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.

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

ACCOUNTING, FINANCE & INVESTMENT

Accounting - Level 1
This course was designed to introduce students to the language of accounting and use of double entry. The course provides an introduction to 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.

$249 | 24 Hours
13212 1/27 - 2/24 MW 6 - 9 p.m. WOLF

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

$249 | 24 Hours
13305 3/1 - 3/24 MW 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
13298 1/27 - 4/14 MW 6 - 9 p.m. WOLF

NEW! 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
14318 2/1 - 4/14 MW 6 - 9 p.m. WOLF

NEW! Bloomberg I: Bloomberg 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
14315 2/1 - 3/8 MW 6 - 9 p.m. WOLF

NEW! Bloomberg II: 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
14317 3/15 - 4/14 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
14192 1/14 - 2/2 TuTh 6 - 9 p.m. WOLF
2/4 Th 6 - 8 p.m. WOLF

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
14355 3/23 - 4/15 TuTh 6:30 - 9:00 p.m. KEND

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
13477 1/30 - 3/13 Sa 8 a.m. - Noon HIA

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
13483 3/20 - 5/1 Sa 8 a.m. - Noon HIA

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
13485 3/21 - 5/2 Su 8 a.m. - Noon 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.
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.

Space is limited. Register Now! 305-237-2161

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
13481 2/26 - 4/2 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
13479 1/31 - 3/14 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
13478 1/31 - 3/14 Su 8 a.m. - Noon HIA
2/26 - 4/2 F 6 - 10 p.m. HIA
3/20 - 5/2 SaSu 8 a.m. - Noon HIA

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.

FREE | 38 Hours
13024 2/19 - 2/26 F 5:30 - 9:30 p.m. WOLF
2/20 - 3/13 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.

FREE | 38 Hours
13025 4/9 - 4/16 F 5:30 - 9:30 p.m. WOLF
4/10 - 5/1 Sa 8 a.m. - 5 p.m. WOLF

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
13628 3/20 - 4/17 Sa 9 a.m. - 2 p.m. NORT

Curso Intensivo de Preparación de Impuestos - Corporativo
Continúe su preparación intensiva en preparación de impuestos individuales y de negocios. Aprenda sobre: otros tipos de impuestos, prácticas de corporaciones “C” y “F”, métodos de depreciación, anexos K y K-1, distribución de ganancias o pérdidas.

$389 | 50 Hours
13194 3/16 - 4/27 TuTh 6:00 - 9:50 p.m. EJP
Learn the fundamental requirements for filing a typical federal income tax return for individual taxpayers. This class does not use or cover any specific tax preparation software.

$159 | 20 Hours
13627 1/23 – 2/20 Sa 9 a.m. – 2 p.m. NORT
13661 1/26 – 2/25 TuTh 6 – 8 p.m. HOME

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
13209 4/13 – 4/22 TuTh 6 – 10 p.m. WOLF

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

$159 | 20 Hours
13666 1/30 – 2/27 Sa 9 a.m. – 2 p.m. HOME

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

$159 | 20 Hours
13189 1/20 – 2/17 W 6 – 10 p.m. EJP

Teneduría de Libros 2 (Bookkeeping 2)
En este curso obtenga el conocimiento financiero básico que será introducido, a las cuentas de efectivo y cuentas por cobrar, notas que devengan intereses / notas que no devengan intereses, pasivos y contingencias, inventario perpetuo y periódico, flujo de costos del inventario y métodos de depreciación de activos.

$159 | 20 Hours
13190 2/24 – 3/24 W 6 – 10 p.m. EJP

Teneduría de Libros 3 (Bookkeeping 3)
Profunde sus conocimientos y aumente sus competencias con el propósito de adquirir los conocimientos requeridos para la comprensión de la contabilidad financiera. Aprenda la medición de inventarios, el flujo de efectivo, arrendamientos, entre otros temas contables.

$159 | 20 Hours
13177 3/31 – 4/28 W 6 – 10 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!

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BUSINESS AND ENTREPRENEURSHIP

Comience y Desarrolle su Propio Negocio
Adquiera los conocimientos necesarios para iniciiar y administrar un negocio. Aprenda, paso a paso, a elaborar un plan para un negocio exitoso, estrategias de financiamiento y obtención de recursos, a mercadear su negocio y a incrementar los clientes, y a manejar a su equipo de trabajo.

$125 | 9 Hours
12119 4/7 - 4/21 W 6:30 - 9:30 p.m. EJP

NEW! 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
14310 2/1 - 4/12 M 6 - 9 p.m. WOLF

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
13440 2/1 - 3/29 M 6:30 - 9:30 p.m. KEND

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, Developing a Successful Social Media Campaign for Your Business and Finance for Non-Financial Managers. A discount of 15% will be given for taking all three classes during the same semester.

$765 | 78 Hours
14483 1/19 - 3/23 TR 6:00 - 9:20 p.m. WOLF
14309 2/1 - 4/12 M 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 resources, marketing your business and increasing customers and managing your staff (Part of the 78-hour Certificate in Business and Marketing).

$329 | 30 Hours
11275 1/19 - 2/16 TuTh 6:00 - 9:20 p.m. WOLF

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

$199 | 18 Hours
13800 4/6 - 4/22 TuTh 6:30 - 9:30 p.m. WEST

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
10279 3/29 - 4/14 MW 6 - 9 p.m. WOLF

NEW! Successful Sales Management
Success in sales management 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
14308 3/24 - 4/21 W 6 - 9 p.m. WOLF
NEW! Successful Selling I: 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
14306 1/13 - 2/10 W 6 - 9 p.m. WOLF

NEW! Successful Selling II: 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
14307 2/17 - 3/17 W 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
14164 2/1 - 4/26 M 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. Prepárese para diseñar y elaborar los contratos entre los clientes y los proveedores de eventos.
$220 | 20 Hours
14492 1/30 - 2/27 Sa 9 a.m. - 1 p.m. HIA

Organización de Bodas y Eventos
Aprenda a establecer tarifas y paquetes para bodas y otros eventos, a estructurar una agenda y diseñar formas y plantillas para organizar el trabajo tanto con suplidores como con los clientes. En los proyectos grupales adquiera los conocimientos para negociar propuestas, la inspección de localidades y el diseño y seguimiento del cronograma. Prerrequisito: Introducción a la Organización de Eventos.
$220 | 20 Hours
14493 3/6 - 4/3 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: Organización de Bodas y Eventos.
$220 | 20 Hours
12063 4/10 - 5/1 Sa 9 a.m. - 1 p.m. HIA

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
10666 1/13 - 3/31 MW 6 - 9 p.m. WOLF

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
10669 1/13 - 2/22 MW 6 - 9 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
10683 3/1 - 3/31 MW 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
10284 2/13 - 2/27 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.
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
10670 1/11 - 4/12 MW 6 - 10 p.m. WOLF

OSHA 10 for the Construction Industry
This OSHA 10 hour 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
12093 2/20 - 2/27 Sa 8:30 a.m. - 1:30 p.m. NORT
12274 3/6 - 3/13 Sa 8:30 a.m. - 1:30 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
11215 3/13 - 3/28 SaSu 8:30 a.m. - 1:30 p.m. NORT
12275 4/10 - 4/25 SaSu 8:30 a.m. - 1:30 p.m. HOME

Sustainability (EV - Photovoltaic, Solar)

$54 | 3 Hours
12452 1/6 - 5/8 Tu 2 - 5 p.m. KEND

IMPORT & 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
11438 2/22 - 4/7 MWSa 6 - 9 p.m. WOLF

Logistics and Distribution Management for Professionals
This course designed for logistics professionals in import/export will include the following areas: Introduction to International Trade, Shipping Documentation and Compliance, Incoterm terms, Logistics Management and Reverse Logistics.

$329 | 30 Hours
11412 2/22 - 3/24 MW 6 - 9 p.m. WOLF

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

$159 | 15 Hours
10289 3/13 - 3/20 Sa 8:30 a.m. - 4:30 p.m. WOLF
12947 4/10 - 4/17 Sa 9:00 a.m. - 5:30 p.m. WEST

Professional Freight Forwarding
Understanding the freight forwarding process and how you can reduce costs in your business at both introductory and advanced levels. Hands-on work with documentation will be focused on in this two-part workshop.

$159 | 15 Hours
10609 3/29 - 4/7 MW 6:00 - 9:45 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
10636 2/20 Sa 8:30 a.m. - 5:00 p.m. WOLF
12984 3/6 Sa 9:00 a.m. - 5:30 p.m. WEST

Customs Broker License Exam Preparation
This course will cover all subject matter tested in the customs broker’s exam. Topics included are the classification under HTSUS, valuation, special classes of merchandise, quotas, intellectual property rights, country of origin, fines, penalties, protests, claims, drawbacks, special programs, customs bonds, customs broker regulations, entry of merchandise, bonded warehouses, foreign trade zones, transportation in bond and all other customs regulations pertinent to exam material.

$435 | 56 Hours
11296 2/9 - 3/30 TuTh 6 - 10 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
11247 2/3 - 2/22 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
11465 1/30 Sa 8:30 a.m. - 5:00 p.m. WOLF

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

$105 | 8 Hours
10638 2/27 Sa 8:30 a.m. - 5:00 p.m. WOLF

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

$899 | 108 Hours
11349 2/9 – 4/14 TuTh 6:30 – 10:00 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
10430 2/6 Sa 8:30 a.m. - 5:00 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 1: Design, Plan, and Manufacture; Supply Chain Management 2: Source and Distribute and Supply Chain Management 3: 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
12420 1/30 – 5/1 Sa 9:00 a.m. - 2:30 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
12417 1/30 – 2/27 Sa 9:00 a.m. - 2:30 p.m. WOLF

Supply 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
12418 3/6 – 3/27 Sa 9:00 a.m. - 2:30 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
12419 4/10 – 5/1 Sa 9:00 a.m. - 2:30 p.m. WOLF

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
11586 4/10 - 4/18 SaSu 8:00 - 6:30 p.m. KEND
11591 1/23 – 2/6 SaSu 8:00 a.m. - 4:30 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/Licensure/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
11587 4/10 – 4/24 SaSu 8:00 – 6:30 p.m. KEND
11592 1/23 – 2/6 SaSu 8:00 a.m. – 4:30 p.m. NORT
2/7 Su 8:00 – 6:30 p.m. NORT

REGISTER EARLY!
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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!

**Public Adjuster State Exam Review**
This review will prepare students to sit for the public adjuster state exam.
$149 | 10 Hours
11588 4/24 Sa 8:00 – 6:30 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
11590 3/20 - 4/18 SaSu 9 a.m. – 2 p.m. NORT
12424 3/13 - 4/17 Sa 8:30 a.m. – 5:00 p.m. KEND

**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.
$149 | 16 Hours
13770 3/6 - 3/27 Sa 9:30 a.m. – 1:30 p.m. WEST
$153 | 16 Hours
12799 2/20 - 3/20 W 7:00 - 10:10 p.m. KEND

**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
10974 4/10 - 5/1 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
11998 1/7 - 3/25 TuWTh 6:00 - 9:12 p.m. WOLF

**Interior Decorating Level 1**
This course offers students the opportunity to apply color, light, texture and surfaces and the latest in appliances via collages and maquettes.
$153 | 16 Hours
11248 1/17 - 2/3 TuWTh 6:00 - 9:12 p.m. WOLF
$11283 1/30 - 3/6 Sa 9:00 a.m. - 12:10 p.m. KEND

**Interior Decorating Level 2**
This course offers students the opportunity to explore more in depth a variety of decorative elements geared towards residential planning and designing, with an emphasis on Classical, Tropical, Art Déco and Modern. Students will also be introduced to job-estimating fundamentals and calculating material usage.
$153 | 16 Hours
11994 2/11 - 3/11 Th 6:00 - 9:12 p.m. WOLF

**Kitchen Design**
Explore and learn design techniques for conceptualizing contemporary and functional kitchens. This course will present students with tools to design and calculate the space.
$153 | 16 Hours
12729 2/4 - 4/8 Th 6:30 - 9:30 p.m. HIA

**Interior Design**

**Decoración y Diseño de Interiores: Avanzado**
Los estudiantes aprenderán a proyectar y vender sus propias ideas simulando la realidad mediante la aplicación de las diferentes herramientas y técnicas, materializando el espacio creado a través del estudio y la práctica intensiva del Software 3D.
$319 | 30 Hours
12731 2/3 - 5/7 W 6:30 - 9:30 p.m. HIA

**Decoración y Diseño de Interiores: Basico**
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
12731 2/3 - 5/7 W 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 cómo dibujar a mano...
The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.

**PROFESSIONAL AND WORKFORCE TRAINING**

**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
12730  2/4 - 4/8  Th  6:30 - 9:30 p.m.  HIA

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
11464  1/19 - 3/23  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
13205  1/21 - 3/25  Th  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
13244  2/22 - 3/29  MWF  6:30 - 9:30 p.m.  KEND

Certification Exam Preparation for SHRM-CP and SHRM-SCP (Discount for SHRM Members)
For experienced human resource professionals working in human resources, this course will provide an overview of key areas in human resource management and essential information in preparation for the SHRM-CP and SHRM-SCP Certification Exam. All materials included. *Discount available for SHRM members.*

$1125  |  35 Hours
13095  2/13 - 3/27  Sa  9 a.m. - 2 p.m.  WOLF

**SHRM Essentials of Human Resources**
This course is designed to provide students with the essential knowledge and skills of human resource management. Students learn about behavioral competencies and become familiar with aspects of HR knowledge areas, such as: strategic human resources, recruitment and selection, orienting and training employees, principles of employment law, fundamentals of compensation and benefits, as well as quality performance. A certificate from the Society for Human Resources Management will be awarded upon successful completion of this course.

$549  |  15 Hours
13799  3/13 - 3/27  Sa  9:00 a.m. - 2:30 p.m.  WEST

**SHRM Essentials of Human Resources (Discount for SHRM Members)**
This course is designed to provide students with the essential knowledge and skills of human resource management. Students learn about behavioral competencies and become familiar with aspects of HR knowledge areas, such as: strategic human resources, recruitment and selection, orienting and training employees, principles of employment law, fundamentals of compensation and benefits, as well as quality performance. A certificate from the Society for Human Resources Management will be awarded upon successful completion of this course.

$549  |  15 Hours
12990  3/13 - 3/27  Sa  9 a.m. - 2 p.m.  WEST

**OCCUPATIONAL SAFETY**

Forklift Certification
Students will be required to watch a FL-OSHA State compliance video on safety rules and regulations. Answer a 40 questions written test and receive comprehensive hands-on forklift training.

$99  |  3 Hours
12675  1/23  Sa  9 a.m. - Noon  NORT
12676  2/27  Sa  9 a.m. - Noon  NORT
12677  3/27  Sa  9 a.m. - Noon  NORT
12678  4/24  Sa  9 a.m. - Noon  NORT

**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

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

$65 | 3 Hours
10294 1/27  W 6:30 – 9:30 p.m.  EIP
10400 4/8   Th 6:30 – 9:30 p.m.  KEND
10461 4/10  Sa 9 a.m. – Noon  WEST
10566 2/5   F 6 – 9 p.m.  HIA
10567 3/12  F 6 – 9 p.m.  HIA
10568 4/30  F 6 – 9 p.m.  HIA
11238 2/24  W 6:30 – 9:30 p.m.  EIP
11413 3/24  W 6:30 – 9:30 p.m.  EIP
11922 3/18  Th 6:30 – 9:30 p.m.  KEND

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
10450 2/20  Sa 9 a.m. – Noon  NORT
11243 2/1   M 6 – 9 p.m.  WOLF
11407 4/19  M 6 – 9 p.m.  WOLF
11431 2/24  W 6:30 – 9:30 p.m. KEND
11439 4/17  Sa 9 a.m. – Noon  NORT
12268 3/2   Tu 6 – 9 p.m.  HOME
12865 4/17  Sa 9 a.m. – Noon  WEST

Signing Agent Workshop
Prepárese para ejercer las funciones de notario móvil o signing agent. Usualmente las instituciones de préstamo requieren de los servicios de un notario móvil o signing agent para efectuar cierres de hipotecas. Para tomar este curso se requiere ser notario público. Aclaración: los signing agents son distintos a los title agents.

$109 | 3 Hours
13476 4/16  F 6 – 9 p.m.  HIA

Signing Agent (en Español)

$95 | 16 Hours
11168 2/6 – 2/7  SaSu 8:30 a.m. – 4:30 p.m.  NORT
11169 4/10 – 4/11 SaSu 8:30 a.m. – 4:30 p.m.  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.

$120 Hours
10398 2/20 – 3/28 SaSu 8:00 – 6:30 p.m.  KEND
11813 2/20 – 3/28 SaSu 8:30 – 6:30 p.m.  NORT

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
10272 2/23 – 2/25 TuTh 6 – 10 p.m.  WOLF

Community Association Manager License Exam Preparation (CAM - PRE 33)
This 18-hour course fulfills the requirements to take the state exam and obtain the license to manage homeowner associations, condomini- ums, mobile homes and cooperatives.

$279 | 18 Hours
11589 4/13 – 4/22 TuWTh 6:30 – 9:30 p.m.  KEND

Home Inspection Pre Licensing Provider #0002375 (State Course ID No. 0000004)

$819 | 120 Hours
10398 2/20 – 3/28 SaSu 8:00 – 6:30 p.m.  KEND
11813 2/20 – 3/28 SaSu 8:30 – 6:30 p.m.  NORT
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
12613 3/6 - 3/13 Sa 8:30 a.m. - 1:30 p.m. WOLF

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.
$379 | 63 Hours
11264 2/6 - 5/8 Sa 8:30 a.m. - 1:15 p.m. HIA

Real Estate Sales Associate Pre-Licensing Course + Exam Review and Book
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 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
10676 1/25 - 4/7 MW 6 - 9 p.m. WOLF
12054 1/23 - 4/10 Sa 9 a.m. - 4 p.m. KEND
14162 2/16 - 4/22 TuTh 6:30 - 10:00 p.m. KEND
12055 3/27 - 3/28 SaSu 9 a.m. - 5 p.m. KEND

Real Estate Exam Retake
This course is for students retaking the end-of-course exams.
$18 | 3 Hours
11874 4/24 Sa 9 a.m. - Noon KEND

Real Estate Sales Associate State Exam Review
This review course will prepare you for the Real Estate Sales Associate examination. Math included.
$149 | 14 Hours
10833 3/20 - 3/27 Sa 8:30 a.m. - 4:00 p.m. WOLF
12425 4/17 - 4/18 SaSu 9 a.m. - 5 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.
Repeat - Real Estate Sales Associate Pre-Licensing Course
This course is designed for students who have taken and failed the end-of-the-course exam twice and need to repeat the entire course. This is a requirement of the Florida Real Estate Commission.
$397 | 63 Hours
14163 2/16 - 4/22 TuTh 6:00 - 9:30 p.m. NORT

Wind Mitigation, 4 Point and Roof Certification (Course ID 0000046)
In this 8-hour course, participants will learn inspection techniques to perform a wind mitigation inspection, a 4-point inspection and a roof certification inspection. Participants will understand and fill out the OIR-B1-1802 Uniform Mitigation Verification Inspection Form, the Florida Association of Building Inspectors (FABI) 4-Point Insurance Report and Citizens Insurance Company Roof Condition Certification Form. This course is approved for construction and home inspector continuing education.
$89 | 8 Hours
10399 4/24 Sa 8:00 a.m. – 4:30 p.m. KEND

RECREATIONAL WRITING

Screenwriting
Learn to brainstorm a concept for your movie, create rich characters, outline a compelling storyline and write a Hollywood-ready screen play.

The Nonprofit Institute
Grants and Proposals Concept Development
Students will acquire the hands-on experience and skills to develop grant and proposals. This course will cover identifying a problem, conducting a literature review and identifying best practices; determining strategies and solutions, identifying partnerships and establishing collaborative relationships and developing the concept paper.
$145 | 8 Hours
12111 2/20 - 2/27 Sa 8:30 a.m. - 12:30 p.m. NORT

Writing Winning Grant Proposals
Students will acquire the hands-on experience and skills to write winning grant proposals. This course will cover creating templates for letters of commitment, creating an outline for a grant proposal, customizing existing templates for common grant sections, creating a budget, avoiding common proposal weaknesses, acting as a liaison to funding agency during proposal development and evaluating grant proposals.
$195 | 12 Hours
12113 3/13 - 3/27 Sa 8:30 a.m. - 12:30 p.m. NORT

Accent Reduction - Consonants
This course is designed to provide the advanced student with an awareness of the key elements of accent reduction: correct pronunciation of consonants, intonation, stress and rhythm. This will include a review of the pronunciation of consonants, the stress placed on content words in English sentences; the importance of intonation in questions and statements and the rhythm of the language.
$89 | 21 Hours
10264 3/19 - 4/30 F 9:00 a.m. - 12:30 p.m. KEND
13291 3/19 - 5/7 F 9 a.m. – Noon WEST

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.

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

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$179 | 42 Hours

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

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$179 | 42 Hours

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.

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<th>Course Code</th>
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$429 | 35 Hours

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.

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<td>10223</td>
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$239 | 60 Hours

English for Work 4
Improve your English by learning and practicing the language in more challenging settings and contexts. Develop skills in language areas such as past perfect tense, tag questions, conditionals, passive voice, reported speech and embedded questions. Learn how to write a cover letter, a resume and prepare for a job interview.

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</table>

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

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<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>13357</td>
<td>3/15</td>
<td>4/29</td>
<td>Mi</td>
<td>Wh</td>
<td>8:45 – 11:45 a.m.</td>
</tr>
<tr>
<td>13358</td>
<td>3/15</td>
<td>4/29</td>
<td>Mi</td>
<td>Wh</td>
<td>6:30 – 9:30 p.m.</td>
</tr>
</tbody>
</table>

$299 | 84 Hours

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>10280</td>
<td>1/11</td>
<td>3/2</td>
<td>Mi</td>
<td>Wh</td>
<td>6:30 – 8:25 p.m.</td>
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<td>10281</td>
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<td>Mi</td>
<td>Wh</td>
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<tr>
<td>11384</td>
<td>1/9</td>
<td>4/24</td>
<td>Sa</td>
<td>9:00 a.m. – 1:15 p.m.</td>
<td>KEND</td>
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<tr>
<td>12487</td>
<td>1/11</td>
<td>3/22</td>
<td>MW</td>
<td>6:30 – 9:30 p.m.</td>
<td>HIA</td>
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<tr>
<td>12488</td>
<td>1/23</td>
<td>5/1</td>
<td>Sa</td>
<td>8:30 a.m. – 12:30 p.m.</td>
<td>EJP</td>
</tr>
<tr>
<td>12495</td>
<td>3/29</td>
<td>5/3</td>
<td>Mi</td>
<td>Wh</td>
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<td>12679</td>
<td>1/11</td>
<td>3/4</td>
<td>Mi</td>
<td>Wh</td>
<td>11 a.m. – 1 p.m.</td>
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<tr>
<td>12680</td>
<td>1/11</td>
<td>3/4</td>
<td>Mi</td>
<td>Wh</td>
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<td>12692</td>
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<td>4/29</td>
<td>Mi</td>
<td>Wh</td>
<td>8 – 10 p.m.</td>
</tr>
</tbody>
</table>

$199 | 56 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.
ESL Placement Exam
Assessment to determine student’s English proficiency to be placed in the proper class.
FREE | 2 Hours
10454 1/6 - 5/8 MiWThSa Noon - Noon | HIA

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. Some knowledge of English or 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 ESL Fundamentals is recommended.

$199 | 56 Hours
10218 1/11 - 3/2 MiWTh 6:30 - 8:25 p.m. | KEND
10224 3/15 - 4/29 MiWTh 6:30 - 8:25 p.m. | KEND
10225 1/9 - 4/24 Sa 9:00 a.m. - 1:15 p.m. | KEND
10443 1/11 - 3/3 MW 6 - 10 p.m. | NORT
10444 3/8 - 4/21 MW 6 - 10 p.m. | NORT
12445 1/11 - 3/4 MiWTh 11 a.m. - 1 p.m. | EJP
12553 1/11 - 3/4 MiWTh 8 - 10 p.m. | EJP
12693 3/15 - 4/29 MiWTh 11 a.m. - 1 p.m. | EJP
12694 3/15 - 4/29 MiWTh 8 - 10 p.m. | EJP

$299 | 84 Hours
10241 1/6 - 2/22 MiWTh 10:30 a.m. - 1:30 p.m. | WOLF
10242 3/1 - 4/19 MiWTh 10:30 a.m. - 1:30 p.m. | WOLF
10455 1/11 - 3/17 MiW 6:30 - 9:30 p.m. | HIA
10658 1/11 - 3/2 MiWTh 9 a.m. - Noon | KEND
10659 3/15 - 4/29 MiWTh 9 a.m. - Noon | KEND
10807 1/11 - 3/2 MiWTh 8:45 - 11:45 a.m. | WEST
11224 3/15 - 4/29 MiWTh 8:45 - 11:45 a.m. | WEST
11315 1/11 - 3/2 MiWTh 6:30 - 9:30 p.m. | WEST
11400 3/15 - 4/29 MiWTh 6:30 - 9:30 p.m. | WEST
12107 1/26 - 5/4 TuTh 6 - 9 p.m. | HOME

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

$199 | 56 Hours
10219 1/11 - 3/2 MiWTh 6:30 - 8:25 p.m. | KEND
10228 3/15 - 4/29 MiWTh 6:30 - 8:25 p.m. | KEND
10446 1/11 - 3/3 MW 6 - 10 p.m. | NORT
10447 3/8 - 4/21 MW 6 - 10 p.m. | NORT
10866 1/9 - 4/24 Sa 9:00 a.m. - 1:15 p.m. | KEND
12554 1/11 - 3/4 MiWTh 8 - 10 p.m. | EJP
12778 3/15 - 4/29 MiWTh 8 - 10 p.m. | EJP
13195 1/11 - 3/4 MiWTh 11 a.m. - 1 p.m. | EJP
13196 3/11 - 4/29 MiWTh 8 - 10 p.m. | EJP

$299 | 84 Hours
10213 1/11 - 3/2 MiWTh 6:30 - 11:45 a.m. | WEST
10456 1/11 - 3/17 MiW 6:30 - 9:30 p.m. | HIA
10502 1/11 - 3/2 MiWTh 6:30 - 9:30 p.m. | WEST
10660 1/11 - 3/2 MiWTh 9 a.m. - Noon | KEND
12108 1/26 - 5/4 TuTh 6 - 9 p.m. | HOME
10248 3/1 - 4/19 MiWTh 10:30 a.m. - 1:30 p.m. | WOLF
10902 3/1 - 4/19 MiWTh 10:30 a.m. - 1:30 p.m. | WOLF
10661 3/15 - 4/29 MiWTh 9 a.m. - Noon | KEND
10902 3/15 - 4/29 MiWTh 6:30 - 9:30 p.m. | WEST
10904 3/15 - 4/29 MiWTh 8:45 - 11:45 a.m. | WEST

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 to determine English proficiency or successful completion of Intensive English 2 recommended.

$199 | 56 Hours
10221 1/11 - 3/2 MiWTh 6:30 - 8:25 p.m. | KEND
10456 1/11 - 3/17 MiW 6:30 - 9:30 p.m. | HIA
10502 1/11 - 3/2 MiWTh 6:30 - 9:30 p.m. | WEST
10660 1/11 - 3/2 MiWTh 9 a.m. - Noon | KEND
12108 1/26 - 5/4 TuTh 6 - 9 p.m. | HOME
10902 3/1 - 4/19 MiWTh 10:30 a.m. - 1:30 p.m. | WOLF
10661 3/15 - 4/29 MiWTh 9 a.m. - Noon | KEND
10902 3/15 - 4/29 MiWTh 6:30 - 9:30 p.m. | WEST
10904 3/15 - 4/29 MiWTh 8:45 - 11:45 a.m. | WEST

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.

$199 | 56 Hours
10221 1/11 - 3/2 MiWTh 6:30 - 8:25 p.m. | KEND
10232 3/15 - 4/29 MiWTh 6:30 - 8:25 p.m. | KEND
10233 1/9 - 4/24 Sa 9:00 a.m. - 1:15 p.m. | KEND
10522 1/12 - 3/2 TuTh 6:00 - 9:45 p.m. | NORT
10523 3/9 - 4/22 TuTh 6:00 - 9:45 p.m. | NORT
12448 1/11 - 3/4 MiWTh 11 a.m. - 1 p.m. | EJP
12556 1/11 - 3/4 MiWTh 8 - 10 p.m. | EJP
12782 3/15 - 4/29 MiWTh 11 a.m. - 1 p.m. | EJP
12783 3/15 - 4/29 MiWTh 8 - 10 p.m. | EJP
12890 1/26 - 5/4 TuTh 6 - 9 p.m. | HOME

$299 | 84 Hours
10262 1/6 - 2/22 MiWTh 10:30 a.m. - 1:30 p.m. | WOLF
10263 3/1 - 4/19 MiWTh 10:30 a.m. - 1:30 p.m. | WOLF
10458 1/11 - 3/17 MiW 6:30 - 9:30 p.m. | HIA
10664 1/11 - 3/2 MiWTh 9 a.m. - Noon | KEND
10665 3/15 - 4/29 MiWTh 9 a.m. - Noon | KEND
10907 1/11 - 3/2 MiWTh 8:45 - 11:45 a.m. | WEST
11311 1/11 - 3/2 MiWTh 6:30 - 9:30 p.m. | WEST
11406 3/15 - 4/29 MiWTh 8:45 - 11:45 a.m. | WEST
11454 3/15 - 4/29 MiWTh 6:30 - 9:30 p.m. | WEST
11891 1/26 - 5/4 TuTh 6 - 9 p.m. | HOME
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: Take assessment to determine English proficiency or successful completion of Intensive English 4 recommended.

$199 | 56 Hours
10282 1/11 - 3/2 MWFTh 6:30 - 8:25 p.m. KEND
10283 3/15 - 4/29 MWFTh 6:30 - 8:25 p.m. KEND
11350 1/9 - 4/24 Sa 9:00 a.m. - 11:15 p.m. KEND

$299 | 84 Hours
12987 1/26 - 5/4 TuTh 6 - 9 p.m. HOME
10267 1/11 - 3/2 MWFTh 8:45 - 11:45 a.m. WEST
10268 1/6 - 2/22 MWFTh 10:30 a.m. - 1:30 p.m. WOLF
10671 1/11 - 3/2 MWFth 9 a.m. - Noon KEND
10672 3/15 - 4/29 MWFTh 9 a.m. - Noon KEND
10816 1/11 - 3/2 MWFth 6:30 - 9:30 p.m. WEST
11314 3/15 - 4/29 MWFth 8:45 - 11:45 a.m. WEST
11455 3/15 - 4/29 MWFTh 6:30 - 9:30 p.m. WEST
11245 3/1 - 4/19 MWFth 10:30 a.m. - 1:30 p.m. WOLF

Intensive English 6
This course is designed to continue enhancing Level 5 students’ skills through grammar, conversation, reading and writing. This high-intermediate/advanced communicative course will develop student’s confidence and increase their fluency in social, travel and professional situations. Prerequisites/Corequisite Information: Placement Test to determine English proficiency or successful completion of Intensive English 5 recommended.

$199 | 56 Hours
10234 1/11 - 3/2 MWFTh 6:30 - 8:25 p.m. KEND
11239 3/15 - 4/29 MWFTh 6:30 - 8:25 p.m. KEND
11240 1/9 - 4/24 Sa 9:00 a.m. - 1:15 p.m. KEND

$299 | 84 Hours
10216 1/11 - 3/2 MWFTh 8:45 - 11:45 a.m. WEST
10236 1/11 - 3/2 MWFTh 6:30 - 9:30 p.m. WEST
10296 1/6 - 2/22 MWFTh 10:30 a.m. - 1:30 p.m. WOLF
10818 3/15 - 4/29 MWFth 8:45 - 11:45 a.m. WEST
10819 3/15 - 4/29 MWFth 6:30 - 9:30 p.m. WEST
11164 1/11 - 3/2 MWFth 9 a.m. - Noon KEND
11241 3/15 - 4/29 MWFth 9 a.m. - Noon KEND
10297 3/1 - 4/19 MWFth 10:30 a.m. - 1:30 p.m. WOLF

FOREIGN LANGUAGES
Corso di Cultura Italiana
Advanced Italian students will practice the language through discussions of the culture of various regions of Italy. Topics will include art, music, history, traditions, legends and literature. Class will be conducted entirely in Italian.

$147 | 21 Hours
11379 2/10 - 3/17 W 6:30 - 10:00 p.m. KEND
11380 3/24 - 4/28 W 6:30 - 10:00 p.m. KEND

Foreign Language Test
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.

FREE | 1 Hour
13103 1/5 – 5/8 MWFth 9 a.m. - 5 p.m. WOLF

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.

$169 | 28 Hours
11257 1/9 - 3/6 Sa 9 a.m. - 1 p.m. WOLF
11546 3/13 - 5/1 Sa 9 a.m. - 1 p.m. WOLF
13423 1/9 - 3/6 Sa 9 a.m. - 1 p.m. KEND

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

$169 | 28 Hours
11272 1/9 - 3/6 Sa 9 a.m. - 1 p.m. WOLF
11418 3/13 - 5/1 Sa 9 a.m. - 1 p.m. WOLF
13426 3/13 - 4/24 Sa 9:00 a.m. - 1:35 p.m. KEND

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

$219 | 42 Hours
11273 1/6 – 3/1 MW 6 - 9 p.m. WOLF
11321 3/15 – 4/28 MW 6 - 9 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.
French 3
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
$199 | 28 Hours
11433 3/13 – 5/1 Sa 9 a.m. – 1 p.m. WOLF

French 3 - Intensive
Continue to enrich your French vocabulary, acquire idiomatic expressions and learn grammar skills so you can better function in day-to-day life situations. This course enriches your learning activities with a mixture of visual, auditory and experiential activities that engage and integrate all of your language skills including expressing and supporting opinions in writing.
$249 | 42 Hours
11520 3/15 - 4/28 MW 6 - 9 p.m. WOLF

German 1
This course is designed for the beginner who would like to converse in basic German. Course material covers real life situations that one might encounter as a tourist or visitor. One half of the class time will be dedicated to fundamental grammar, while the other will focus on communication. Students are encouraged to share from their own experience.
$169 | 28 Hours
10422 3/13 - 5/1 Sa 9 a.m. – 1 p.m. WOLF

Italian 1
This course is for beginners who have no knowledge of Italian and would like to acquire basic conversation skills. Part of the class is dedicated to learning grammar and the other part to applying concepts to conversation. Students will be able to engage in asking simple questions, directions and greetings.
$169 | 28 Hours
11261 3/13 – 5/1 Sa 9 a.m. – 1 p.m. WOLF
11522 3/13 – 5/1 Sa 9 a.m. – 1 p.m. WOLF

Italian 1 - Intensive
This intensive introductory course provides a foundation in the basic language skills (listening, speaking, reading and writing). Through a variety of exercises and experiential activities such as dialogues and role-plays, you rapidly acquire the essential elements of common Italian. Plenty of practical explanations and examples of common, natural Italian are provided throughout the course.
$219 | 42 Hours
11352 2/11 – 4/29 Th 6:30 – 10:00 p.m. KEND

Italian 2
This course will continue to cover grammatical concepts, review basic conversation while advancing to more complex activities dealing with real life situations. The students will be able to talk with the professor and among themselves about the culture of Italy and its people.
$169 | 28 Hours
11522 3/13 – 5/1 Sa 9 a.m. – 1 p.m. WOLF

Italian 2 - Intensive
This intensive course provides a variety of structures and open-ended activities that will help the students reinforce old knowledge and introduce new concepts through a variety of exercises and experiential activities such as dialogues and role-plays. The students will rapidly acquire the essential elements of common Italian. Plenty of practical explanations and examples of common, natural Italian are provided throughout the course.
$225 | 42 Hours
12983 2/9 – 4/27 Tu 6:30 – 10:00 p.m. KEND

Portuguese 1
Begin to communicate in Brazilian Portuguese. You will learn to use simple sentence structures, present tense of verbs, adjectives and adverbs in
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.

Spanish 1 - Intensive
Continue improving your language skills by focusing on past experiences by using the simple past 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.

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.

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.

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.

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 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. $169 | 28 Hours
11211 1/23 - 3/6 Sa 9:00 a.m. - 12:30 p.m. NORT
12058 3/13 - 4/24 Sa 9:00 a.m. - 12:30 p.m. NORT
13425 3/16 - 4/29 TuTh 9:30 - 11:30 a.m. KEND

Spanish for Advanced Students
Continue improving your Spanish conversational skills, fluency and vocabulary. Come prepared to engage in conversations on current topics of interest. This course is conducted entirely in Spanish and students are encouraged to use descriptions and gestures to describe unknown words. Course prerequisite: Spanish 4 or equivalent proficiency. $110 | 21 Hours
10300 1/22 - 3/5 F 9:30 a.m. - 12:30 p.m. KEND
10302 3/12 - 4/30 F 9:30 a.m. - 12:30 p.m. KEND

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
13458 2/8 - 3/29 MW 6:00 - 8:30 p.m. MEDI

CHILD CARE

CHILD CARE IN-SERVICE & CEUS

Conociendo el ADD, el ADHD y el Autismo (4.5 CEUs)
Este curso está diseñado para instructores en educación especial, padres y personal pedagógico en general. Este les ayudará a lograr un mejor entendimiento del TDA/TDAH y de los trastornos del espectro autista, ofreciendo información actualizada y estrategias pedagógicas que permitirán mejorar el comportamiento de estos niños y su desempeño escolar. Este curso de 45 horas cubrirá las horas de servicio de entrenamiento anual y le permitirá adquirir 4.5 CEUs. El objetivo principal de este curso es proveer información actualizada que permita un entorno de integración en el trabajo y la atención que requieren estos niños. $409 | 45 Hours
10309 2/20 - 4/24 Sa 1:30 - 6:30 p.m. EIP
11914 2/6 - 4/17 Sa 8:30 a.m. - 2:00 p.m. KEND
12008 2/9 - 3/30 TuTh 6:30 - 9:30 p.m. HIA
12856 1/19 - 3/9 TuTh 7 - 10 p.m. WEST

Familia-Escuela y Comunidad
Aprenda, como cuidador de infantes, a relacionarse con las familias que integran nuestra comunidad actual. Prepárese a interactuar de manera correcta con familias de diferentes culturas y razas. $409 | 45 Hours
11387 2/4 - 4/29 Th 6:15 - 9:45 p.m. HIA

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 completan las 120 horas de clase (incluye tareas, exámenes y caja de recursos) 480 horas de experiencia laboral y su evaluación final el Estado de la Florida le otorgará el Certificado Profesional del Cuidado Infantil de la Florida. $439 | 60 Hours
10199 2/16 - 4/22 TuTh 6 - 9 p.m. HOME
10319 3/10 - 4/17 Sa 8:00 a.m. - 2:30 p.m. KEND
10336 3/12 - 4/24 Sa 8:00 a.m. - 1:15 p.m. EIP
11397 3/10 - 4/17 Sa 9:00 a.m. - 3:30 p.m. KEND
12152 1/19 - 3/5 TuTh 7 - 10 p.m. WEST
12412 1/30 - 5/1 Sa 8:30 a.m. - 1:30 p.m. HIA

Florida Child Care Professional Credential (FCCPC 2)
Complete su preparación finalizando el segundo curso del programa. Las 120 horas de estudio junto a las 480 horas de prácticas apropiadas en un centro licenciado de cuidado infantil o en un centro en el hogar más la aprobación de la evaluación final ayudará al estudiante a obtener el Florida Child Care Professional Credential. Aprobar el curso de FCCPC 1 es un prerequisito para tomar este curso. $439 | 60 Hours
10319 1/30 - 4/17 Sa 8:00 a.m. - 2:30 p.m. KEND

Making the Most of Classroom Interactions (MMCI) Infant-Toddler Class (2.4 CEUs)
This 24 hour course uses the Classroom Assessment Scoring System (CLASS™) observation tool to provide a framework for considering teaching practices and guiding observations of classroom video, examining the impact of teacher-child interactions and relationships on children’s learning. $479 | 24 Hours
12416 2/20 - 3/27 Sa 8:30 a.m. - 12:30 p.m. HIA
12583 3/2 - 3/25 TuTh 7 - 10 p.m. HOME
12858 3/1 - 3/24 MW 7 - 10 p.m. WEST

Making the Most of Classroom Interactions (Preschool) 2.4 CEUs
Participants will learn to recognize the impact that good and positive teachers’ interactions have in the development and learning of children. Participants will also learn to define and identify positive teachers’ interactions as described by the CLASS Observation tool. $479 | 24 Hours
12741 3/9 - 4/20 TuTh 6:30 - 8:30 p.m. HIA
12860 1/25 - 2/22 MW 7 - 10 p.m. WEST

Manejo del Comportamiento (4.5 CEUs)
En este curso tendrá la oportunidad de analizar las causas posibles de los problemas de comportamiento en los niños de edad preescolar. Conozca las estrategias para manejar los problemas del comportamiento de manera efectiva y sensible y cuáles son los comportamientos apropiados. Este curso de 45 horas, cubrirá las horas de servicio de entrenamiento anual y le permitirá adquirir 4.5 CEUs. El objetivo principal de este entrenamiento es, proveer herramientas que le sean útiles al personal docente, padres y, profesionales afines, para el manejo de comportamientos en niños. $409 | 45 Hours
12610 3/4 - 4/22 TuTh 6 - 9 p.m. HOME
12501 1/25 - 3/17 MW 7 - 10 p.m. WEST
12867 2/6 - 4/17 Sa 8:30 a.m. - 1:30 p.m. HIA

Más que un Cuentacuentos
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
12889 2/4 - 4/29 Th 6:00 - 9:30 p.m. KEND

Operación 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 otorgarles el nivel 1 de...
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

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. Descubra nuevas formas para ayudar a que los niños desarrollen habilidades básicas esenciales.
$49 | 5 Hours
10330 2/1 - 2/2 M/WTh 6:00 - 8:30 p.m. EJP
10286 2/8 M 5:00 - 10:15 p.m. HOME
10484 2/8 M 9:00 a.m. - 2:30 p.m. WEST
11594 2/9 Tu 8:30 a.m. - 2:00 p.m. KEND
10471 2/10 - 2/11 W/Th 6:30 - 9:00 p.m. HIA
10318 3/2 Tu 5 - 10 p.m. KEND
10485 3/8 M 9:00 a.m. - 2:30 p.m. WEST
10486 3/8 - 3/10 MW 6:30 - 9:00 p.m. WEST
10473 3/10 - 3/11 W/Th 6:30 - 9:00 p.m. HIA
10287 3/20 Sa 9:00 a.m. - 2:30 p.m. HOME
10827 3/20 Sa 8:30 a.m. - 1:30 p.m. NORT
10979 3/20 Sa 8:30 a.m. - 2:00 p.m. KEND
10317 3/23 Tu 8:30 a.m. - 2:00 p.m. KEND
10331 3/26 - 3/29 MF 6:00 - 8:30 p.m. EJP
10472 3/27 Sa 8:30 a.m. - 1:30 p.m. HIA
10474 4/7 - 4/8 W/Th 6:30 - 9:00 p.m. HIA
11557 4/10 Sa 9:00 a.m. - 2:30 p.m. WEST
10329 4/17 Sa 8:00 a.m. - 1:15 p.m. EJP
10316 4/20 Tu 8:30 a.m. - 2:00 p.m. KEND
12286 4/20 Tu 5:00 - 10:15 p.m. HOME
10475 4/27 - 4/28 W/Th 6:30 - 9:00 p.m. HIA

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
10326 1/28 - 1/29 Th/F 6:00 - 8:30 p.m. EJP
10476 2/8 - 2/9 M/Fu 6:30 - 9:00 p.m. HIA
10315 2/11 Th 8:30 a.m. - 2:00 p.m. KEND
11598 3/4 Th 5 - 10 p.m. KEND
10477 3/8 - 3/9 M/Fu 6:30 - 9:00 p.m. HIA
12357 3/16 Tu 9:00 a.m. - 2:30 p.m. WEST
14031 3/25 Th 8:30 a.m. - 2:00 p.m. KEND
10208 3/27 Sa 9 - 10 a.m. HOME
10826 3/27 Sa 8:30 a.m. - 1:30 p.m. NORT
11593 3/27 Sa 8:30 a.m. - 2:00 p.m. KEND
14321 4/10 Sa 8:00 a.m. - 1:15 p.m. EJP
14154 4/22 Th 8:30 a.m. - 2:00 p.m. KEND
11342 4/24 Sa 8:30 a.m. - 1:30 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
10492 2/3 W 9:00 a.m. - 2:30 p.m. WEST
11907 2/12 F 8:30 a.m. - 2:00 p.m. KEND
10494 2/24 - 3/1 MW 6:30 - 9:00 p.m. WEST
10493 3/3 W 9:00 a.m. - 2:30 p.m. WEST
11166 3/5 F 5 - 10 p.m. KEND
11292 3/6 - 3/13 Sa 2:00 - 4:30 p.m. NORT
10478 3/20 Sa 8:30 a.m. - 1:30 p.m. HIA
10328 3/24 - 3/25 W/Th 6:00 - 8:30 p.m. EJP
12736 3/26 F 8:30 a.m. - 2:00 p.m. KEND
10495 3/27 Sa 9:00 a.m. - 2:30 p.m. WEST
12735 3/28 Su 8:30 a.m. - 2:00 p.m. KEND
10479 4/5 - 4/6 M/Fu 6:30 - 9:00 p.m. HIA
10210 4/22 Th 5:00 - 10:15 p.m. HOME
12838 4/23 F 8:30 a.m. - 2:00 p.m. KEND
10480 5/3 - 5/4 M/Fu 6:30 - 9:00 p.m. HIA

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!
5 Hours 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-
torías del Departamento de Niños y Familias.
$49 | 5 Hours
10334 1/26 - 1/27 TuW 6:00 - 8:30 p.m. EJP
10496 2/1 M 9:00 a.m. - 2:30 p.m. WEST
10573 2/4 - 2/5 ThF 6:30 - 9:00 p.m. HIA
11596 2/10 W 8:30 a.m. - 2:00 p.m. KEND
10498 2/17 - 2/22 MW 6:30 - 9:00 p.m. WEST
11295 2/20 - 2/27 Sa 2:00 - 4:30 p.m. NORT
10497 3/1 M 9:00 a.m. - 2:30 p.m. WEST
10434 3/3 W 5 - 10 p.m. KEND
10575 3/4 - 3/5 ThF 6:30 - 9:00 p.m. HIA
10574 3/13 Sa 8:30 a.m. - 1:30 p.m. HIA
10409 3/20 Sa 9:00 a.m. - 2:30 p.m. WEST
10288 3/21 Su 9:00 a.m. - 2:30 p.m. HOME
11906 3/21 Su 8:30 a.m. - 2:00 p.m. KEND
10335 3/22 - 3/23 MTh 6:00 - 8:30 p.m. EJP
10698 3/24 W 8:30 a.m. - 2:00 p.m. KEND
10333 3/27 Sa 8:00 a.m. - 1:15 p.m. EJP
10577 3/30 - 3/31 TuW 6:30 - 9:00 p.m. HIA
10433 4/21 W 8:30 a.m. - 2:00 p.m. KEND
12248 4/21 W 5:00 - 10:15 p.m. HOME
11341 4/24 Sa 8:30 a.m. - 1:30 p.m. HIA
10578 4/29 - 4/30 ThF 6:30 - 9:00 p.m. HIA

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 regula-
ciones que deben seguir las personas que cuidan niños en su hogar.
$69 | 6 Hours
11826 4/10 Sa 8:30 a.m. - 3:00 p.m. KEND

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
10605 1/30 - 2/6 Sa 2:00 - 4:30 p.m. NORT
10307 3/13 Sa 9:00 a.m. - 2:30 p.m. KEND
10607 4/24 - 5/1 Sa 2:00 - 4:30 p.m. KEND

Taller para Matriculación Electrónica
Este curso está diseñado para que personas que trabajen con niños se familiaricen con la página web del estado, para que aprendan como crear sus propias cuentas de correo electrónico y su archivo personal en el sistema de DCF.
$19 | 2 Hours
13482 1/13 W 9 - 11 a.m. WEST
13486 1/13 W 6:30 - 8:30 p.m. WEST
13369 1/14 Th 12:30 - 2:30 p.m. EJP
13491 1/20 W 6:30 - 8:30 p.m. HIA
13493 1/23 Sa 9 - 11 a.m. HIA
14156 1/29 F 1:30 - 3:30 p.m. KEND
13368 1/30 Sa 9 - 11 a.m. EJP
13508 1/30 Sa 8 - 10 a.m. NORT
13484 2/10 W 9 - 11 a.m. WEST
13496 2/17 W 6:30 - 8:30 p.m. HIA
14157 2/19 F 1:30 - 3:30 p.m. KEND
13370 3/11 Th 12:30 - 2:30 p.m. EJP
14158 3/12 F 1:30 - 3:30 p.m. KEND
13487 3/13 Sa 9 - 11 a.m. WEST
13497 3/15 M 6:30 - 8:30 p.m. HIA
13500 4/10 Sa 9 - 11 a.m. EJP
14159 4/9 F 1:30 - 3:30 p.m. KEND
13498 4/12 M 6:30 - 8:30 p.m. HIA

Understanding Developmentally Appropriate Practice (UDAP)
The goal of this course is to provide child care caregivers with an overview of what develop-
cerwise is and why it is important to practitioners in the field.
$49 | 5 Hours
10828 1/19 Sa 8:30 a.m. - 1:30 p.m. NORT
11818 4/10 Sa 8:30 a.m. - 2:30 p.m. KEND
11457 4/10 - 4/17 Sa 2:00 - 4:30 p.m. NORT
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
13434 3/20 - 3/21 SaSu 8:00 a.m. - 4:30 p.m. MEDI

ACLS Instructors 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. Must successfully 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
13450 3/27 - 3/28 SaSu 8:00 a.m. - 3:00 p.m. MEDI

BLS COURSE

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 patients enrolled in AHA courses. 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 15-1420 (https://shopcpr.heart.org/) Online Certificate of Completion must be provided prior to registration. Students must purchase textbook: ACLS Provider Manual, ISBN: 978-1-61669-772-3.

$189 | 6 Hours
13437 2/6 Sa 8:00 a.m. - 2:30 p.m. MEDI

PALS COURSES

Pediatric Advanced Life Support (PALS)
This course will prepare participants to identify and treat cardiopulmonary arrest and common conditions that may lead to cardiopulmonary arrest in infants and children. Students must purchase textbook: PALS Provider Manual, ISBN: 978-1-61669-785-3.

$219 | 16 Hours
13435 3/6 - 3/7 SaSu 8:00 a.m. - 4:30 p.m. MEDI

PALS Provider Recertification Course
This renewal course is for participants with an expiring PALS card. It is recommended that students renew their PALS card every two years. Students must purchase textbook PALS Provider Manual, ISBN: 978-1-61669-795-3.

$99 | 8 Hours
13436 3/7 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, ISBN: 978-1-61669-768-6.

$69 | 3 Hours
10406 1/8 F 8 - 11 a.m. MEDI
10407 1/22 F 8 - 11 a.m. MEDI
10408 1/30 Sa 8 - 11 a.m. MEDI
10409 2/6 Sa 8 - 11 a.m. MEDI
13154 3/7 Su 8:30 - 11:30 a.m. HIA
11571 3/20 Sa 8:00 a.m. - 12:30 p.m. NORT

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

$49 | 4 Hours
13678 4/10 Sa 8 a.m. – Noon NORT

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

$89 | 8 Hours
10277 2/6 Sa 9 a.m. - 5 p.m. HOME
10804 2/13 Sa 8:00 a.m. - 4:30 p.m. WEST
10890 3/13 Sa 8:00 a.m. - 4:30 p.m. WEST
10978 4/17 Sa 8:00 a.m. - 4:30 p.m. NORT
11411 4/10 Sa 9 a.m. - 5 p.m. HOME
12648 4/10 Sa 8:00 a.m. - 4:30 p.m. WEST

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.

$89 | 8 Hours
11571 3/13 Sa 8:00 a.m. - 4:30 p.m. NORT

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

**EKG Technician Certification**

This course provides students with the foundational knowledge of electrocardiography and skills to interpret 12-lead electrocardiograms. The course is designed to prepare students for employment as certified EKG technicians and focused on clinical learning experiences. Students study the cardiovascular system as it relates to basic EKG conceptual understanding and interpretation, while learning how to successfully obtain a 12-lead EKG. Additional areas covered include axis determination, patterns indicating ischemia, necrosis or myocardial infarction, detection of interventricular conduction defects, and hypertrophy.

<table>
<thead>
<tr>
<th>$919</th>
<th>75 Hours</th>
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<tbody>
<tr>
<td>10985</td>
<td>2/11 - 5/7</td>
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</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 will attempt to sit for the EMT license State of Florida Board Exam for the first time or who have previously attempted to pass the EMT State Exam.

<table>
<thead>
<tr>
<th>$489</th>
<th>32 Hours</th>
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<tr>
<td>10622</td>
<td>1/30 - 2/7</td>
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**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>$399</th>
<th>24 Hours</th>
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<tr>
<td>12151</td>
<td>1/30 - 2/6</td>
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**Paramedic Refresher Course**

This course is designed to provide an overview and to meet the 2001 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 schedule.

<table>
<thead>
<tr>
<th>$569</th>
<th>40 Hours</th>
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<tr>
<td>13451</td>
<td>2/25 - 3/7</td>
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**HEALTH CARE PROVIDERS COURSES**

**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>$749</th>
<th>60 Hours</th>
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<tr>
<td>13445</td>
<td>1/25-4/5</td>
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</table>

**MDC COVID-19 Contact Tracer Training**

MDC PROTECTS (PROactive Training and Education for Contact Tracing and Support) This training program will facilitate contact tracing and support to those most vulnerable to COVID-19 by educating a targeted population of current and future healthcare-involved workers to conduct contact tracing within our community.

<table>
<thead>
<tr>
<th>$49</th>
<th>4 Hours</th>
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<tr>
<td>13454</td>
<td>2/6</td>
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**HEALTH CARE MANDATORY CE**

**HIV/AIDS in the Health Care Environment**

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

<table>
<thead>
<tr>
<th>$55</th>
<th>4 Hours</th>
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<tbody>
<tr>
<td>12817</td>
<td>1/23</td>
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<tr>
<td>13494</td>
<td>3/4</td>
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**Occupational Exposure to Blood Pathogens (OSHA)**

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

<table>
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<tr>
<th>$39</th>
<th>2 Hours</th>
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<tr>
<td>12819</td>
<td>2/20</td>
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</tbody>
</table>
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
MDC PROTEGE (Entrenamiento y Educación Proactiva para Rastreadores de Contacto)

Este programa de 4 horas proporcionará el entrenamiento y apoyo para el seguimiento de los contactos y las personas más vulnerables al COVID-19, una población específica de trabajadores actuales y futuros en el cuidado de la salud será educado con el fin de realizar el seguimiento de contactos dentro de nuestra comunidad. Los módulos de instrucción incluirán la fisiopatología básica del SARS-CoV-2 hasta evolucionar a COVID-19, su diagnóstico, prevención, y protocolos e instrucciones a seguir para la cuarentena. Los estudiantes aprenderán estrategias para el rastreo efectivo de los contactos basados en las pautas del CDC y del Departamento de Salud de la Florida tales como: comunicarse y rastrear a las personas diagnosticadas con COVID-19 y sus contactos. De igual manera, los estudiantes aprenderán cómo abordar los problemas éticos relacionados con esta pandemia.

$49 | 4 Hours
13455 3/6 Sa 9 a.m. – 1 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!
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
10624 1/11 - 5/8 MWF Th F TBA - TBA MEDI

MRI Principles and Procedures
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 | 72 Hours
12591 1/11 - 4/7 MW 6:00 - 9:30 p.m. MEDI

NCLEX RN and LPN Remedial

NCLEX LPN (PN) Remediation Lecture
The (LPN) PN remediation course meets the guidelines for the 80-hour didactic portion of a Florida State Board of Nursing approved course created for individuals who have multiple (three or more), unsuccessful attempts passing the NCLEX-PN examination. You will have the opportunity to acquire new knowledge and to enhance previously learned content, with the goal of successfully passing the NCLEX-PN examination.

$919 | 80 Hours
13460 2/4 - 4/17 ThSa 10 a.m. - 2 p.m. MEDI

NCLEX LPN Remedial Clinical Practicum
The (LPN) PN Remediation Clinical Practicum meets the guidelines for the 96-hour clinical component of a Florida State Board of Nursing approved courses created for individuals who have multiple (three or more) unsuccessful attempts passing the NCLEX-PN examination. You will have the opportunity to acquire new knowledge and to enhance previously learned content, with the goal of successfully passing the NCLEX-PN examination.

$789 | 96 Hours
13459 2/7 - 4/11 Su TBA - TBA MEDI

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.

$809 | 100 Hours
10630 2/1 - 3/29 M TBA - TBA MEDI

NCLEX RN Remediation Lecture
This course meets the guidelines for the 90-hour didactic portion of a Florida State Board of Nursing (FBON) 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
10629 1/30 - 5/8 SaSu 8:00 a.m. - 12:30 p.m. MEDI

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

Introduction to Nursing Skills Update
This is a required blended course that will refresh, introduce, and master the fundamentals of basic nursing skills, medical abbreviations, the nursing process, critical thinking skills, pharmacology math, competencies, and much more for Medical Assistants, Respiratory Therapists, and Paramedics that have previous client care experience who are entering into the Transitional or Accelerating Option Nursing Program at Miami Dade College. This is a non-credit course and upon completion, the students will receive a non-credit Certificate of Completion for the Intro to Nursing Skills Update. (Textbook required).

$699 | 32 Hours
14281 2/28-5/2 Su 8:00 a.m. - 4:30 p.m. MEDI

Nursing Skills Update
This course is designed for nurses and other health care providers who have previous client care experience and provides the opportunity for participants to observe, review, practice and acquire or reacquire adult medical-surgical nursing skills in a simulated laboratory setting. It is also a requirement for non-LPN students who are seeking admission into the Transitional Nursing Program at Miami Dade College. (Textbook required).

$1099 | 74 Hours
10625 4/11 - 5/2 Su 8:00 a.m. - 4:30 p.m. MEDI

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
12120 1/23 - 3/6 Sa 1 - 5 p.m. KEND
13510 1/23 - 3/6 Sa 9 a.m. - 1 p.m. NORT

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
12032 1/23 - 2/20 Sa 9 a.m. - 4 p.m. KEND
12666 1/30 - 3/13 Sa 9 a.m. - 1 p.m. HIA
12117 2/16 - 3/16 TuTh 6 - 9 p.m. HOME
12059 2/20 - 3/27 Sa 9 a.m. - 1 p.m. NORT
12835 2/20 - 3/20 Sa 9:00 a.m. - 1:50 p.m. WEST
12034 3/8 - 3/31 MW 6:30 - 9:30 p.m. KEND

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
12033 3/6 - 3/27 Sa 9 a.m. - 4 p.m. KEND
12666 3/20 - 5/2 Sa 9 a.m. - 1 p.m. HIA
12836 3/27 - 4/24 Sa 9:00 a.m. - 1:50 p.m. WEST
12346 4/5 - 4/28 MW 6:30 - 9:30 p.m. KEND

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

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!
programa y el libro que se utilizan para la clase son en inglés.

$325 | 24 Hours
12607 1/22 - 2/26 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
12611 3/5 - 4/9 F 6 - 10 p.m. EJP

QuickBooks Nivel 3
En este último nivel aprovechara las novedosas aplicaciones automatizadas de QuickBooks explorando temas más avanzados del programa tales como la Depreciación Acelerada, Nomina Automatizada, Arrendamientos entre otros más.

$325 | 24 Hours
13234 4/16 - 5/7 F 6 - 10 p.m. EJP

CISCO CERTIFICATION PREPARATION

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
11956 3/10 - 4/12 Sa 6:30 - 10:00 p.m. KEND

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
11950 2/23 - 3/30 TuTh 6:30 - 10:00 p.m. KEND

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 standalone and networking environment. The class will also cover scenarios involving troubleshooting and interacting with customers. This course covers the objectives for the CompTIA A

$639 | 35 Hours
11953 1/27 - 3/3 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

CompTIA Security+ (SY0-501)
This course provides students with the necessary knowledge to manage network security within an organization. Students who complete this course will be able to identify security threats, vulnerabilities, respond and recover from security incidents. This course will prepare students for the CompTIA Security

$639 | 35 Hours
12751 4/1 - 5/4 TuTh 6:30 - 10:00 p.m. KEND

COMPUTER PROGRAMMING

Full Stack Web Development
This course includes the complete series for Web Development (Front-End and Back-End). 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, PHP, AJAX 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 108 hours of face-to-face instruction and 124 hours of online training through a digital platform.

$3995 | 232 Hours
11900 1/20 - 4/30 MW 6 - 9 p.m. EJP
### 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**

<table>
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<th>Days</th>
<th>Times</th>
<th>Location</th>
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<td>Sa</td>
<td>1 - 5 p.m.</td>
<td>KEND</td>
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</table>

#### 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**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Days</th>
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<th>Location</th>
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<td>2/19 - 3/5</td>
<td>F</td>
<td>6 - 10 p.m.</td>
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#### 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Days</th>
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<td>12662</td>
<td>3/12 - 3/26</td>
<td>F</td>
<td>6 - 10 p.m.</td>
<td>HIA</td>
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</tbody>
</table>

#### 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**

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<tr>
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<td>3/13 - 3/27</td>
<td>Sa</td>
<td>1 - 5 p.m.</td>
<td>KEND</td>
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</table>

#### 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**

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<td>11440</td>
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<td>7 - 10 p.m.</td>
<td>WEST</td>
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#### 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**

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<td>6:30 - 9:30 p.m.</td>
<td>KEND</td>
</tr>
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</table>

#### 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**

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<thead>
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<td>MW</td>
<td>7 - 10 p.m.</td>
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#### 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**

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<thead>
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<th>Times</th>
<th>Location</th>
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<td>3/6 - 3/20</td>
<td>Sa</td>
<td>9 a.m. - 1 p.m.</td>
<td>WOLF</td>
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</tbody>
</table>
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
11346 2/11 - 2/18 TuTh 6:30 - 9:50 p.m. KEND

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

$209 | 10 Hours
11386 2/23 - 3/2 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).

$329 | 30 Hours
11936 2/23 - 3/23 TuTh 6:00 - 9:20 p.m. WOLF

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
11954 2/2 - 2/9 TuTh 6:30 - 9:50 p.m. KEND

Adobe 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
12240 3/9 - 3/23 Tu 6:30 - 9:50 p.m. HIA
Microsoft Excel Level 1
Learn to create spreadsheets, formulas, formatting values and ranges, drawing functions, data sorting, the creation and use of templates and working with graphics. This course maps to the MS Excel Office Specialist Core Exam. Latest version of software available. (Textbook required)
$189 | 18 Hours
11935 1/23 - 3/6 Sa 9 a.m. - Noon KEND
11937 3/23 - 4/8 TuTh 6:30 - 9:30 p.m. KEND
12809 2/20 - 3/27 Sa 9 a.m. - Noon WEST

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
11938 3/13 - 4/24 Sa 9 a.m. - Noon KEND
12345 4/13 - 4/29 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
11558 1/23 - 3/6 Sa 1 – 5 p.m. KEND
11559 1/23 - 3/6 Sa 9 a.m. – 1 p.m. NORT
12037 2/22 – 4/12 M 6 – 9 p.m. HIA
12110 2/20 – 3/27 Sa 9 a.m. – 1 p.m. HOME
12427 1/9 – 3/13 Sa 9 a.m. – 1 p.m. WOLF
12723 2/20 – 4/17 Sa 9 a.m. – Noon WOLF

Microsoft Office Básico: Word, Excel y PowerPoint
Aprenda lo básico de las nuevas versiones de Word, Excel y PowerPoint. La clase es impartida en español. El programa y el libro que se utilizan para la clase son en inglés.
$279 | 24 Hours
12986 2/22 - 3/31 MW 6 - 8 p.m. HOME
12616 1/5 - 2/23 Tu 3 – 6 p.m. WOLF
12724 3/2 - 4/20 Tu 3 – 6 p.m. WOLF

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
12619 3/17 - 4/9 WF 6 - 9 p.m. WOLF
12727 3/13 - 5/8 Sa 9 a.m. - 1 p.m. WOLF
13511 3/13 - 4/24 Sa 9 a.m. - 1 p.m. NORT

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
12021 3/20 - 4/10 Sa 9 a.m. – 2 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
12020 2/20 - 3/13 Sa 9 a.m. – 4 p.m. KEND

Production Assistant Bootcamp
This hands-on, rigorous, job training course will prepare students for work as production assistants in the film, television, and entertainment industry. This “bootcamp” will take place over one weekend of two, 8-hour days. Upon completion of the course, students will earn an official certificate of completion, which is recognized by the official sponsor of the course, the Miami-Dade County Office of Film & Entertainment.
$350 | 16 Hours
12767 4/10 - 4/11 SaSu 8:30 a.m. – 5:00 p.m. NORT

THE ARTS
DANCE
Afro Dance Fusion
This class targets flow of movement, body isolations, agility and confidence using Afro descent movements to percussion based traditional and modern music such as Afro Caribbean genres, Brazilian Samba, Belly Dance, etc. while learning dance technique.
$129 | 12 Hours
12892 2/6 - 5/8 Sa 10 – 11 a.m. NORT
Business Innovation & Technology (BIT) Center

Explore the role of technology and analytics in business and learn the latest tools and technologies in the field.

- Digital Marketing Analytics (Google Analytics)
- Customer Relationship Mgmt. (Salesforce)
- Digital Advertising (Google Ads)
- Intro to Email Marketing (MailChimp)
- Introduction to Technical Analysis and Trading (Bloomberg)
- Investment Fundamentals and Practice (Bloomberg)
- Understanding the Ecommerce Revolution
- Future of Supply Chain
- Introduction to Business Analytics and Visualization (Tableau / PowerBI)
- Business & Technology Essentials for Entrepreneurs
- Applications and Automations without Programming

BUSINESS INNOVATION & TECHNOLOGY CENTER (BIT) CENTER

mdc.edu/BITcenter

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.
FASHION ACADEMY

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
12541 2/6 - 2/27 Sa Noon - 3:35 p.m. 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
12271 1/13 - 2/17 W 6 - 9 p.m. WOLF

Fashion Flats and Linesheets
This short course covers the best practices for creating technical flats, a medium most used in today’s fashion industry. Discover how to give your designs life while still communicating important details. Start your own personal technical flats library. *Recommended: Beginner Knowledge of Adobe Illustrator before taking this course.
$149 | 12 Hours
11982 3/6 - 3/27 Sa 2 - 5 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
12272 3/6 - 4/17 Sa 2 - 5 p.m. WOLF

Fashion Spec Sheets: How and Why
This short course covers creating a detailed spec sheet for domestic or overseas production. Students will learn how to call out design details as well as detailing special features. *Requires apparel construction knowledge.
$149 | 12 Hours
11983 2/5 - 2/26 F 7 - 10 p.m. WOLF

FASHION ACADEMY

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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.
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$149 | 12 Hours
11983 2/5 - 2/26 F 7 - 10 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!

Latin Rhythms
This class will give you the tools to dance Latin Rhythms such as Merengue, Cumbia, Bachata and Salsa. Students will learn to be aware of their body movement the importance of pauses and fluidity of rhythm. At the end of this course students will have a better understanding of Latin dance, footwork, partner dancing and ladies styling.
$129 | 12 Hours
12895 1/26 - 3/16 TuTh 7:00 - 7:50 p.m. NORT
12896 3/23 - 5/6 TuTh 7:00 - 7:50 p.m. NORT

Peruvian Afro Dance
At the sound of Peruvian African percussion, students will learn basic traditional afro moves, timing and counts as well as the history behind the different variations of Peruvian Afro genres such as Festejo, Lando and Zamacueca and will be able execute short sequences of these traditional pieces.
$129 | 12 Hours
12893 2/6 - 5/8 Sa 11 a.m. - Noon NORT

Peruvian Percussion
Throughout this course, students will learn the roots of Peruvian Cajon as well as the basic beats to different genres of Afro Peruvian music descent. Students will be able to perform basic sequences of each genre and play traditional music base.
$129 | 12 Hours
12271 1/13 - 2/17 W 6 - 9 p.m. WOLF

Teen Salsa
Have fun while learning to dance salsa! This class will give you the tools to dance Salsa in a fun and dynamic way. Students will learn to be aware of their body movement the importance of pauses and fluidity of rhythm. At the end of this course, students will have a better understanding of Salsa dance, footwork, partner dancing and ladies styling.
$129 | 12 Hours
12897 1/26 - 3/16 TuTh 6:00 - 6:50 p.m. NORT
12898 3/23 - 5/6 TuTh 6:00 - 6:50 p.m. NORT

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-corp”
(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.

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<tr>
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<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
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<td>10879</td>
<td>3/27 - 5/8</td>
<td>Sa</td>
<td>10:00 - 11:30 a.m.</td>
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<tr>
<td>$93</td>
<td>Guitar Adult Group (Intermediate)</td>
<td>Continue playing the guitar and learn more complex chord patterns and rhythm techniques that can be applied to different music styles in this friendly and relaxing intermediate level course.</td>
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**PRIVATE MUSIC LESSONS**

**Piano**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>37</td>
<td>$315</td>
<td>1/23 - 5/8</td>
<td>Sa</td>
<td>1 - 4 p.m.</td>
<td>EJP</td>
<td></td>
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<tr>
<td>37</td>
<td>$315</td>
<td>3/13 - 4/24</td>
<td>Sa</td>
<td>1 - 4 p.m.</td>
<td>EJP</td>
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</tr>
<tr>
<td>37</td>
<td>$180</td>
<td>2/6 - 5/8</td>
<td>Sa</td>
<td>2:00 - 3:30 p.m.</td>
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<tr>
<td>37</td>
<td>$180</td>
<td>1/21 - 3/4</td>
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**Guitar**

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<th>End Date</th>
<th>Days</th>
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<tbody>
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<td>572</td>
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<td>1/23 - 5/8</td>
<td>Sa</td>
<td>1 - 4 p.m.</td>
<td>EJP</td>
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<td>572</td>
<td>$315</td>
<td>1/23 - 5/8</td>
<td>Sa</td>
<td>1 - 4 p.m.</td>
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<td>Sa</td>
<td>1 - 4 p.m.</td>
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<tr>
<td>572</td>
<td>$180</td>
<td>7 Full-Hour</td>
<td>(3.5 Hours)</td>
<td>Sa</td>
<td>1 - 4 p.m.</td>
<td>NORT</td>
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**Voice**

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<td>572</td>
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<td>1/23 - 5/8</td>
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**Other Instruments**

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<tbody>
<tr>
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<td>572</td>
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<td>Sa</td>
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<tr>
<td>572</td>
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<td>7 Full-Hour</td>
<td>(3.5 Hours)</td>
<td>Sa</td>
<td>1 - 4 p.m.</td>
<td>NORT</td>
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**Sibling**

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<td>$215</td>
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<td>Sa</td>
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</tbody>
</table>

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### The Arts

#### Guitar for Adults
Play the guitar and learn the basic chord patterns and rhythm techniques to apply to different music styles. Small class sizes allow for a high level of personal attention. Classes fill up fast, so register early. Great for building a foundation for future music study on any instrument.

**$93 | 9 Hours**
10873 3/27 - 5/8 Sa 2:00 - 3:30 p.m. NORT

#### Guitar Kids Group (Ages 8 - 15)
This class is designed to help students learn basic chord patterns, picking techniques, two songs and how to tune your guitar. Students will learn which basic chord patterns and rhythm techniques can be applied to different music styles.

**$153 | 18 Hours**
12659 2/6 - 5/8 Sa Noon - 1:30 p.m. NORT

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

**$153 | 18 Hours**
10562 1/20 - 3/3 Wed 7 - 9 p.m. KEND
10875 2/6 - 5/8 Sa 2:00 - 3:30 p.m. NORT

#### 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**
10642 1/9 - 2/27 Sa 10:30 a.m. - 12:30 p.m. WOLF

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

**$153 | 18 Hours**
12660 2/6 - 5/8 Sa Noon - 1:30 p.m. NORT
12722 1/23 - 3/13 Sa 2 - 4 pm KEND

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

**$93 | 9 Hours**
10877 3/27 - 5/8 Sa Noon - 1:30 p.m. NORT

### Performing Arts

#### Acting 1
This class includes the fundamentals of stage performance, voice, movement and the more formal and technical aspects of the actor’s art.

**$349 | 24 Hours**
12010 1/13 - 2/3 MW 6 - 9 p.m. WOLF

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

**$83 | 15 Hours**
12381 2/9 - 3/16 Tu 6:00 - 8:30 p.m. KEND

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**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**
11290 3/6 - 4/17 Sa 10:30 a.m. - 12:30 p.m. WOLF

#### Painting

#### 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**
10338 1/23 - 3/6 Sa 1 - 4 p.m. EIP
10339 1/26 - 3/2 Tu 1 - 4 p.m. EIP
10340 3/13 - 4/24 Sa 1 - 4 p.m. EIP
10341 3/9 - 4/13 Tu 1 - 4 p.m. EIP

#### 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**
10511 1/23 - 3/6 Sa 9:30 a.m. - 1:00 p.m. KEND

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**Painting with Oils/Acrylics**
Beginners receive basic instruction including information on mixing color, composition and design. More advanced students can work independently. Individual instruction is given to all students. All levels are welcome.

**$128 | 21 Hours**
10508 1/13 – 2/10 W 8:30 a.m. - 12:45 p.m. KEND
10509 2/24 – 3/24 W 8:30 a.m. - 12:45 p.m. KEND
12153 1/23 – 3/26 Sa 9:30 a.m. - 1:00 p.m. KEND
Acting for Beginners

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

\$133 | 18 Hours

12133 2/11 - 4/8  Th  7 - 9 p.m.  NORT

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

10291 1/7 - 2/11  Th  6 - 9 p.m.  WOLF
10501 3/6 - 3/27  Sa  9:00 a.m. - 1:30 p.m.  WEST
10667 1/13 - 2/10  W  7 - 10 p.m.  KEND
10668 1/23 - 2/27  Sa  9 a.m. - Noon  KEND

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

11249 1/7 - 2/11  Th  6 - 9 p.m.  WOLF

Fotografía para Eventos

Los estudiantes aprenderán a identificar los momentos esenciales de cada evento o celebración, y a reconocer a las personas más importantes en cada ocasión. Practicarán cómo manejar las fotos en grupo para lograr las tomas perfectas. También aprenderán a crear su portafolio profesional y las formas de comercializar el material fotográfico.

\$239 | 20 Hours

12744 4/2 - 4/30  F  5 - 9 p.m.  HIA

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| THE ARTS |

**Karate Shotokan All Levels (Ages 5 and up)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
<th>Hours</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<td>12703</td>
<td>3/8 - 4/14</td>
<td>MW 6:30 - 7:30 p.m.</td>
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</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
<th>Hours</th>
<th>Dates</th>
<th>Time</th>
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<td>12706</td>
<td>1/23 - 3/6</td>
<td>Sa 10:40 a.m. - 12:10 p.m.</td>
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**T'ai Chi For Health**

T'ai 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
<th>Hours</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<td>10614</td>
<td>3/15 - 4/19</td>
<td>M 7:30 - 9:00 p.m.</td>
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**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
<th>Hours</th>
<th>Dates</th>
<th>Time</th>
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<td>12605</td>
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<td>TuTh 5:30 - 6:30 p.m.</td>
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**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.

<table>
<thead>
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<th>Fee</th>
<th>Hours</th>
<th>Dates</th>
<th>Time</th>
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<td>12711</td>
<td>3/9 - 4/15</td>
<td>TuTh 5:30 - 6:30 p.m.</td>
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**Yoga and Meditation**

Yoga is designed to promote health, peace of mind and a deeper awareness of ourselves. In this class you will practice yoga postures, learn breathing techniques, guided relaxation and meditation. Please bring a yoga mat. List of Yoga props will be provided by Instructor on the first day of class.

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
<th>Hours</th>
<th>Dates</th>
<th>Time</th>
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<td>11450</td>
<td>3/13 - 4/24</td>
<td>Sa 10:40 a.m. - 12:40 p.m.</td>
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**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 relaxation, and how to use creative visualization and affirmations. Please bring a yoga mat. List of Yoga props will be provided by Instructor on the first day of class.

<table>
<thead>
<tr>
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<th>Fee</th>
<th>Hours</th>
<th>Dates</th>
<th>Time</th>
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<td>11288</td>
<td>3/14 - 4/25</td>
<td>Su 9 - 11 a.m.</td>
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**Zumba**

Get a great workout while dancing the salsa, merengue, cumbia, cha-cha-cha and much more. Students will learn the basic steps of these rhythms and develop a routine that they will be able to perform by the end of the class.

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<thead>
<tr>
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<th>Hours</th>
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<th>Time</th>
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<td>12952</td>
<td>3/8 - 4/2</td>
<td>MWF 9:30 - 10:30 a.m.</td>
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HOME AND LIVING

ARTS AND CREATIVE ACTIVITIES

**Featured Course:**

- **Accesorios de Moda**
  Aprenda a elaborar accesorios de moda con las últimas tendencias de la temporada hechos a mano usando la técnica de macramé, combinado telas y cuero. Entre en el mundo de la moda creando tu propio estilo y complementa tu vestuario haciéndolo lucir elegante y sofisticado.
  
  **Cost:** $115 | **Duration:** 10 Hours
  12695 3/13 - 4/17 Sa 1 - 3 p.m. EJP

- **Joyería- Bisutería**
  Aprenda a crear sus propias prendas de joyería-bisutería hechas a mano con piedras de fantasía y semi-preciosas empleando diferentes técnicas de elaboración y la combinación con otros tipos de materiales.
  
  **Cost:** $115 | **Duration:** 10 Hours
  12681 1/30 - 3/6 Sa 1 - 3 p.m. EJP

- **Arreglos Florales**
  Aprende 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.
  
  **Cost:** $125 | **Duration:** 9 Hours
  12612 3/6 - 3/13 Sa 9 a.m. - Noon KEND

- **Arreglos Florales para Bodas**
  Aprenda a laborar sofisticados arreglos florales para bodas. Cree y diseñe centros de mesa, bouquets y corsages con las más actualizadas técnicas.
  
  **Cost:** $143 | **Duration:** 15 Hours
  11902 1/26 - 3/2 Tu 7:00 - 9:30 p.m. KEND

**Floral Design Program**

- **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.*
  
  **Cost:** $112 | **Duration:** 15 Hours
  11486 1/30 - 3/6 Sa 9 a.m. - Noon EJP
  11902 1/26 - 3/2 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.
  
  **Cost:** $143 | **Duration:** 15 Hours
  11217 3/13 - 4/17 Sa 9 a.m. - 1 p.m. EJP

**Personal Enrichment**

- **Decoración Basica de Postres**
  Alguna vez ha querido aprender técnicas básicas sobre cómo decorar un pastel? Esta es su oportunidad para aprender diferentes técnicas que mejoraran su cualidades culinarias. Aprenderá diferentes tipos de postres y recetas para usar en diferentes ocasiones que se verán maravillosas. Todo el equipo e ingredientes están incluidos. Clase destinada a participantes de 16 años o más.
  
  **Cost:** $125 | **Duration:** 9 Hours
  12812 3/6 - 3/13 Sa 9 a.m. - Noon KEND

**Test Preparation**

- **Citizen’s Exam Preparation**
  This citizenship course is intended for students who have submitted an N400 Application for Naturalization and are preparing for the USCIS Naturalization Interview and Exam. knowledge and skills needed to pass the Citizenship interview and exam. With a focus on the 2020 version, students acquire and practice English skills in reading, writing, speaking, and listening directly related to the vocabulary and content of the Civics Test.
  
  **Cost:** $79 | **Duration:** 15 Hours
  10298 2/12 - 3/12 F 6:30 - 9:30 p.m. KEND
  10299 3/20 - 4/24 Sa 1 - 4 p.m. KEND
  10211 1/28 - 3/11 Th 6:00 - 8:30 p.m. HOME
  10459 2/26 - 3/26 F 6 - 9 p.m. HIA
  12395 1/13 - 2/10 W 6 - 9 p.m. WOLF
  12396 3/6 - 3/27 Sa 9:00 a.m. - 12:45 p.m. WOLF
  13090 3/13 - 4/10 Sa 9 a.m. - Noon HIA

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COLLEGE ENTRANCE EXAM PREPARATION

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

10271 1/13 - 2/17  W  6 - 9 p.m.  WOLF
10550 3/13 - 4/17  Sa  9 a.m. - Noon  KEND
11441 3/24 - 4/28  W  6 - 9 p.m.  WEST

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

10549 1/23 - 3/6  Sa  9 a.m. - Noon  KEND
11529 2/27 - 4/3  Sa  10 a.m. - 1 p.m.  HIA

SAT Math
Improve your SAT score. Review Math and acquire test taking strategies.

$153 | 12 Hours

10551 1/23 - 3/6  Sa  1 - 4 p.m.  KEND
12411 2/26 - 4/2  F  6 - 9 p.m.  HIA
11442 3/25 - 4/29  Th  6 - 9 p.m.  WEST

SAT Math 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

10549 1/23 - 3/6  Sa  9 a.m. - Noon  KEND
11529 2/27 - 4/3  Sa  10 a.m. - 1 p.m.  HIA

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

10551 1/23 - 3/6  Sa  1 - 4 p.m.  KEND
12411 2/26 - 4/2  F  6 - 9 p.m.  HIA
11442 3/25 - 4/29  Th  6 - 9 p.m.  WEST

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

12623 1/7 - 2/9  TuTh  6 - 9 p.m.  WOLF
12718 1/19 - 3/9  TuTh  6:30 - 8:30 p.m.  KEND

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

11528 1/23 - 2/20  Sa  12:30 - 3:30 p.m.  NORF

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.
SAT Verbal Preparation
Maximize your test score. Review the verbal skills presented in the SAT and learn tips, test-taking strategies and other techniques. This course is part of the Kids’/Teen College Summer Program. The textbook for this class is not included.  
$153 | 12 Hours
11299  1/23 - 2/20  Sa  8:30 - 11:30 a.m.  NORT

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
10514  1/23 - 3/13  Sa  9 a.m. - 1 p.m.  KEND
10982  2/1 - 3/1  MW  6:00 - 9:30 p.m.  WOLF

GED – Nivel Intermedio
Ya tiene el conocimiento, aprenda ahora las técnicas necesarias para pasar el examen del GED. Esta clase le ofrece material de prácticas y ejercicios adicionales que le ayudarán a tener éxito. Estudiantes deben comprar el libro de Barron’s GED edición en Español.
$128 | 28 Hours
10984  3/3 - 3/29  MW  6:00 - 9:30 p.m.  WOLF

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. Prerequisites/Corequisite Information: None
$128 | 28 Hours
10517  3/20 - 4/3  Sa  9 a.m. - 1 p.m.  KEND

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
10888  1/23 - 5/1  Sa  9:00 a.m. - 1:40 p.m.  HOME
11204  1/23 - 4/17  Sa  8:00 a.m. - 12:40 p.m.  HIA
11306  2/2 - 3/26  TuF  6 - 9 p.m.  HIA

Serie de GED - Niveles 1 y 2
Inscríbase en ambos niveles a la vez, y ahorre dinero. Estudiará matemáticas, gramática, literatura, estudios sociales, ciencia y más para aprobar el examen y obtener su GED. El instructor proveerá información sobre libros el primer día de clase.
$219 | 56 Hours
11300  2/1 - 3/29  MW  6:00 - 9:30 p.m.  WOLF

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
11276  3/6 - 4/17  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
11234  1/30 - 3/13  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.
$205 | 30 Hours
10840  1/12 - 3/2  TuTh  6:30 - 8:30 p.m.  KEND

LOCATION KEY
FOR MORE INFORMATION
PLEASE VISIT PAGE 48

AVEN: AVENTURA CENTER
EJP: PADRÓN CAMPUS
HIA: HIALEAH CAMPUS
HOME: HOMESTEAD CAMPUS
KEND: KENDALL CAMPUS
MEDI: MEDICAL CAMPUS
NORT: NORTH CAMPUS
WEST: WEST CAMPUS
WOLF: WOLFSON CAMPUS

The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.
FTCE: Professional Education Test Prep - Ped
Review the actual practices of teaching school classes and how to impart knowledge and information to students. Book required.
$110 | 12 Hours
10557 1/23 - 3/6 Sa 9 - 11 a.m. KEND

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
10452 2/6 - 3/27 Sa 9 a.m. - 1 p.m. NORT

GRE Math Review
Sharpen your math skills and obtain an elevated score in the math portion of the GRE. This class will familiarize students with the mathematical skills and concepts likely to be tested on the GRE General Test.
$149 | 12 Hours
11446 3/2 - 4/6 Tu 7 - 9 p.m. KEND

GRE Verbal Review
Sharpen your English skills and obtain an elevated score in the verbal portion of the GRE. This class will familiarize students with the verbal skills and concepts likely to be tested on the GRE General Test.
$149 | 12 Hours
11444 1/19 - 2/23 Tu 7 - 9 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
10483 1/22 - 3/5 F 9 a.m. - 1 p.m. WEST
11320 3/19 - 5/7 F 9 a.m. - 1 p.m. WEST

Preparation Course for the TOEFL iBT
This course prepares students for the new iBT TOEFL, which involves an integrated approach to reading, listening, speaking, and writing tasks specific to an academic context. Students learn important test-taking skills, such as note-taking, synthesizing, paraphrasing, and summarizing of spoken and written information. Designed for advanced-level English students seeking to attend an American university. Prerequisites/Corequisite Information: Placement Test to determine English proficiency or successful completion of Intensive English 5 or 6 recommended.
$239 | 42 Hours
11351 1/9 - 4/24 Sa 9:00 a.m. - 12:15 p.m. KEND

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
11909 3/6 - 4/24 Sa 9 a.m. - 1 p.m. NORT
13139 1/29 - 3/26 F 6 - 9 p.m. HIA

KIDS AND TEENS

KIDS ACADEMY

Become a Math Master
This class will foster a fun learning environment that will assist the students with improving their grade math abilities and math comprehension. Age appropriate activities will be incorporated with specific math strategies that will encourage the students to become lifelong mathematicians.
$55 | 3 Hours
13241 2/1 - 2/3 M 3:45 - 5:15 p.m. KEND
13242 2/8 - 2/10 MW 3:45 - 5:15 p.m. KEND
13243 2/15 - 2/17 MW 3:45 - 5:15 p.m. KEND
13245 2/22 - 2/24 MW 3:45 - 5:15 p.m. KEND
13246 3/1 - 3/3 MW 3:45 - 5:15 p.m. KEND
13248 3/8 - 3/10 MW 3:45 - 5:15 p.m. KEND
13252 3/15 - 3/17 MW 3:45 - 5:15 p.m. KEND
13255 3/22 - 3/24 MW 3:45 - 5:15 p.m. KEND
13256 3/29 - 4/1 MW 3:45 - 5:15 p.m. KEND

Build your Reading and Writing Skills
Students will improve their reading and writing skills, fluency, and comprehension by engaging in grade appropriate activities that will encourage their life long success in reading and writing.
$55 | 35 Hours
13270 2/2 - 2/4 Tu/W 3:45 - 5:15 p.m. KEND
13272 2/9 - 2/11 Tu/W 3:45 - 5:15 p.m. KEND
13273 2/16 - 2/18 Tu/W 3:45 - 5:15 p.m. KEND
13275 2/23 - 2/25 Tu/W 3:45 - 5:15 p.m. KEND
13276 3/2 - 3/4 Tu/W 3:45 - 5:15 p.m. KEND
13277 3/9 - 3/11 Tu/W 3:45 - 5:15 p.m. KEND
13278 3/16 - 3/17 Tu/W 3:45 - 5:15 p.m. KEND
13279 3/23 - 3/25 Tu/W 3:45 - 5:15 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!
KIDS AND TEENS CAMPS

Tennis Camp Half Day (Ages 6 to 17)
In this fun-filled week students will be exposed to the latest cutting-edge tennis training methods. Campers will remember a special mix of instruction, team competition and off court activities for the rest of their lives. Sessions will include stroke development, game strategies, match plays and much more.
$135 | 4 Hours
13837 3/29 - 4/1 MfWh 8:30 a.m. - 12:15 p.m. KEND

THE AQUATIC CENTER

SWIMMING

Aqua Fitness
Splash into fitness with our aqua classes and build cardiovascular fitness and strength. This cooling, non-impact workout is excellent in enhancing your fitness and ease stress on the joints. Because of their low-impact format, water aerobics classes are suitable for every age and fitness level, from beginning exercisers through elite athletes. Participants may bring and use their own water shoes and gloves. Other aqua fitness devices are provided. Burn up to 400 calories.
$91 | 6 Hours
12752 1/26 - 2/11 TuTh 5:45 - 6:45 p.m. NORT
13427 3/30 - 4/15 TuTh 5:45 - 6:45 p.m. NORT

Level 1 - Introduction to Water Skills (Ages 6 - 15)
Level 1 helps participants feel comfortable in the water. Students will learn to enter and exit water independently, fully submerge their face, exhale underwater, bobbing, opening their eyes underwater and picking up submerged objects. In addition, students will learn how to float, glide and roll front to their back. Basic water safety topics will be covered.
$91 | 6 Hours
13631 1/23 - 3/6 Sa 9 - 10 a.m. NORT
13675 3/13 - 4/24 Sa 9 - 10 a.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
13630 1/23 - 3/6 Sa 9 - 10 a.m. NORT
13676 3/13 - 4/24 Sa 9 - 10 a.m. NORT

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
13632 1/23 - 3/6 Sa 9 - 10 a.m. NORT
13672 3/13 - 4/24 Sa 9 - 10 a.m. NORT

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. Parents should plan on going into the water. Swimming readiness will be taught by leading parents 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.
$67 | 3 Hours
13629 1/23 - 3/6 Sa 11:05 - 11:35 a.m. NORT
13670 3/13 - 4/24 Sa 11:05 - 11:35 a.m. NORT

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

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objectives of having fun and becoming comfortable in and around the water.

$67 | 3 Hours
13633 1/23 - 3/6 Sa 11:05 - 11:35 a.m. NORT
13671 3/13 - 4/24 Sa 11:05 - 11:35 a.m. NORT

Pre-school Aquatics Level 1 (Ages 4 - 5)
A parent or guardian must go into the water with the child. Children 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
13673 3/13 - 4/24 Sa 10:10 - 10:55 a.m. NORT
13634 1/23 - 3/6 Sa 10:10 - 10:55 a.m. NORT

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

$189 | 3 Hours
10451 2/1 - 2/26 MTuWThF 11 - 6 p.m. NORT
10447 2/1 - 2/26 MTuWThF 11 - 6 p.m. NORT

Swimming Beginners Adults
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
13674 3/13 - 4/24 Sa 11:45 a.m. - 12:45 p.m. NORT
10467 3/29 - 4/23 Sa 11:45 a.m. - 12:45 p.m. NORT

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 front crawl, breast stroke, butterfly, back crawl and backstroke. Glides, breathing control and kick will be practiced, as well.

$91 | 6 Hours
13742 3/13 - 4/24 Sa 11:45 a.m. - 12:45 p.m. NORT
13636 1/23 - 3/6 Sa 11:45 a.m. - 12:45 p.m. NORT

Water Aerobics
Water aerobics is a workout for everyone. It provides an excellent workout for the heart and lungs, improving cardiovascular conditioning. The support and cushioning of the water encourages added flexibility in joints and additional strength in ligaments.

$91 | 6 Hours
12753 1/25 - 2/10 MW 5:45 - 6:45 p.m. NORT
12756 3/29 - 4/14 MW 5:45 - 6:45 p.m. NORT

AVENTURA

ENGLISH PROGRAM

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

$179 | 42 Hours
10437 1/26 - 3/16 TuTh 8 - 11 a.m. AVEN
12976 3/23 - 5/6 TuTh 8 - 11 a.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
10438 1/26 - 3/16 TuTh 11 a.m. - 2 p.m. AVEN
10439 3/23 - 5/6 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.

FREE | 2 Hours
12601 1/6 - 5/8 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. Some knowledge of English or successful completion of ESL Fundamentals is recommended.

$199 | 56 Hours
10537 1/12 - 3/9 TuTh 6:00 - 9:30 p.m. AVEN
13016 3/16 - 5/6 TuTh 6:00 - 9:30 p.m. AVEN
13017 1/23 - 5/8 Sa 8:30 a.m - 12:30 p.m. AVEN

$299 | 84 Hours
10445 1/25 - 3/16 MtTuWThF 11 a.m. - 2 p.m. AVEN
11225 3/22 - 5/6 MtTuWThF 11 a.m. - 2 p.m. AVEN

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

$199 | 56 Hours
10448 1/12 - 3/9 TuTh 6:00 - 9:30 p.m. AVEN
10449 3/16 - 5/6 TuTh 6:00 - 9:30 p.m. AVEN

$299 | 84 Hours
10533 1/25 - 3/16 MtTuWThF 11 a.m. - 2 p.m. AVEN
10534 3/22 - 5/6 MtTuWThF 11 a.m. - 2 p.m. AVEN

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

$179 | 42 Hours
10440 1/25 - 3/15 MW 11 a.m. - 2 p.m. AVEN
10441 3/22 - 5/5 MW 11 a.m. - 2 p.m. AVEN

 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!
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 to determine English proficiency or successful completion of Intensive English 2 recommended.

$199 | 56 Hours
10518 1/11 – 3/10 MW 6:00 – 9:30 p.m. AVEN
10519 3/15 – 5/5 MW 6:00 – 9:30 p.m. AVEN

$299 | 84 Hours
10520 1/25 – 3/16 MThuWTh 8 – 11 a.m. AVEN
10521 3/22 – 5/6 MThuWTh 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: Placement Test to determine English proficiency or successful completion of Intensive English 3 recommended.

$199 | 56 Hours
10529 1/11 – 3/10 MW 6:00 – 9:30 p.m. AVEN
10530 3/15 – 5/5 MW 6:00 – 9:30 p.m. AVEN

$299 | 84 Hours
10531 1/25 – 3/16 MThuWTh 8 – 11 a.m. AVEN
10532 3/22 – 5/6 MThuWTh 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: Take assessment to determine English proficiency or successful completion of Intensive English 4 recommended.

$199 | 56 Hours
10535 1/11 – 3/10 MW 6:00 – 9:30 p.m. AVEN
10536 3/15 – 5/5 MW 6:00 – 9:30 p.m. AVEN

$299 | 84 Hours
10537 1/25 – 3/16 MThuWTh 8 – 11 a.m. AVEN
10538 3/22 – 5/6 MThuWTh 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
11159 1/22 – 2/5 F 10 a.m. – 1 p.m. AVEN
11160 2/19 – 3/5 F 10 a.m. – 1 p.m. AVEN
11161 3/19 – 4/9 F 10 a.m. – 1 p.m. AVEN
11162 4/23 – 5/7 F 10 a.m. – 1 p.m. 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.
FOREIGN LANGUAGES

Foreign Language Test
FREE | 1 Hour
11604 - AVEN

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
10688 1/23 – 5/8 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 examples of and in practical Spanish language.
$169 | 42 Hours
10689 1/28 – 5/6 Th 6:30 – 9:30 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 plenty of practical examples in natural Spanish language.
$179 | 42 Hours
11345 2/2 – 5/4 Tu 6:30 – 9:30 p.m. AVEN

Spanish Conversation Advanced
Continue improving your Spanish conversational skills, fluency and vocabulary. Come prepare to class to talk for 3-5 minute on a current topic of interest and discuss with fellow students. This course is conducted entirely in Spanish and students are encouraged to use descriptions and gestures to describe an unknown word. Course prerequisite: Spanish 4 or fluency.
$159 | 28 Hours
10690 1/23 – 3/13 Sa 8:30 a.m. – 12:30 p.m. AVEN
11562 3/20 – 5/8 Sa 8:30 a.m. – 12:30 p.m. AVEN

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!
Preparing for the Future

MDC understands the impact the COVID-19 pandemic has had on our community, including loss of employment for many. In an effort to help during this difficult time, we have developed a catalog of online professional development courses so you can acquire the skills you need to rejoin the workforce.

MDC and the MDC Foundation have joined forces to ensure that cost is not a deterrent for anyone. **Scholarships are available for all students.** The scholarship will be automatically applied when you register for the course. Capacity is limited, so please register soon.

mdc.edu/upskill

COURSES AVAILABLE:

- BUSINESS
- MEDICAL
- PUBLIC SAFETY
- TECHNOLOGY
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.

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.

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.

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:

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<thead>
<tr>
<th>Location</th>
<th>Phone</th>
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<tbody>
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<td>305-936-2585</td>
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<tr>
<td>HIAeah Campus</td>
<td>305-237-8780</td>
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<td>Kendall Campus</td>
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LOCATION KEY

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<td>AVEN</td>
<td>Aventura Center</td>
<td>20445 Biscayne Blvd., Suite H6, Aventura, FL 33180</td>
<td>305-936-2585</td>
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<td>EJP</td>
<td>Padrón Campus</td>
<td>627 S.W. 27th Ave., Room 3116, Miami, FL 33135</td>
<td>305-237-8780</td>
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<td>HIA</td>
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<td>1780 W. 49th St., Room 2402, HIAeah, FL 33012</td>
<td>305-237-5159</td>
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<td>HOME</td>
<td>Homestead Campus</td>
<td>500 College Terrace, Room B112, Homestead, FL 33030</td>
<td>305-237-2161</td>
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<td>KEND</td>
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<td>11011 S.W. 104th St., Room 5127, Miami, FL 33176</td>
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<td>MEDI</td>
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<td>950 N.W. 20th St., Room 1142, Miami, FL 33127</td>
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<td>305-237-6273</td>
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<td>WEST</td>
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<td>3800 N.W. 115th Ave., Room 1112, Doral, FL 33178</td>
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<td>WOLF</td>
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<td>300 N.E. Second Ave., Room 1158, Miami, FL 33132</td>
<td>305-237-3120</td>
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REGISTRATION INFORMATION
PAYMENT METHODS

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

Mail  Enclose a check or money order payable to Miami Dade College. Mail 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.

*Klocate campus address and phone numbers on page 38 or visit www.mdc.edu/ce and click REGISTER button.

PERSONAL INFORMATION

Please type or clearly print the requested information.

MDC Student # ________________________________

LAST NAME  FIRST NAME  MIDDLE (FORMER NAME)

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

BIRTH LOCATION  BIRTH COUNTRY  BIRTH STATE

STREET ADDRESS __________________________________________

CITY __________________________________________ STATE ZIP CODE

EVENING PHONE # ___________________________  DAY PHONE # ___________________________  E-MAIL ADDRESS __________________________________________

CLASS SELECTION

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Total Fees Enclosed ___________________________
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