 11 a.m. – 2 p.m. AVEN

Intensive English 3
This course is designed to expand students’ English speaking, reading, and writing skills. Language comprehension and confidence is built by engaging students in practice exercises, such as small and whole group activities. Writing skills are developed by focusing on parts of speech, sentence structure, and usage of grammar concepts. Students continue to build vocabulary and reading strategies by engaging with language in a variety of settings. Prerequisites/Corequisite Information: Placement Test or successful completion of Intensive English 2. $199 | 56 Hours
10979 8/23 – 10/18 MW 6:00 – 9:30 p.m. AVEN
10980 10/20 – 12/13 MW 6:00 – 9:30 p.m. AVEN
$299 | 84 Hours
10981 8/25 – 10/19 MfWTh 8 – 11 a.m. AVEN
10982 10/25 – 12/14 MfWTh 8 – 11 a.m. AVEN

Intensive English 4
This course continues to expand students’ English speaking, reading, and writing skills by challenging them to engage with language across multiple and varied settings. Comprehension and usage of advanced grammar concepts are reinforced by writing exercises, while speech, pronunciation, and intonation are enhanced during small group exercises and class discussions. Prerequisites/Corequisite Information: Some knowledge of English or successful completion of Intensive English 3 is recommended. $199 | 56 Hours
10984 8/23 – 10/18 MW 6:00 – 9:30 p.m. AVEN
10985 10/20 – 12/13 MW 6:00 – 9:30 p.m. AVEN
$299 | 84 Hours
11406 8/31 – 10/19 MfWTh 8 – 11 a.m. AVEN
11663 10/25 – 12/14 MfWTh 8 – 11 a.m. AVEN

Intensive English 5
This advanced level English course is designed to increase students’ language comprehension, vocabulary and grammar skills. Students use language in a variety of contexts by engaging in speaking, listening, reading, and writing activities. Advanced vocabulary exercises are introduced. Prerequisites/Corequisite Information: Placement Test to determine English proficiency or successful completion of Intensive English 4 is recommended. $199 | 56 Hours
10987 8/23 – 10/18 MW 6:00 – 9:30 p.m. AVEN
10988 10/20 – 12/13 MW 6:00 – 9:30 p.m. AVEN
$299 | 84 Hours
10990 8/25 – 12/15 MfWTh 8 – 11 a.m. AVEN
10989 8/31 – 10/19 MfWTh 8 – 11 a.m. AVEN

Intensive English 6
This course is designed to advance English language comprehension, conversation, reading and writing skills. By engaging with language in a variety of contexts, students build self-confidence and increase fluency in social, travel, and professional situations. Writing exercises focus on vocabulary acquisition and application of complex grammar concepts, while speech, pronunciation, and intonation are enhanced during small group exercises and class discussions. Prerequisites/Corequisite Information: Some knowledge of English or successful completion of Intensive English 5 is recommended. $199 | 56 Hours
10993 8/23 – 10/18 MW 6:00 – 9:30 p.m. AVEN
10994 10/20 – 12/13 MW 6:00 – 9:30 p.m. AVEN
$299 | 84 Hours
11135 8/31 – 10/19 MfWTh 8 – 11 a.m. AVEN
11136 10/25 – 12/14 MfWTh 8 – 11 a.m. AVEN

Let’s Talk
Practice English listening and speaking skills in this dynamic, interactive conversation class. Use the vocabulary, idioms, and phrases needed to communicate effectively socially and at work. Video clips and websites create context for real-life, timely conversations. “Let’s Talk!” courses provide the communication tasks and conversation practice needed to achieve English fluency. $50 | 9 Hours
11407 8/27 – 9/10 F 9 a.m. – Noon AVEN
11408 9/24 – 10/8 F 9 a.m. – Noon AVEN
11409 10/22 – 11/5 F 9 a.m. – Noon AVEN
11410 11/19 – 12/10 F 9 a.m. – Noon AVEN

The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.

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

Register for your class today!
FOREIGN LANGUAGES

**French Conversation - Intensive**
Practice the French you have already learned and increase your vocabulary in this low-level conversation class. Topics include travel, French culture, art, music, recreation, and much more. You will build on your basic knowledge and be able to speak for 2 or 3 minutes on a given topic, express opinions, agree or disagree, ask for and give advice.

$179 | 42 Hours
11068 8/28 - 12/11 Sa 9 a.m. - Noon AVEN

**Spanish Conversation - Beginners**
Learn the essential techniques of conversational Spanish in this course which includes an emphasis on vocabulary development, idiomatic expressions, and pronunciation. Role-playing and group activities to prepare you for daily conversational situations. You will learn to communicate in Spanish as it is used by ordinary native speakers while also becoming accustomed to the way native speakers speak in real (casual) Spanish dialogues. All explanations are followed by practical examples in natural Spanish language.

$169 | 42 Hours
11069 9/2 - 12/9 Th 6:30 - 9:30 p.m. AVEN

**Spanish Conversation Advanced**
This course is designed for advanced students, and class is conducted entirely in Spanish. Students continue to improve their Spanish conversational skills, fluency, and vocabulary by delivering presentations on current topics of interest and discussing with fellow students. Course prerequisite: Spanish 4 or fluency.

$159 | 28 Hours
11070 8/28 - 10/16 Sa 8:30 a.m. - 12:30 p.m. AVEN
11641 10/23 - 12/10 Sa 8:00 a.m. - 12:30 p.m. AVEN

**Spanish Conversation Intermediate**
Continue practicing Spanish dialogues while reinforcing skills such as expressing ideas, needs, and wants. You will also focus on broader issues from our Hispanic culture. In this conversational course you will engage in role-play and dialogue exercises that mimic everyday situations and will help you when traveling or living in Spanish-speaking countries or dealing with Spanish speaking people in the United States. All explanations are followed by practical examples in natural Spanish language.

$179 | 42 Hours
11522 9/7 - 12/7 Tu 6:30 - 9:30 p.m. AVEN

**Accounting, Finance and Investment**

**Accounting - Level 1**
This course was designed to introduce students to the language of accounting and use of double entry. The course introduces journals and ledgers, financial reports, and ratio analysis with a focus on financial data and statement analysis. Students become familiar with balance sheets, income statements, and other financial reports. Prerequisites/Corequisite Information: Some background knowledge in bookkeeping and tax preparation recommended, but not required.

$259 | 24 Hours
10770 9/9 - 10/5 TuTh 4 - 7 p.m. GIBS

**Financing Your Own Business**
In this workshop, students will gain an understanding of the differences in using equity and debt including friends and family, loans, angel investors, and venture capital. Managing cash flow, interpreting financial statements, and creating a successful financial plan will be discussed.

$105 | 8 Hours
10776 10/16 - 10/23 Sa 9 a.m. - 1 p.m. GIBS

**Personal Finance**
This workshop will provide students an understanding of how they can measure their financial health, set financial goals, analyze their revenue and expenses, reduce debt and taxes, insure their assets, and invest towards their future.

$95 | 8 Hours
12667 9/13 - 10/4 M 2 - 4 p.m. GIBS
12668 9/13 - 10/4 M 5 - 7 p.m. GIBS

**Business and Entrepreneurship**

**Starting Your Own Business**
This workshop provides tools for students to utilize in starting their own business. Ideation and innovation, choosing the right form of business ownership, starting vs. purchasing an existing business, importance of marketing and finance, and elements of a business plan will be discussed. Students will be encouraged to bring their existing business ideas to the workshop for discussion and development.

$105 | 8 Hours
12670 9/2 - 9/23 Th 2 - 4 p.m. GIBS
12669 9/2 - 9/23 Th 5 - 7 p.m. GIBS
10774 10/2 - 10/9 Sa 9 a.m. - 1 p.m. GIBS
**MARKETING**

**Marketing Your Own Business**

This workshop provides students an understanding of the various aspects of marketing their business including developing their product, establishing an effective pricing strategy, designing a distribution strategy, and choosing promotional strategies which will increase visibility. E-Commerce and use of social media marketing will also be discussed in the development of a marketing plan. Students are encouraged to bring information about their established business and utilize it in the discussion of marketing their business.

$105 | 8 Hours
10775 10/14 - 11/4 Th 5 - 7 p.m. GIBS

**CHILD CARE TRAINING**

### 5 Horas Entendimiento de la Práctica Apropiada para el Desarrollo (UDAP)

Obtenga un resumen de las prácticas apropiadas para el desarrollo y aprenda por qué es importante que los profesionales de cuidado de niños aprendan estos conceptos. Este es uno de los cursos que forman parte de las 45 horas manda-torias del Departamento de Niños y Familias.

$49 | 5 Hours
12658 12/13 M 8 a.m. - 1 p.m. GIBS

### 30 Horas de Cuidado Infantil en un Centro

Primer curso para trabajadores en centros de cuidado infantil. El requisito de las 45 horas consiste en este curso de 30 horas introducto-rías, un curso de 10 horas de especialidad que también están incluidos en este horario de clases (infantes-parvulos, preescolares, niños de edad escolar, ó niños con necesidades especiales) y un curso de cinco horas sobre el desarrollo del lenguaje. Libro se distribuye en clase. El costo del libro está incluido en el precio de la clase.

$199 | 30 Hours
12657 11/29 - 12/10 M,Jl,Wh,F 9 a.m. - Noon GIBS

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

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

$49 | 5 Hours
12660 12/15 W 8 a.m. - 1 p.m. GIBS

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

Entrenamiento para trabajadores de centros de cuidado infantil especializados en programas adecuados para niños de 3 a 5 años de edad. El libro está incluido.

$49 | 5 Hours
12659 12/14 Tu 8 a.m. - 1 p.m. GIBS

**DIGITAL MARKETING**

**Adobe Photoshop – Basic**

Photoshop es el programa de software más poderoso para todas las industrias de diseño, desde la fotografía y las revistas, hasta la publicidad y los anuncios. Este curso introductorio le guiará a través de Adobe 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
12664 11/5 - 11/19 F 9:30 a.m. - 12:50 p.m. GIBS

**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
12662 10/8 - 10/22 F 9:30 a.m. - 12:50 p.m. GIBS

**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
10771 8/30 - 9/27 MW 9:30 a.m. - 12:30 p.m. GIBS

**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
10772 10/4 - 10/27 MW 9:30 a.m. - 12:30 p.m. GIBS

**COLLEGE ENTRANCE EXAM PREPARATION**

**ACT Test Preparation**

Learn valuable test-taking strategies for each test and become familiar with the exam’s format, structure and scoring. This class will review important topics in the English, math and science sections as well as provide explanations for correct and incorrect answers.

$250 | 24 Hours
10769 8/25 - 9/29 M 4:30 - 7:30 p.m. GIBS

**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
10768 8/30 - 10/4 M 4:30 - 7:30 PM GIBS
12665 10/30 - 12/11 Sa 9 a.m. - Noon GIBS

**PERT Verbal Review**

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

$113 | 18 Hours
10767 8/30 - 10/4 Sa 9 a.m. - Noon GIBS
12666 10/30 - 12/11 Sa 1 - 4 p.m. GIBS

**SAT Test Preparation**

This course was designed to help students acquire skills to increase their SAT score. Students become familiar with the test format and are introduced to effective test taking strategies and techniques. Reading comprehension, writing and mathematical problems-skills are assessed and enhanced with practice tests. Recommended for college applicants.

$250 | 30 Hours
12661 10/4 - 12/13 Sa 9 a.m. - Noon GIBS

**REGISTER EARLY!**

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

Register for your class today!

M=M-ercoles M=Martes W=Viernes Tu=Tuercres Tu=Martes W=Viernes Mi=Miércoles Tu=Tuercres Tu=Martes W=Viernes

The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
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 responsible to the needs and interests of industry and life-long learners of all ages.

BOOKS AND MATERIALS
Instructors will discuss materials and textbooks during the first class and these are available at the bookstore on each campus. For short workshops, one of our program specialists will call you with the information to purchase books before the first class.

DISCLAIMER
Miami Dade College reserves the right to cancel classes and/or programs for which there is insufficient enrollment, to close a class when the enrollment limit in that class is reached and to make any schedule changes as necessary, including a change in time, days, credit, location or instructor. In the event of cancellation, the College will notify each registrant by e-mail and/or by telephone and will issue a full refund. Miami Dade College is not responsible for any other related expenses.

BOOKS AND MATERIALS
Instructors will discuss materials and textbooks during the first class and these are available at the bookstore on each campus. For short workshops, one of our program specialists will call you with the information to purchase books before the first class.

REFUND POLICY
A full refund (100% of paid tuition) will be authorized, if a class is dropped before or on the drop deadline date. Refunds after the drop deadline date may only be considered, if a written request is submitted by the student to the department. Submissions of written requests for a refund after the drop deadline date are subject to an appeal process and do not automatically result in a full or partial refund. This Refund Policy is valid and binding for any and all courses offered by and through the School of Continuing Education and Professional Development.

FEES
Fees for Continuing Education classes are inclusive of the College’s Access Fee.

If you have any questions, please stop by your local campus or call the School of Continuing Education and Professional Development at:

<table>
<thead>
<tr>
<th>Aventura Center</th>
<th>305-936-2585</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gibson Center</td>
<td>305-237-7998</td>
</tr>
<tr>
<td>Hialeah Campus</td>
<td>305-237-8780</td>
</tr>
<tr>
<td>Homestead Campus</td>
<td>305-237-5159</td>
</tr>
<tr>
<td>Kendall Campus</td>
<td>305-237-2161</td>
</tr>
<tr>
<td>Medical Campus</td>
<td>305-237-4177</td>
</tr>
<tr>
<td>North Campus</td>
<td>305-237-1019</td>
</tr>
<tr>
<td>Padrón Campus</td>
<td>305-237-6273</td>
</tr>
<tr>
<td>West Campus</td>
<td>305-237-8513</td>
</tr>
<tr>
<td>Wolfson Campus</td>
<td>305-237-3120</td>
</tr>
</tbody>
</table>

LOCATION KEY

<table>
<thead>
<tr>
<th>AVE</th>
<th>Aventura Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>EJP</td>
<td>Padrón Campus</td>
</tr>
<tr>
<td>GIBS</td>
<td>Gibson Center</td>
</tr>
<tr>
<td>HIA</td>
<td>Hialeah Campus</td>
</tr>
<tr>
<td>HOME</td>
<td>Homestead Campus</td>
</tr>
<tr>
<td>KEND</td>
<td>Kendall Campus</td>
</tr>
<tr>
<td>MEDI</td>
<td>Medical Campus</td>
</tr>
<tr>
<td>NORT</td>
<td>North Campus</td>
</tr>
<tr>
<td>WEST</td>
<td>West Campus</td>
</tr>
<tr>
<td>WOLF</td>
<td>Wolfson Campus</td>
</tr>
</tbody>
</table>

AVEN
20445 Biscayne Blvd., Suite H6
Aventura, FL 33180

EJP
627 S.W. 27th Ave., Room 3116
Miami, FL 33135

GIBS
3629 Grand Avenue
Miami, FL 33133

HIA
1780 W. 49th St., Room 2402
Hialeah, FL 33012

HOME
500 College Terrace, Room B112
Homestead, FL 33030

KEND
11011 S.W. 104th St., Room 5127
Miami, FL 33176

MEDI
950 N.W. 20th St., Room 1142
Miami, FL 33127

NORT
11380 N.W. 27th Ave., Room 1125
Miami, FL 33167

WEST
3800 N.W. 115th Ave., Room 1112
Doral, FL 33178

WOLF
300 N.E. Second Ave., Room 1158
Miami, FL 33132
PAYMENT METHODS

In Person  Visit the campus,* pay by check, cash, money order or credit card. Cash payments are accepted only at the Bursar’s office during office hours.

Mail  Enclose a check or money order payable to Miami Dade College. Mail with the completed form to the campus location*.

Phone  Call the campus location* where you will be attending class, or visit www.mdc.edu/ce.

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

*Locate campus address and phone numbers on page 46 or visit www.mdc.edu/ce and click the REGISTER button.

PERSONAL INFORMATION

Please type or clearly print the requested information.

MDC Student # ____________________________

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE</th>
<th>(FORMER NAME)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender: M □ F □</td>
<td>Date of Birth: ____ / ____ / ____</td>
<td>BIRTH LOCATION</td>
<td>BIRTH COUNTRY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STREET ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY</td>
</tr>
<tr>
<td>EVENING PHONE #</td>
</tr>
</tbody>
</table>

CLASS SELECTION

<table>
<thead>
<tr>
<th>CLASS NUMBER</th>
<th>CLASS TITLE</th>
<th>START DATE / TIME</th>
<th>FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Fees Enclosed ____________________________
Miami Dade College District Board of Trustees
Michael Bileca, Chair • Nicole Washington, Vice Chair
Anay Abraham • Roberto Alonso • Marcell Felipe • Ismare Monreal
Madeline Pumariega, President, Miami Dade College

Miami Dade College is an equal access/equal opportunity institution that does not discriminate on the basis of sex, race, color, marital status, age, religion, national origin, disability, veteran’s status, ethnicity, pregnancy, sexual orientation or genetic information. Contact the Office of Equal Opportunity Programs/ADA Coordinator/Title IX Coordinator at 305.237.2577 (Voice) or 711 (TTY).

The POWER of PURPOSE
Find YOURS at MDC

At Miami Dade College, pursue your passions, discover your purpose and find your path to career success. MDC offers a student-centered culture of learning, ensuring success in today's global workforce.

MDC offers:
- hundreds of affordable, high-tech, in-demand career programs
- MDC LIVE (virtual), online, in-person and blended classes
- associate and bachelor’s degrees, and career certificates

96% of MDC graduates are employed just after graduation
MDC graduates earn higher-than-average annual salaries
96% of MDC graduates have no federal student loan debt

Fall term starts Aug. 23. Enroll TODAY
mdc.edu/purpose