

SPRING 2022

enhance



School of
**Continuing Education
& Professional Development**

enhance

SPRING 2022

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Fees are subject to change without notice.

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.





PROFESSIONAL AND WORKFORCE TRAINING

ACCOUNTING, FINANCE AND INVESTMENT

Accounting - Level 1

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

\$259 | 24 Hours

12128 2/10 - 3/15 MW 6 - 9 p.m. WOLF

Accounting - Level 2

Manage your business more efficiently using budgeting, ratio analysis and payroll tax guidelines.

\$259 | 24 Hours

12164 3/17 - 4/19 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

12163 2/10 - 4/19 TuTh 6 - 9 p.m. WOLF
3/21 - 4/6 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

12285 1/18 - 2/3 TuTh 6:00 - 9:20 p.m. WOLF
12310 1/25 - 2/17 TuTh 6:30 - 9:00 p.m. KEND

ñ 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

12113 1/26 - 2/23 W 6 - 10 p.m. EPC
12681 3/8 - 3/22 TuTh 6:30 - 9:30 p.m. WEST

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

12312 2/22 - 3/22 Sa 6:30 - 9:30 p.m. KEND

ñ 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

12114 3/2 - 3/30 W 6 - 10 p.m. EPC
12682 3/24 - 4/7 TuTh 6:30 - 9:30 p.m. WEST

NEW! ñ Teneduría de Libros 3 (Bookkeeping 3)

Profundice 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

12110 4/6 - 5/4 W 6 - 10 p.m. EPC

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

12200 1/29 - 3/12 Sa 8 a.m. - Noon HIA
12335 2/1 - 2/24 TuTh 6 - 9 p.m. HOME

Certified Bookkeeper Test Preparation: Adjustments and Error Correction

This course is designed to provide students with the foundational knowledge on how to adjust entries for accrued and deferred revenue and expenses. Recording accrued expenses and revenue collected in response will be included in the Adjustments Section. Students will also gain knowledge in how to correct errors in the trial balance, accruals, and deferrals. This course prepares students for one of the subject area exams to become a Certified Bookkeeper through the American Institute of Professional Bookkeepers (AIPB).

\$259 | 24 Hours

12336 3/8 - 3/31 TuTh 6 - 9 p.m. HOME
12205 3/19 - 4/30 Sa 8 a.m. - Noon HIA

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

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

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).

\$249 | 24 Hours

13946 3/20 - 5/1 Su 8 a.m. - Noon HIA

Certified Bookkeeper Test Preparation: Inventory and Internal Controls

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

\$259 | 24 Hours

12203 2/25 - 4/1 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

12202 1/30 - 3/13 Su 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.

\$850 | 38 Hours

12078 3/18 - 3/25 F 5:30 - 9:30 p.m. WOLF
3/19 - 4/9 Sa 8 a.m. - 5 p.m. WOLF

Certified Financial Planner: Insurance Planning

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

\$850 | 38 Hours

12079 4/29 - 5/6 F 5:30 - 9:30 p.m. WOLF
4/30 - 5/21 Sa 8 a.m. - 5 p.m. WOLF

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

12201 1/30 - 5/1 Su 8 a.m. - Noon HIA
2/25 - 4/1 F 6 - 10 p.m. HIA
3/19 - 4/30 Sa 8 a.m. - Noon HIA

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

10307 3/21 - 4/6 MW 6 - 9 p.m. WOLF

Income Tax Preparation Series

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

\$659 | 100 Hours

12256 1/10 - 4/6 MW 6 - 10 p.m. WEST
12165 1/19 - 4/20 MW 6:00 - 9:50 p.m. WOLF
12210 2/1 - 4/21 TuTh 6:10 - 10:00 p.m. HIA

Personal Income Tax Preparation

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

\$159 | 20 Hours

12237 1/22 - 2/12 Sa 9 a.m. - 2 p.m. NORT
12245 1/25 - 2/24 TuTh 6 - 8 p.m. HOME
12585 2/1 - 2/24 TuTh 6:30 - 9:00 p.m. KEND

ñ 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

12250 1/29 - 2/26 Sa 9 a.m. - 2 p.m. HOME

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 apportionment 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

12238 2/26 - 3/19 Sa 9 a.m. - 2 p.m. NORT
12586 3/8 - 3/31 TuTh 6:30 - 9:00 p.m. KEND

Intensive Income Tax Preparation Program - Business

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

\$389 | 50 Hours

12167 3/9 - 4/20 MW 6:00 - 9:50 p.m. WOLF
12212 3/15 - 4/21 TuTh 6:10 - 10:00 p.m. HIA

ñ Curso Intensivo de Preparación de Impuestos - Corporativo

Continúe tu 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

12687 2/28 - 4/6 MW 6 - 10 p.m. WEST
12118 3/15 - 4/26 TuTh 6:00 - 9:50 p.m. EPC

REGISTER EARLY!

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

Register for your class today!

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

Kids & Teens Virtual Academy

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

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

Private tutoring classes available now! 305-237-2612



Intensive Income Tax Preparation Program - Individual

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

\$389 | 50 Hours

12166	1/19 - 3/7	MW	6:00 - 9:50 p.m.	WOLF
12211	2/1 - 3/10	TuTh	6:10 - 10:00 p.m.	HIA

Curso Intensivo en Preparación de Impuestos - Individual

Aprenda los fundamentos sobre el Impuesto Individual Federal y capacítate para poder elaborar: una declaración de Impuesto Individual Federal, anexos, estados y hojas de trabajo para preparar la declaración individual de pago de impuesto, reembolso o pago impuesto, penalidades y otros formularios relacionados.

\$389 | 50 Hours

12117	1/25 - 3/10	TuTh	6:00 - 9:50 p.m.	EPC
12686	1/10 - 2/23	MW	6 - 10 p.m.	WEST

Investing: Stock Market Series

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

(20 Hours), Technical Analysis (20 Hours) and Options Plain and Simple (20 Hours).

\$549 | 70 Hours

12126	1/13 - 3/24	TuTh	6:00 - 9:20 p.m.	WOLF
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Options Plain and Simple

Learn the basics of options usage, markets, pricing and trading. This course will show you how to use options trading to manage trading risk. You will also learn expanded trading strategies.

\$175 | 20 Hours

12125	3/8 - 3/24	TuTh	6:00 - 9:20 p.m.	WOLF
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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

12127	3/29 - 4/12	TuTh	6:00 - 9:15 p.m.	WOLF
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Stock Market for Beginners

Plan towards your financial future! Learn the fundamentals of investing in stocks, bonds and money instruments as you determine the right plan for you.

\$175 | 20 Hours

12122	1/25 - 2/10	TuTh	6:00 - 9:20 p.m.	WOLF
12606	2/5 - 3/12	Sa	9 a.m. - 1 p.m.	KEND

Technical Analysis

Identify market trends and price patterns through the use of technical charts. Learn how to use market indicators in your investment strategy. *Prerequisite: Stock Market for Beginners or previous stock market trading experience.*

\$175 | 20 Hours

12124	2/15 - 3/3	TuTh	6:00 - 9:20 p.m.	WOLF
12608	3/19 - 4/23	TuTh	9 a.m. - 1 p.m.	KEND

The World of Investing

Learn different strategies you can implement where you can participate in investment areas. You will become familiar with risk styles and discover strategies to create a diversified investment plan which can include: stocks, bonds, mutual funds, options, futures and/or trading currencies.

\$125 | 10 Hours

12121	1/13 - 1/20	TuTh	6:00 - 9:20 p.m.	WOLF
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NEW! Turnaround Your Business

This course was designed to assist small business owners experiencing financial difficulty by utilizing the business turnaround methodology. It provides tools to improve operational efficiency, financial health, and assistance in maintaining companies' survival.

\$325 | 30 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.

LOCATION KEY

PLEASE VISIT PAGE 46

AVEN: AVENTURA CENTER

EPC: PADRÓN CAMPUS

GIBS: GIBSON CENTER

HIA: HIALEAH CAMPUS

HOME: HOMESTEAD CAMPUS

KEND: KENDALL CAMPUS

MEDI: MEDICAL CAMPUS

NORT: NORTH CAMPUS

WEST: WEST CAMPUS

WOLF: WOLFSON CAMPUS

Fundamentals of Personal Finance and Investment

This class is for young adults, people nearing retirement or anyone who wants to get control of their finances and learn how to be more financially responsible. This class cover budgeting, credit building and long term financial planning (Retirement, Stock Market and technical Analysis).

\$399 | 48 Hours

12602 1/22 - 4/23 Sa 9 a.m. - 1 p.m. KEND

Nomina (Payroll)

Este curso proporcionará a los estudiantes una comprensión de las leyes que afectan la estructura de la nómina y las habilidades de la aplicación práctica para mantener los registros de la nómina en una empresa, los estudiantes adquirirán bases sólidas en los principios, técnicas y formularios necesarios para el éxito en el campo de la Contabilidad.

\$159 | 20 Hours

12115 1/29 - 3/5 Sa 9 a.m. - 1 p.m. EPC

12116 3/12 - 4/9 Sa 9 a.m. - 1 p.m. EPC

Planning for Retirement

This class will cover the planning, strategies and investment vehicles that can help you protect yourself from the threat of running out of money during your retirement years.

\$105 | 8 Hours

12604 1/22 - 1/29 Sa 9 a.m. - 1 p.m. KEND

Stock Market for Beginners

Plan towards your financial future! Learn the fundamentals of investing in stocks, bonds and money instruments as you determine the right plan for you.

\$175 | 20 Hours

12606 2/5 - 3/12 Sa 9 a.m. - 1 p.m. KEND

Technical Analysis

Identify market trends and price patterns through the use of technical charts. Learn how to use market indicators in your investment strategy. *Prerequisite: Stock Market for Beginners or previous stock market trading experience.*

\$175 | 20 Hours

12608 3/19 - 4/23 Sa 9 a.m. - 1 p.m. KEND

14091 4/5 - 5/5 TuTh 6 - 9 p.m. WOLF

BUSINESS AND ENTREPRENEURSHIP

Certificate in Business and Marketing

Through completion of the required courses, a professional certificate in Business and Marketing will be awarded. Required courses include: Starting and Operating Your Business Professional Program, Marketing Your Business Program and Finance for Non-Financial



Managers. A discount of up to 15% will be given for taking all three classes during the same semester.

\$765 | 78 Hours

12334 1/18 - 3/24 TuTh 6 - 9 p.m. WOLF

3/21 - 4/6 MW 6 - 9 p.m. WOLF

NEW! Certificate in Sales and Negotiation

The Certificate in Sales and Negotiation is a 60-hour program consisting of four courses: Successful Selling 1: The Counselor Approach, Successful Selling II: Effective Sales Techniques, Successful Sales Management, and Negotiating for Results. The certificate is designed to provide a hands-on program for those desiring to enter or progress in sales and negotiation.

\$549 | 60 Hours

12299 1/26 - 4/11 MW 6 - 9 p.m. WOLF

Comience y Desarrolle su Propio Negocio

Adquiera los conocimientos necesarios para iniciar 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

11552 4/13 - 4/27 W 6:30 - 9:30 p.m. EPC

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

11430 2/22 - 3/24 TuTh 6 - 9 p.m. WOLF

NEW! Funding Your Business

Discover new sources of funding for your business and how to access it. Options for equity and debt financing using innovative methods including crowd funding will be discussed. Prepare your elevator pitch featuring your Unique Selling Proposition.

\$239 | 18 Hours

14108 4/12 - 4/28 TR 6 - 9 p.m. WOLF

NEW! Improve Your Business

Using the types of games and exercises you may see on "Whose Line is it Anyway" and in Second City Shows, develop your management skills in this unique business oriented class. The class will focus on developing and building trust and

cooperation; creativity; improving your listening skills; teambuilding; and effective conflict management techniques.

\$159 | 15 Hours

14065 2/2 - 3/2 W 6 - 9 p.m. WOLF

ñ 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

12337 2/5 - 3/12 Sa 9 a.m. - 1 p.m. HIA

ñ 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

12338 3/19 - 4/16 Sa 9 a.m. - 1 p.m. HIA

ñ 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

11505 3/19 - 4/16 Sa 9 a.m. - 1 p.m. HIA

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

12185 2/28 - 4/18 M 6:30 - 9:30 p.m. KEND

NEW! Lean Startup and Design Thinking

Interested in starting up a new business or bringing innovative ideas to your current one? Build your business with the valuable principles of Lean Startup. Learn design thinking

principles and prepare for Intuit's Design for Delight Certification which offers a creative problem-solving method to create better products and customer experiences

\$329 | 30 Hours

14105 3/8 - 4/7 TR 6 - 9 p.m. WOLF

NEW! Negotiating for Results

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

\$159 | 15 Hours

12297 3/28 - 4/11 MW 6 - 9 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

12261 4/5 - 4/21 TuTh 6:30 p.m. - 9:30 p.m. WEST

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

10997 1/18 - 2/17 TuTh 6 - 9 p.m. WOLF

NEW! Successful Sales Management

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

\$159 | 15 Hours

12296 3/9 - 3/23 MW 6 - 9 p.m. WOLF

NEW! Successful Selling 1: The Counselor Approach

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

\$159 | 15 Hours

12294 1/26 - 2/9 MW 6 - 9 p.m. WOLF

NEW! Successful Selling 2: Effective Selling Techniques

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

\$159 | 15 Hours

12295 2/16 - 3/7 MW 6 - 9 p.m. WOLF

Wedding and Event Planning Certification

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

\$580 | 40 Hours

12284 2/8 - 4/26 Tu 6:00 - 9:30 p.m. KEND

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

10565 1/18 - 2/10 TuTh 6 - 9 p.m. WOLF
2/9 - 4/20 MW 6 - 9 p.m. WOLF

REGISTER EARLY!

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

Register for your class today!

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

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

Fundamentals of Blueprint Reading

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

\$259 | 24 Hours
10304 1/18 - 2/10 TuTh 6 - 9 p.m. WOLF

General Construction Estimating

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

\$159 | 15 Hours
10312 1/29 - 2/12 Sa 8:30 a.m. - 1:10 p.m. WOLF

General Contractor License Exam Preparation

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

\$549 | 100 Hours
10569 1/24 - 4/20 MW 6 - 10 p.m. WOLF

General Contractor License Exam Preparation: Repeat

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

\$249 | 100 Hours
11663 1/24 - 4/20 MW 6 - 10 p.m. WOLF

Materials and Methods of Construction

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

\$329 | 30 Hours
10575 3/21 - 4/20 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
10568 2/9 - 3/16 MW 6 - 9 p.m. WOLF

IMPORT AND EXPORT COURSES

¿ 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
12055 3/19 - 3/26 Sa 9:30 a.m. - 1:30 p.m. WEST
12596 2/15 - 3/24 TuTh 6:30 - 8:30 p.m. KEND

¿ Como Financiar su Empresa de Importación y Exportación

Aprenda a diseñar un presupuesto financiero para su negocio de importación y exportación. Conozca las diferentes entidades que ofrecen préstamos para pequeñas empresas, preparar un plan de negocios que le permita proyectar el futuro de su negocio.

\$105 | 8 Hours
12601 3/22 - 3/31 TuTh 6:30 - 8:30 p.m. KEND
12690 4/2 - 4/19 Sa 9:30 a.m. - 1:30 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
11008 3/1 - 4/14 TuTh 6 - 10 p.m. WEST

Financing your Import/Export Business

Plan a budget, learn how to operate an import/export business and how to get financial support from the Small Business Administration or other financial sources. Also, get trained in the preparation of a business plan. *Prerequisite: WBIE 159*

\$105 | 8 Hours
12599 3/1 - 3/15 TuTh 6:30 - 8:30 p.m. KEND

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
10461 4/4 - 4/20 MW 6 - 10 p.m. WEST
10984 2/26 - 4/2 Sa 8:30 a.m. - 12:30 p.m. WOLF

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
12589 2/1 - 2/10 TuTh 6:30 - 8:30 p.m. KEND

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

12035 3/1 - 4/14 TuTh 6 - 10 p.m. WEST
10316 2/26 - 3/5 Sa 8:30 a.m. - 4:30 p.m. WOLF

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

10521 3/7 - 3/16 MW 6:00 - 9:45 p.m. WOLF

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

11093 1/31 - 3/16 MW 6:00 - 9:20 p.m. WOLF
2/26 - 3/5 Sa 8:30 a.m. - 4:30 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

11111 2/5 Sa 8:30 a.m. - 5:00 p.m.WOLF

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

10395 2/12 Sa 8:30 a.m. - 5:30 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, Inco terms, Logistics Management and Reverse Logistics. Distribution and warehousing logistics will include storage, distribution, warehousing, inventory planning, risk management, security and bonded warehouses.

\$329 | 30 Hours

11085 1/31 - 3/2 MW 6:00 - 9:20 p.m. WOLF

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



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

11164 2/26 - 3/6 SaSu 8:00 - 6:30 p.m. KEND
11169 4/9 - 4/24 SaSu 8:00 - 6:30 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

11165 2/26 - 3/12 SaSu 8:00 - 6:30 p.m. KEND
11170 4/9 - 4/30 SaSu 8:00 - 6:30 p.m. NORT

Public Adjuster State Exam Review

This review will prepare students to sit for the public adjuster state exam.

\$149 | 10 Hours

11166 3/26 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

11168 1/22 - 2/26 Sa 8:30 a.m. - 5:00 p.m. NORT
11726 3/12 - 4/9 Sa 8:30 a.m. - 5:00 p.m. KEND

INTERIOR DECORATING

ñ Decoración de Interiores - Nivel 1

Los estudiantes de este curso aprenderán sobre la historia del arte, las características de los colores, decoración en elevaciones y diferentes escalas. Los estudiantes aprenderán la función e importancia de diferentes áreas de una habitación. También se harán prácticas de color por medio de la técnica de collage.

\$153 | 16 Hours

12259 2/26 - 3/19 Sa 9:30 a.m. - 1:30 p.m.WEST

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

ñ 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 alguno de los temas discutidos en clases, será el uso de telas, cortinas entre otros accesorios.

\$153 | 16 Hours

10729 3/26 - 4/23 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

11473 1/18 - 3/31 TuTh 6:00 - 9:12 p.m. WOLF

Interior Decorating Level 1

This course was designed to provide students with the skills needed to excel in the world of professional Interior Decorating. Students learn to integrate client's color, lighting, and design concepts into an implementation plan.

\$153 | 16 Hours

10985 1/18 - 2/1 TuTh 6:00 - 9:12 p.m. WOLF
11001 2/26 - 4/2 Sa 9:00 a.m. - 12:10 p.m. KEND

Interior Decorating Level 2

This course was designed to further provide students advanced information and assist them in developing their skills needed to excel in the world of professional Interior Decorating. Students will integrate advanced concepts into building a portfolio and in developing a plan based on interviews/consultations with their client. After these consultations, students will integrate color, lighting and design in a plan of recommendations to fulfill the needs of their client in this hands-on course. *Prerequisites/ Co-requisite Information: Completion Interior Decorating 1*

\$153 | 16 Hours

11470 2/8 - 2/22 TuTh 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 apply color, light, texture and surfaces and the latest in appliances via collages and maquettes.

\$153 | 16 Hours

11471 3/1 - 3/17 TuTh 6:00 - 9:12 p.m. WOLF



INTERIOR DESIGN

ñ 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.

\$279 | 20 Hours

11931 3/17 - 5/5 Th 6:30 - 9:00 p.m. HIA

ñ 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.

\$279 | 20 Hours

11929 1/20 - 3/10 Th 6:30 - 9:00 p.m. HIA

ñ Decoración y Diseño de Interiores: Intermedio

Los estudiantes conocerán los estilos más prominentes de la arquitectura aplicada al diseño y la decoración y aprenderán como dibujar a mano alzada en planta. Lo básico de la acústica del espacio y como aplicarla serán exploradas. Se iniciarán las prácticas del Software 3D para crear y visualizar perspectivas isométricas y cónicas.

\$279 | 20 Hours

11930 3/17 - 5/5 Th 6:30 - 9:00 p.m. HIA

MANAGEMENT AND SUPERVISION

Certificate in Management and Human Resources

Through completion of the required courses, a certificate in Management and Human Resources will be awarded. Requirements include: Management and Supervision Excellence Professional Development and Human Resources Excellence in Management. *A discount of up to 15% will be given for taking both classes during the same semester.*

\$559 | 60 Hours

11092 1/25 - 3/31 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

12123 3/1 - 3/31 TuTh 6 - 9 p.m. WOLF

Management and Supervision Excellence

Become a more effective manager as you explore new ways to plan strategies, resolve conflicts, manage change, provide a motivational workplace and supervise employees effectively.

\$329 | 30 Hours

12343 1/25 - 2/24 TuTh 6 - 9 p.m. WOLF

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

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

12309	2/18 - 4/29	M	6:00 - 9:35 p.m.	HIA
10412	2/26	Sa	9 a.m. - Noon	NORT
12141	3/5 - 4/9	Sa	9 a.m. - 3 p.m.	KEND
11094	3/26	Sa	9 a.m. - Noon	NORT

SHRM Certification Exam Preparation for SHRM-CP and SHRM-SCP

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

\$1225 | 35 Hours

12382	2/5 - 4/2	Sa	9 a.m. - 1 p.m.	WOLF
	4/9	Sa	9 a.m. - Noon	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.

\$649 | 15 Hours

12260	3/26 - 4/9	Sa	9:30 a.m. - 2:30 p.m.	WEST
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SHRM Essentials of Human Resources (Discount for SHRM Members)

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

\$549 | 15 Hours

12061	3/26 - 4/9	Sa	9:30 a.m. - 2:30 p.m.	WEST
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PERSONAL AND PROFESSIONAL DEVELOPMENT

Notary Public Workshop

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

\$65 | 3 Hours

10981	1/29	Sa	9 a.m. - Noon	WOLF
11653	2/15	Tu	6 - 9 p.m.	HOME
11090	2/23	W	6:30 - 9:30 p.m.	KEND
10412	2/26	Sa	9 a.m. - Noon	NORT
11094	3/26	Sa	9 a.m. - Noon	NORT
11083	3/29	Tu	6 - 9 p.m.	WOLF
12610	4/20	W	6:30 - 9:30 p.m.	KEND
11985	4/23	Sa	9 a.m. - Noon	WEST

Ñ 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 requerido que los estudiantes puedan leer y entender el inglés.

\$65 | 3 Hours

10321	1/26	W	6:30 - 9:30 p.m.	EPC
11426	1/26	W	6:30 - 9:30 p.m.	KEND
10977	2/23	W	6:30 - 9:30 p.m.	EPC
10421	2/26	Sa	9 a.m. - Noon	WEST
10501	2/4	F	6 - 9 p.m.	HIA
10502	3/4	F	6 - 9 p.m.	HIA
10384	3/23	W	6:30 - 9:30 p.m.	KEND
11086	3/30	W	6:30 - 9:30 p.m.	EPC
10503	4/1	F	6 - 9 p.m.	HIA

Parking Enforcement Specialist (PEST)

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

\$95 | 16 Hours

10913	2/26 - 2/27	SaSu	8:30 a.m. - 4:30 p.m.	NORT
10914	4/9 - 4/10	SaSu	8:30 a.m. - 4:30 p.m.	NORT

Ñ Signing Agent (en Español)

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

12503	4/29	F	6 - 9 p.m.	HIA
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Signing Agent Workshop

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

\$109 | 3 Hours

10420	4/9	Sa	9 a.m. - Noon	NORT
14106	4/30	Sa	9 a.m. - Noon	WEST



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



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
 10306 2/8 - 2/10 TuTh 6 - 10 p.m. WOLF

Community Association Manager License Exam Preparation (CAM - PRE 33)

This 16-hour course fulfills the Prelicensure Education Requirements for Community Association Managers set forth by the State of Florida Administrative Code & Florida Administrative Register. After completing this course, students are prepared to take the Community Association Managers (CAM) state examination in an effort to obtain a license to manage condominiums, homeowner's associations, mobile homes, and co-operatives.

\$279 | 16 Hours
 13722 1/24 - 2/7 MW 6:00 - 9:15 p.m. WOLF
 11167 3/5 - 3/6 SaSu 8 - 6 p.m. KEND
 11159 4/4 - 4/13 MTuW 6:30 - 9:30 p.m. NORT

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

This 120-hour pre-licensing home inspection course is approved by the state. Students successfully taking this course receive a certificate of completion, which will qualify them to take the state exam. The course covers the following components of a home, per Florida Statutes: Structure, electrical system, HVAC system, roof covering, plumbing system, interior components, exterior components and site conditions. Students must attend 100% of the hours to receive their certificate. Students who miss a class must register and pay for a make-up class. This class includes 80 face-to-face hours and 40 hours of field inspection. Book is required on the first day of class.

\$819 | 120 Hours
 10382 2/5 - 3/20 SaSu 8:00 - 6:30 p.m. KEND
 11362 4/9 - 5/22 SaSu 8:00 - 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
 11868 3/1 - 3/8 TuTh 6:00 - 9:20 p.m. WOLF

Preparación para la Licencia de Bienes Raíces - Libro Incluido

Este es el curso de 63 horas que el estado requiere para obtener la licencia para vender bienes raíces. Los conceptos se dictan en español, y el examen final de la clase será en español. Libro incluido: Florida Real Estate Principles, Practices

and Law and Spanish Student Guide Set, latest edition.

\$397 | 63 Hours
 11002 1/27 - 5/5 Th 6:00 - 10:10 p.m. HIA

Real Estate Exam Retake

This course is for students retaking the end-of-course exams.

\$18 | 3 Hours
 10281 1/10 M 6:00 - 9:30 p.m. WOLF
 12077 4/13 W 6:00 - 9:30 p.m. WOLF

Real Estate Sales Associate Pre-Licensing + Cram and Book (Live Stream)

This course fulfills part of the Department of Business and Professional Regulation's educational requirement to become a Real Estate agent. Once completed, the course is valid for two (2) years from the date of completion. The course designed to prepare students for the State of Florida Real Estate exam. The course covers the sections of the exam followed by a comprehensive review of the various parts of the State of Florida State exam. The course textbook, Florida Real Estate Principles, Practices and Law, is included. *Prerequisites/Co-requisite Information: You must have a high school diploma or equivalent.*

\$489 | 77 Hours
 12340 1/22 - 4/23 Sa 9 a.m. - 4 p.m. KEND
 4/9 - 4/10 SaSu 9 a.m. - 5 p.m. KEND
 4/23 Sa 9 a.m. - Noon KEND
 12351 2/14 - 4/27 MW 6:30 - 9:30 p.m. WOLF
 4/2 - 4/23 Sa 8:30 a.m. - 1:10 p.m. WOLF
 12938 3/7 - 4/21 TuWTh 6:30 - 9:30 p.m. KEND
 4/2 - 4/9 SaSu 9 a.m. - 5 p.m. KEND

Real Estate Sales Associate Pre-Licensing Course - Book Included

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

\$397 | 63 Hours

10957	1/31 - 4/13	MW	6 - 9 p.m.	WOLF
10953	2/22 - 4/26	TuTh	6:00 - 9:30 p.m.	NORT

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.

\$165 | 63 Hours

11065	2/22 - 4/26	TuTh	6:00 - 9:30 p.m.	NORT
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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 designed to prepare students for the State of Florida Real Estate exam. The course covers the sections of the exam followed by a comprehensive review of the various parts of the State of Florida State exam. The course textbook, Florida Real Estate Principles, Practices and Law, is included. *Prerequisites/Co-requisite Information: You must have a high school diploma or equivalent.*

\$489 | 77 Hours

11498	1/22 - 4/23	Sa	9 a.m. - 4 p.m.	KEND
	4/9 - 4/10	SaSu	9 a.m. - 5 p.m.	KEND
	4/23	Sa	9 a.m. - Noon	KEND
10572	1/31 - 4/13	MW	6 - 9 p.m.	WOLF
	3/26 - 4/9	Sa	8:30 a.m. - 1:10 p.m.	WOLF
11499	3/7 - 4/21	TuWTh	6:30 - 9:30 p.m.	KEND
	4/2 - 4/9	Sa	9 a.m. - 5 p.m.	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

10617	3/26 - 4/9	Sa	8:30 a.m. - 1:10 p.m.	WOLF
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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

10383	3/26	Sa	8:00 a.m. - 4:30 p.m.	KEND
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RECREATIONAL WRITING

Screenwriting

This course introduces the principles of screen-play writing while focusing on shaping ideas into a story and using the standard screenplay format to write a script. During each class session, students participate in a process of collective and individual classwork writing exercises as well as giving and receiving feedback to help awaken creativity.

\$144 | 16 Hours

11177	3/15 - 5/3	Tu	6 - 8 p.m.	WOLF
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AVIATION

Advanced Qualification Program for Pilots

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

\$299 | 3 Hours

12903	3/9	W	3 - 6 p.m.	HOME
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Jet Transition Orientation Course (under 12,500 lbs)

This course will teach existing pilots to become familiar with a jet aircraft. Some of the skills taught are operating an aircraft that requires a crew environment, understanding

multi-functional display of the aircraft navigation, and operating capabilities and procedures. The course includes 40 hours of ground instruction and 10 hours of simulator training.

\$2100 | 50 Hours

12905	2/15 - 4/5	TuTh	6:00 - 9:30 p.m.	HOME
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Remote Pilot-In-Command FAA Part 107 Certification Test Prep

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

\$249 | 16 Hours

12902	2/26 - 3/5	Sa	8 a.m. - 5 p.m.	HOME
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LANGUAGE

ENGLISH PROGRAM

Accent Reduction - Consonants

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

\$89 | 21 Hours

13993	1/14 - 2/25	F	9 a.m. - Noon	WOLF
10299	1/29 - 3/12	Sa	9:00 a.m. - 12:30 p.m.	KEND
12162	3/18 - 4/29	F	9:00 a.m. - 12:30 p.m.	WEST

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.

Accent Reduction - Vowels

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

\$89 | 21 Hours

12160 1/21 - 2/25 F 9:00 a.m. - 12:30 p.m. WEST
 10300 3/19 - 5/7 Sa 9:00 a.m. - 12:30 p.m. KEND

Advanced Listening and Speaking Skills

Improve your ability to communicate orally in English through listening and speaking activities. You will use audio and video clips, as well as class discussions and pronunciation exercises to strengthen your listening and speaking skills, develop new vocabulary and continue to learn about American culture.

\$299 | 84 Hours

12670 1/18 - 3/9 MTuWTh 6:30 - 9:30 p.m. KEND

Advanced Reading and Writing Skills

Learn methods on how to read and write in English in a more academic and professional manner. By taking this course, students will learn how to recognize organizational patterns within an academic text, how to do research, extract information, ideas, and opinions from highly specialized sources. Once students are able to learn the reading skills they will learn how to write linguistically complex essays and summarize the research methodology and findings in a report

while developing new vocabulary and continuing to learn about American culture.

\$299 | 84 Hours

12672 3/21 - 5/5 MTuWTh 6:30 - 9:30 p.m. KEND

Book Club for ESL Students

Engage in quality literary pieces to practice and enhance your vocabulary and reading comprehension skills in the English language. Participate in insightful peer discussions and learn new phrases for everyday use.

\$89 | 21 Hours

12673 3/11 - 4/29 F 6:30 - 9:30 p.m. KEND

English Conversation - Advanced

This advanced class is designed to enhance communication skills through theme-based grammar exercises, class discussions, and interactive small group exercises.

\$89 | 21 Hours

12288 1/8 - 3/5 Sa 9 a.m. - Noon WOLF
 12658 1/14 - 2/25 F 9 a.m. - Noon WEST
 10293 1/19 - 3/9 MW 8:35 - 10:05 p.m. KEND
 11778 1/27 - 4/10 Th 6:30 - 9:30 p.m. HIA
 10294 1/29 - 3/12 Sa 9:00 a.m. - 12:30 p.m. KEND
 12289 3/12 - 5/7 Sa 9 a.m. - Noon WOLF
 12659 3/18 - 5/6 F 9 a.m. - Noon WEST
 10296 3/19 - 5/7 Sa 9:00 a.m. - 12:30 p.m. KEND
 10295 3/21 - 5/4 MW 8:35 - 10:05 p.m. KEND

\$179 | 42 Hours

12136 1/10 - 3/1 MTuWTh 12:30 - 2:00 p.m. WEST
 12149 1/18 - 3/9 MTuWTh 12:30 - 2:00 p.m. KEND
 11731 1/29 - 4/23 Sa 9:00 a.m. - 12:30 p.m. EPC
 12137 3/14 - 4/28 MTuWTh 12:30 - 2:00 p.m. WEST
 12161 3/21 - 5/5 MTuWTh 12:30 - 2:00 p.m. KEND

English Conversation - Beginners

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

\$89 | 21 Hours

12292 1/14 - 2/25 F 9 a.m. - Noon WOLF
 12648 1/14 - 2/25 F 9 a.m. - Noon WEST
 10282 1/19 - 3/9 MW 8:35 - 10:05 p.m. KEND
 11693 1/28 - 3/11 F 6:30 - 9:30 p.m. HIA
 10283 1/29 - 3/12 Sa 9:00 a.m. - 12:30 p.m. KEND
 12246 2/26 - 4/9 Sa 9 a.m. - Noon HOME
 12293 3/18 - 5/6 F 9 a.m. - Noon WOLF
 12649 3/18 - 5/6 F 9 a.m. - Noon WEST
 10286 3/19 - 5/7 Sa 9:00 a.m. - 12:30 p.m. KEND
 10285 3/21 - 5/4 MW 8:35 - 10:05 p.m. KEND
 12129 3/25 - 5/6 F 6:30 - 9:30 p.m. HIA

\$179 | 42 Hours

12131 1/10 - 3/1 MTuWTh 12:30 - 2:00 p.m. WEST
 12147 1/18 - 3/9 MTuWTh 12:30 - 2:00 p.m. KEND
 11951 1/29 - 4/23 Sa 9:00 a.m. - 12:30 p.m. EPC
 12132 3/14 - 4/28 MTuWTh 12:30 - 1:30 p.m. WEST
 12150 3/21 - 5/5 MTuWTh 12:30 - 2:00 p.m. KEND

English Conversation - Intermediate

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

\$89 | 21 Hours

12290 1/14 - 2/25 F 9 a.m. - Noon WOLF
 12656 1/14 - 2/25 F 9 a.m. - Noon WEST
 10287 1/19 - 3/9 MW 8:35 - 10:05 p.m. KEND
 11777 1/28 - 3/11 F 6:30 - 9:30 p.m. HIA
 10288 1/29 - 3/12 Sa 9:00 a.m. - 12:30 p.m. KEND
 12248 2/26 - 4/9 Sa 9 a.m. - Noon HOME
 12291 3/18 - 5/6 F 9 a.m. - Noon WOLF
 12657 3/18 - 5/6 F 9 a.m. - Noon WEST
 10291 3/19 - 5/7 Sa 9:00 a.m. - 12:30 p.m. KEND
 10289 3/21 - 5/4 MW 8:35 - 10:05 p.m. KEND
 12130 3/25 - 5/6 F 6:30 - 9:30 p.m. HIA

\$179 | 42 Hours

12133 1/10 - 3/1 MTuWTh 12:30 - 2:00 p.m. WEST
 12148 1/18 - 3/9 MTuWTh 12:30 - 2:00 p.m. KEND
 11730 1/29 - 4/23 MTuWTh 9:00 a.m. - 12:30 p.m. EPC
 12134 3/14 - 4/28 MTuWTh 12:30 - 1:30 p.m. WEST
 12159 3/21 - 5/5 MTuWTh 12:30 - 2:00 p.m. KEND

English Conversation for Teens - Advanced (Ages 13-17)

Students will improve their speaking skills by participating in-group and individual presentations, role-play, guided conversation and vocabulary development activities about current topics and news. Group discussions focus on refining pronunciation and intonation, enhancing comprehension and practice of complex grammar concepts, as well as developing vocabulary. Topics of conversation include family, work, community/current events, among others. Suitable for advanced-level students. *Prerequisites/Co-requisite Information: English Placement Test or successfully completion of English Conversation Intermediate.*

\$99 | 21 Hours

12677 3/19 - 5/7 Sa 9:00 a.m. - 12:30 p.m. KEND



English Conversation for Teens - Beginners (Ages 13-17)

Students will develop English language fluency by participating in group and individual conversation guided by the instructor. Role-play, guided conversation, and vocabulary development activities will improve their oral communication skills. Topics of conversation include family, work, community/current events, among others. Prerequisites/Co-requisite Information: English Placement Test

\$99 | 21 Hours

12674 3/19 - 5/7 Sa 9:00 a.m. - 12:30 p.m. KEND

English Conversation for Teens - Intermediate (Ages 13-17)

Students will improve English conversation skills through theme-based grammar exercises and role-play interaction in class. They will interact in a variety of contexts and learn about everyday conversation practices, idioms, metaphors, and other linguistic concepts unique to American English. Class discussions and topics of conversation include family, work, and community/current events, among others. Suitable for intermediate-level students. Prerequisites/Co-requisite Information: English Placement Test or successful completion of English Conversation Beginners.

\$99 | 21 Hours

12675 3/19 - 5/7 Sa 9:00 a.m. - 12:30 p.m. KEND

English for Business Management

This course is design for individuals in managerial positions that would like to enhance their language skills to lead in the work environment. Students will learn how to write professional emails, conduct business meetings and manage a group of individuals successfully using proper language. English 5 or 6 recommended or placement test to determine English proficiency.

\$109 | 21 Hours

12671 3/11 - 4/29 F 9 a.m. - Noon KEND

English for Work 1

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

\$239 | 60 Hours

11409 1/22 - 4/23 Sa 9:00 a.m. - 2:30 p.m. WEST

REGISTER EARLY!

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

Register for your class today!



ESL - Fundamentals

This course is designed to provide low-beginning students of English the basic vocabulary and language skills needed to communicate in daily life situations. The curriculum is presented in an interactive and engaging format. Students practice active speaking and grammar structures in class to build comprehension skills. No prior knowledge of English is necessary. Prerequisites/Corequisite Information: None

\$299 | 84 Hours

10262 1/18 - 3/9 MTuWTh 9 a.m. - Noon KEND

10268 3/21 - 5/5 MTuWTh 9 a.m. - Noon KEND

\$199 | 56 Hours

11773 1/10 - 2/23 MTuW 6:30 - 9:30 p.m. HIA

11898 1/10 - 3/1 MTuWTh 11 a.m. - 1 p.m. EPC

11899 1/10 - 3/1 MTuWTh 8 - 10 p.m. EPC

12511 1/10 - 3/1 MTuWTh 8 - 10 a.m. EPC

10308 1/18 - 3/9 MTuWTh 6:30 - 8:30 p.m. KEND

12454 1/20 - 3/24 ThF 6:30 - 9:30 p.m. HIA

11774 1/22 - 4/23 Sa 8:30 a.m. - 1:00 p.m. HIA

10309 1/29 - 5/7 Sa 9:00 a.m. - 1:40 p.m. KEND

11779 2/28 - 4/11 MTuW 6:30 - 9:30 p.m. HIA

11907 3/14 - 4/28 MTuWTh 11 a.m. - 1 p.m. EPC

11908 3/14 - 4/28 MTuWTh 8 - 10 p.m. EPC

12512 3/14 - 4/28 MTuWTh 8 - 10 a.m. EPC

11068 3/21 - 5/5 MTuWTh 6:30 - 8:30 p.m. KEND

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

Intensive English 1

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

\$199 | 56 Hours

10406 1/10 - 3/7 MW 6:00 - 9:45 p.m. NORT

11732 1/10 - 3/1 MTuWTh 11 a.m. - 1 p.m. EPC

11832 1/10 - 3/2 MTuWTh 8 - 10 p.m. EPC

12509 1/10 - 3/1 MTuWTh 8 - 10 a.m. EPC

10263 1/18 - 3/9 MTuWTh 6:30 - 8:30 p.m. KEND

12481 1/22 - 4/23 Sa 8:30 a.m. - 1:00 p.m. HIA

10269 1/29 - 5/7 Sa 9:00 a.m. - 1:40 p.m. KEND

10407 3/9 - 4/27 MW 6:00 - 9:45 p.m. NORT

11909 3/14 - 4/28 MTuWTh 11 a.m. - 1 p.m. EPC

11910 3/14 - 4/28 MTuWTh 8 - 10 p.m. EPC

12510 3/14 - 4/28 MTuWTh 8 - 10 p.m. EPC

10270 3/21 - 5/5 MTuWTh 6:30 - 8:30 p.m. KEND

\$299 | 84 Hours

13894 1/8 - 4/23 Sa 8 a.m. - 3 p.m. WOLF

10279 1/10 - 3/1 MTuWTh 10:30 a.m. - 1:30 p.m. WOLF

10415 1/10 - 3/16 MTuW 6:30 - 9:30 p.m. HIA

10606 1/10 - 3/1 MTuWTh 8:45 - 11:45 a.m. WEST

11020 1/10 - 3/1 MTuWTh 6:30 - 9:30 p.m. WEST

12544 1/10 - 3/1 MTuWTh 7 - 10 a.m. WOLF

12547 1/10 - 3/1 MTuWTh 6 - 9 p.m. WOLF

10557 1/18 - 3/9 MTuWTh 9 a.m. - Noon KEND

11545 1/26 - 4/20 MW 6:00 - 9:30 p.m. HOME

10280 3/14 - 4/28 MTuWTh 10:30 a.m. - 1:30 p.m. WOLF

10964 3/14 - 4/28 MTuWTh 8:45 - 11:45 a.m. WEST

11079 3/14 - 4/28 MTuWTh 6:30 - 9:30 p.m. WEST

10558 3/21 - 5/5 MTuWTh 9 a.m. - Noon 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.

LOCATION KEY

PLEASE VISIT PAGE 46

AVEN: AVENTURA CENTER

EPC: PADRÓN CAMPUS

GIBS: GIBSON CENTER

HIA: HIALEAH CAMPUS

HOME: HOMESTEAD CAMPUS

KEND: KENDALL CAMPUS

MEDI: MEDICAL CAMPUS

NORT: NORTH CAMPUS

WEST: WEST CAMPUS

WOLF: WOLFSON CAMPUS



Intensive English 2

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

\$199 | 56 Hours

10409	1/10 - 3/7	MW	6:00 - 9:45 p.m.	NORT
11833	1/10 - 3/1	MTuWTh	11 a.m. - 1 p.m.	EPC
11946	1/10 - 3/1	MTuWTh	8 - 10 p.m.	EPC
12513	1/10 - 3/1	MTuWTh	8 - 10 a.m.	EPC
10264	1/18 - 3/9	MTuWTh	6:30 - 8:30 p.m.	KEND
10657	1/29 - 5/7	Sa	9:00 a.m. - 1:40 p.m.	KEND
12829	3/9 - 4/27	MW	6:00 - 9:45 p.m.	NORT
11947	3/14 - 4/28	MTuWTh	11 a.m. - 1 p.m.	EPC
12119	3/14 - 4/28	MTuWTh	8 - 10 p.m.	EPC
12514	3/14 - 4/28	MTuWTh	8 - 10 a.m.	EPC
10272	3/21 - 5/5	MTuWTh	6:30 - 8:30 p.m.	KEND
12491	4/16 - 4/23	Sa	8:30 a.m. - 1:00 p.m.	HIA

\$299 | 84 Hours

10260	1/10 - 3/1	MTuWTh	8:45 - 11:45 a.m.	WEST
10284	1/10 - 3/1	MTuWTh	10:30 a.m. - 1:30 p.m.	WOLF
10416	1/10 - 3/16	MTuW	6:30 - 9:30 p.m.	HIA
10459	1/10 - 3/1	MTuWTh	6:30 - 9:30 p.m.	WEST
12548	1/10 - 3/1	MTuWTh	7 - 10 a.m.	WOLF
12549	1/10 - 3/1	MTuWTh	6 - 9 p.m.	WOLF
10559	1/18 - 3/9	MTuWTh	9 a.m. - Noon	KEND
11546	1/26 - 4/20	MW	6:00 - 9:30 p.m.	HOME
10663	3/14 - 4/28	MTuWTh	6:30 - 9:30 p.m.	WEST
10665	3/14 - 4/28	MTuWTh	8:45 - 11:45 a.m.	WEST
13858	3/14 - 4/28	MTuWTh	10:30 a.m. - 1:30 p.m.	WOLF
10560	3/21 - 5/5	MTuWTh	9 a.m. - Noon	KEND

Intensive English 3

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

\$199 | 56 Hours

11733	1/10 - 3/1	MTuWTh	11 a.m. - 1 p.m.	EPC
11834	1/10 - 3/1	MTuWTh	8 - 10 p.m.	EPC
12516	1/10 - 3/1	MTuWTh	8 - 10 a.m.	EPC
10466	1/11 - 3/1	TuTh	6:00 - 9:45 p.m.	NORT
10265	1/18 - 3/9	MTuWTh	6:30 - 8:30 p.m.	KEND
12582	1/22 - 4/23	Sa	8:30 a.m. - 1:00 p.m.	HIA
10273	1/29 - 5/7	Sa	9:00 a.m. - 1:40 p.m.	KEND
12830	3/8 - 4/26	TuTh	6:00 - 9:45 p.m.	NORT
11948	3/14 - 4/28	MTuWTh	11 a.m. - 1 p.m.	EPC
12120	3/14 - 4/28	MTuWTh	8 - 10 p.m.	EPC
12519	3/14 - 4/28	MTuWTh	8 - 10 a.m.	EPC
10274	3/21 - 5/5	MTuWTh	6:30 - 8:30 p.m.	KEND

\$299 | 84 Hours

10290	1/10 - 3/1	MTuWTh	10:30 a.m. - 1:30 p.m.	WOLF
10417	1/10 - 4/20	MW	6:30 - 9:30 p.m.	HIA
10607	1/10 - 3/1	MTuWTh	6:30 - 9:30 p.m.	WEST
11000	1/10 - 3/1	MTuWTh	8:45 - 11:45 a.m.	WEST
12550	1/10 - 3/1	MTuWTh	7 - 10 a.m.	WOLF
12551	1/10 - 3/1	MTuWTh	6 - 9 p.m.	WOLF
10561	1/18 - 3/9	MTuWTh	9 a.m. - Noon	KEND
11407	1/25 - 4/19	TuTh	6:00 - 9:30 p.m.	HOME
10292	3/14 - 4/28	MTuWTh	10:30 a.m. - 1:30 p.m.	WOLF
11084	3/14 - 4/28	MTuWTh	6:30 - 9:30 p.m.	WEST
11105	3/14 - 4/28	MTuWTh	8:45 - 11:45 a.m.	WEST
10562	3/21 - 5/5	MTuWTh	9 a.m. - Noon	KEND

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

10472	1/11 - 3/1	TuTh	6:00 - 9:45 p.m.	NORT
10266	1/18 - 3/9	MTuWTh	6:30 - 8:30 p.m.	KEND
10275	1/29 - 5/7	Sa	9:00 a.m. - 1:40 p.m.	KEND
10276	3/21 - 5/5	MTuWTh	6:30 - 8:30 p.m.	KEND
11734	1/10 - 3/1	MTuWTh	11 a.m. - 1 p.m.	EPC
11835	1/10 - 3/1	MTuWTh	8 - 10 p.m.	EPC
12831	3/8 - 4/26	TuTh	6:00 - 9:45 p.m.	NORT
11949	3/14 - 4/28	MTuWTh	11 a.m. - 1 p.m.	EPC
11950	3/14 - 4/28	MTuWTh	8 - 10 p.m.	EPC
12526	1/10 - 3/1	MTuWTh	8 - 10 a.m.	EPC
12527	3/14 - 4/28	MTuWTh	8 - 10 a.m.	EPC

\$299 | 84 Hours

10297	1/10 - 3/1	MTuWTh	10:30 a.m. - 1:30 p.m.	WOLF
10298	3/14 - 4/28	MTuWTh	10:30 a.m. - 1:30 p.m.	WOLF
10418	1/10 - 3/16	MTuW	6:30 - 9:30 p.m.	HIA
10563	1/18 - 3/9	MTuWTh	9 a.m. - Noon	KEND
10564	3/21 - 5/5	MTuWTh	9 a.m. - Noon	KEND
10667	1/10 - 3/1	MTuWTh	8:45 - 11:45 a.m.	WEST
11018	1/10 - 3/1	MTuWTh	6:30 - 9:30 p.m.	WEST
11082	3/14 - 4/28	MTuWTh	8:45 - 11:45 a.m.	WEST
11106	3/14 - 4/28	MTuWTh	6:30 - 9:30 p.m.	WEST
11408	1/25 - 4/19	TuTh	6:00 - 9:30 p.m.	HOME
12552	1/10 - 3/1	MTuWTh	6 - 9 p.m.	WOLF

Intensive English 5

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

\$199 | 56 Hours

12529	1/10 - 3/1	MTuWTh	8 - 10 a.m.	EPC
12530	1/10 - 3/1	MTuWTh	11 a.m. - 1 p.m.	EPC
12532	1/10 - 3/1	MTuWTh	8 - 10 p.m.	EPC
11047	1/18 - 3/9	MTuWTh	6:30 - 8:30 p.m.	KEND
10311	1/29 - 5/7	Sa	9:00 a.m. - 1:40 p.m.	KEND
12534	3/14 - 4/28	MTuWTh	8 - 10 a.m.	EPC
12535	3/14 - 4/28	MTuWTh	11 a.m. - 1 p.m.	EPC
12536	3/14 - 4/28	MTuWTh	8 - 10 p.m.	EPC
10310	3/21 - 5/5	MTuWTh	6:30 - 8:30 p.m.	KEND

\$299 | 84 Hours

10301	1/10 - 3/1	MTuWTh	8:45 - 11:45 a.m.	WEST
10302	1/10 - 3/1	MTuWTh	10:30 a.m. - 1:30 p.m.	WOLF
10609	1/10 - 3/1	MTuWTh	6:30 - 9:30 p.m.	WEST
10570	1/18 - 3/9	MTuWTh	9 a.m. - Noon	KEND
10982	3/14 - 4/28	MTuWTh	10:30 a.m. - 1:30 p.m.	WOLF
11019	3/14 - 4/28	MTuWTh	8:45 - 11:45 a.m.	WEST
11107	3/14 - 4/28	MTuWTh	6:30 - 9:30 p.m.	WEST
10571	3/21 - 5/5	MTuWTh	9 a.m. - Noon	KEND

Intensive English 6

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

\$199 | 56 Hours

12537	1/10 - 3/1	MTuWTh	8 - 10 a.m.	EPC
12538	1/10 - 3/1	MTuWTh	11 a.m. - 1 p.m.	EPC
12539	1/10 - 3/1	MTuWTh	8 - 10 p.m.	EPC
10978	1/18 - 3/9	MTuWTh	6:30 - 8:30 p.m.	KEND
10277	1/29 - 5/7	Sa	9:00 a.m. - 1:40 p.m.	KEND
12540	3/14 - 4/28	MTuWTh	8 - 10 a.m.	EPC
12542	3/14 - 4/28	MTuWTh	11 a.m. - 1 p.m.	EPC
12543	3/14 - 4/28	MTuWTh	8 - 10 p.m.	EPC
12639	3/14 - 4/28	MTuWTh	6:30 - 9:30 p.m.	WEST
10979	3/21 - 5/5	MTuWTh	6:30 - 8:30 p.m.	KEND

\$299 | 84 Hours

10261	1/10 - 3/1	MTuWTh	8:45 - 11:45 a.m.	WEST
10278	1/10 - 3/1	MTuWTh	6:30 - 9:30 p.m.	WEST
10322	1/10 - 3/1	MTuWTh	10:30 a.m. - 1:30 p.m.	WOLF
10909	1/18 - 3/9	MTuWTh	9 a.m. - Noon	KEND
10323	3/14 - 4/28	MTuWTh	10:30 a.m. - 1:30 p.m.	WOLF
10611	3/14 - 4/28	MTuWTh	8:45 - 11:45 a.m.	WEST
10980	3/21 - 5/5	MTuWTh	9 a.m. - Noon	KEND

English Conversation - Beginners

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

\$89 | 21 Hours

12222	1/22 - 3/12	Sa	9 a.m. - Noon	NORT
12223	3/19 - 4/30	Sa	9:00 a.m. - 12:30 p.m.	NORT

English Conversation - Intermediate

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

\$89 | 21 Hours

12111	3/19 - 4/30	Sa	9:00 a.m. - 12:30 p.m.	NORT
12224	1/22 - 3/12	Sa	9 a.m. - Noon	NORT

NEW! Intensive English Series - Levels 1 and 2

Students who register in this series will receive a 15% discount for Levels 1 and 2. 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. Students practice comprehension, sentence structure, and vocabulary development in simple conversations. Writing exercises focus on parts of speech, grammar usage, and comprehension of concepts. *Prerequisites/Corequisite Information: Successful completion of ESL Fundamentals course is needed or have achieved the level 1 score on the placement test.*

\$359 | 112 Hours

12576	1/10 - 4/28	MTuWTh	11 a.m. - 1 p.m.	EPC
12577	1/10 - 4/28	MTuWTh	8 - 10 p.m.	EPC

NEW! Intensive English Series - Levels 3 and 4

Students who register in this series will receive a 15% discount for Levels 3 and 4. 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: Successful completion of ESL Level 2 course is needed or have achieved the level 3 score on the placement test.*

\$359 | 112 Hours

12578	1/10 - 4/28	MTuWTh	11 a.m. - 1 p.m.	EPC
12579	1/10 - 4/28	MTuWTh	8 - 10 p.m.	EPC

NEW! Intensive English Series - Levels 5 and 6

Students who register in this series will receive a 15% discount for Levels 5 and 6. 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. Writing exercises focus on vocabulary acquisition and application of complex grammar concepts, while speech, pronunciation, and intonation are enhanced during small group exercises and class discussions. *Prerequisites/Corequisite Information: Successful completion of ESL Level 4 course is needed or have achieved the level 5 score on the placement test.*

\$359 | 112 Hours

12580	1/10 - 4/28	MTuWTh	11 a.m. - 1 p.m.	EPC
12581	1/10 - 4/28	MTuWTh	8 - 10 p.m.	EPC

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. The class will be conducted entirely in Italian.

\$149 | 21 Hours

11063	1/26 - 3/9	W	6:30 - 9:30 p.m.	KEND
11064	3/16 - 4/27	W	6:30 - 9:30 p.m.	KEND

Cours de Culture Française

Advanced French students will practice the language through discussions of the culture of various regions of France. Topics will include art, music, history, traditions, cuisine, legends and literature. The class will be conducted entirely in French.

\$149 | 21 Hours

12729	3/11 - 4/29	F	6:30 - 9:30 p.m.	KEND
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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

10991	1/8 - 3/5	Sa	9 a.m. - 1 p.m.	WOLF
11147	3/12 - 5/7	Sa	9 a.m. - 1 p.m.	WOLF

French 1 - Intensive

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

\$219 | 42 Hours

10921	1/10 - 3/2	MW	6 - 9 p.m.	WOLF
11013	3/14 - 5/2	MW	6 - 9 p.m.	WOLF
12720	1/26 - 4/27	W	6:30 - 9:30 p.m.	KEND

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

LOCATION KEY

PLEASE VISIT PAGE 46

AVEN: AVENTURA CENTER

EPC: PADRÓN CAMPUS

GIBS: GIBSON CENTER

HIA: HIALEAH CAMPUS

HOME: HOMESTEAD CAMPUS

KEND: KENDALL CAMPUS

MEDI: MEDICAL CAMPUS

NORT: NORTH CAMPUS

WEST: WEST CAMPUS

WOLF: WOLFSON CAMPUS

French 2

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

\$169 | 28 Hours

10995	1/8 - 3/5	Sa	9 a.m. - 1 p.m.	WOLF
11087	3/12 - 5/7	Sa	9 a.m. - 1 p.m.	WOLF

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

10996	1/11 - 2/24	TuTh	6 - 9 p.m.	WOLF
11025	3/14 - 5/2	MW	6 - 9 p.m.	WOLF

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

12724	1/29 - 3/12	Sa	9:00 a.m. - 1:40 p.m.	KEND
11091	3/12 - 5/7	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

11137	3/15 - 4/28	TuTh	6 - 9 p.m.	WOLF
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French 4

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

\$199 | 28 Hours

12730	3/19 - 5/7	Sa	9 a.m. - 1 p.m.	KEND
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German 1

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

\$169 | 28 Hours

10392	1/8 - 3/5	Sa	9 a.m. - 1 p.m.	WOLF
12731	3/19 - 5/7	Sa	9:00 a.m. - 1:40 p.m.	KEND

German 2

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

\$169 | 28 Hours

10993	3/12 - 5/7	Sa	9 a.m. - 1 p.m.	WOLF
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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

10393	1/8 - 3/5	Sa	9 a.m. - 1 p.m.	WOLF
12726	1/29 - 3/12	Sa	9:00 a.m. - 1:40 p.m.	KEND
10994	3/12 - 5/7	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

11049	1/27 - 5/5	Th	6:30 - 9:30 p.m.	KEND
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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

14345	1/8 - 3/5	Sa	9 a.m. - 1 p.m.	WOLF
11138	3/12 - 5/7	Sa	9 a.m. - 1 p.m.	WOLF
12732	3/19 - 5/7	Sa	9:00 a.m. - 1:40 p.m.	KEND

Italian 3

This intermediate course will continue to cover grammatical concepts while developing language fluency. Students will be able to converse in Italian and write about personal experiences. More advanced topics of Italian culture will be introduced and discussed.

\$199 | 28 Hours

12712	1/25 - 3/15	Tu	6:20 - 9:50 p.m.	KEND
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Italian 4

Continue learning and using advanced grammatical structures and idiomatic expressions. In this course you focus on expressing belief, emotion, denial, indefiniteness, non-existence and impersonal statements. All explanations are followed by thorough, practical examples in common, natural Italian language.

\$199 | 28 Hours

12728	3/22 - 5/3	Tu	6:20 - 9:50 p.m.	KEND
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Japanese 1

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

\$169 | 28 Hours

12733	3/19 - 5/7	Sa	9:00 a.m. - 1:40 p.m.	KEND
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Portuguese 1

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

\$169 | 28 Hours

10378	1/8 - 3/5	Sa	9 a.m. - 1 p.m.	WOLF
10394	3/12 - 5/7	Sa	9 a.m. - 1 p.m.	WOLF

Portuguese 1 - Intensive

Students will learn functional vocabulary, pronunciation and grammar through dialogues based on everyday situations through a variety of exercises and experiential activities. The conversational part focuses on verbal communication skills, with emphasis on vocabulary development, idiomatic expressions and pronunciation.

\$219 | 42 Hours

12713	1/25 - 4/26	Tu	6:30 - 9:30 p.m.	KEND
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NEW! Portuguese 2

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

\$169 | 28 Hours

11088	3/12 - 5/7	Sa	9 a.m. - 1 p.m.	WOLF
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Spanish 1

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

\$169 | 28 Hours

10364	1/8 - 3/5	Sa	9 a.m. - 1 p.m.	WOLF
10267	1/27 - 3/17	TuTh	9:30 - 11:30 a.m.	KEND
10573	2/5 - 4/9	Sa	9 a.m. - Noon	HOME
10386	3/12 - 5/7	Sa	9 a.m. - 1 p.m.	WOLF

Spanish 1 - Intensive

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

\$219 | 42 Hours

10366	1/11 - 2/24	TuTh	6 - 9 p.m.	WOLF
10328	1/27 - 5/5	Th	6:30 - 9:30 p.m.	KEND
10389	3/14 - 5/2	MW	6 - 9 p.m.	WOLF

Spanish 2

The second part of a beginners' Spanish course with emphasis on oral communication for social or professional needs. Classes are taught using a conversational approach in order to teach oral comprehension and stimulate speech from the very first day. Topics covered include, the home, outdoor activities, daily routines, different work settings, shopping, travel, transportation and more. Students will learn to talk about past events, use reflexive verbs to talk about daily routines and understand the use of formal speech for business.

\$169 | 28 Hours

10365	1/8 - 3/5	Sa	9 a.m. - 1 p.m.	WOLF
10387	3/12 - 5/7	Sa	9 a.m. - 1 p.m.	WOLF
11423	3/22 - 5/5	TuTh	9:30 - 11:30 a.m.	KEND

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



Spanish 2 - Intensive

Continue improving your language skills by using the basic irregular verbs in present and future situations. Recognize common idiomatic expressions for everyday life events. Students will engage in asking questions and giving answers.

\$219 | 42 Hours

10367	1/10 - 3/2	MW	6 - 9 p.m.	WOLF
11921	1/26 - 4/27	W	6:30 - 9:30 p.m.	KEND
10390	3/14 - 5/2	MW	6 - 9 p.m.	WOLF

Spanish 3

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

\$199 | 28 Hours

10987	1/8 - 3/5	Sa	9 a.m. - 1 p.m.	WOLF
12709	1/26 - 3/16	MW	9:30 - 11:30 a.m.	KEND
10388	3/12 - 5/7	Sa	9 a.m. - 1 p.m.	WOLF

Spanish 3 - Intensive

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

\$249 | 42 Hours

10368	1/10 - 3/2	MW	6 - 9 p.m.	WOLF
10391	3/15 - 4/28	TuTh	6 - 9 p.m.	WOLF

Spanish 4

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

\$199 | 28 Hours

12727	3/21 - 5/4	MW	9:30 - 11:30 a.m.	KEND
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Spanish Conversation - Beginners

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

\$139 | 28 Hours

10581	1/22 - 3/12	Sa	9 a.m. - 1 p.m.	NORT
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Spanish Conversation - Intermediate

Continue practicing Spanish dialogues while reinforcing skills such as expressing ideas, needs and wants. In this conversational course you will engage in role-play and dialogue exercises that mimic everyday situations.

\$149 | 28 Hours

10954	3/19 - 4/30	Sa	9:00 a.m. - 1:30 p.m.	NORT
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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 TRAINING

CHILD CARE IN-SERVICE & CEUS

Ñ Curso de Preparación para el CDA Nacional

Este curso de preparación ayudará a los estudiantes que han completado las 120 horas de entrenamiento de cuidado infantil a capacitarse para obtener su certificación nacional (CDA). Al finalizar el curso, los estudiantes estarán listos para poder presentar su solicitud para el "National CDA". Prerequisites/Corequisite Information: (Prerrequisitos): • Haber finalizado la educación secundaria o doce grados. • Educación profesional – 120 horas. Incluyendo 10 horas en cada una de las 8 Áreas Temáticas CDA. • Experiencia laboral – 480 horas trabajando con niños de 3 a 5 años. • Tarjeta de CPR – First Aid vigente.

\$469 | 45 Hours

12341 2/2 - 3/23 WF 7 - 10 p.m. EPC

Ñ Entendiendo el TDAH y el Autismo (4.5 CEUs)

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

\$409 | 45 Hours

10330 2/2 - 3/23 WF 7 - 10 p.m. EPC
11978 2/22 - 4/12 TuTh 7 - 10 p.m. WEST

Ñ 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

10252 1/29 - 4/30 Sa 9 a.m. - 2 p.m. HOME
10340 1/29 - 4/30 Sa 8 a.m. - 1 p.m. KEND
11720 2/5 - 4/30 Sa 8 a.m. - 1 p.m. HIA
11577 2/8 - 4/14 TuTh 7 - 10 p.m. WEST
10353 2/19 - 4/24 Sa 8:00 a.m. - 1:15 p.m. EPC



Florida Child Care Professional Credential (FCCPC 1) (6.0 CEUs)

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

\$439 | 60 Hours

14061 1/24 - 4/4 MW 6 - 9 p.m. NORT
11077 2/8 - 4/19 TuTh 6:30 - 9:30 p.m. KEND

Ñ 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 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 prerrequisito para tomar este curso.*

\$439 | 60 Hours

10253 1/18 - 3/29 TuTh 6 - 9 p.m. HOME
12607 1/22 - 4/2 Sa 8 a.m. - Noon KEND
1/22 - 4/2 Sa 12:30 - 2:30 p.m. KEND
12879 2/5 - 4/30 Sa 8 a.m. - 1 p.m. HIA
11720 2/8 - 4/28 TuTh 6:30 - 9:00 p.m. HIA

Make-up FCCPC 1

\$69 | 6 Hours

11716 4/24 Su 8:00 a.m. - 2:30 p.m. KEND

Resilience, Wellness and Socially Just childhood Education (2.0) CEUs

This course aims to support early childhood educators' development of cultural awareness and responsiveness by providing a holistic approach to effectively teach a diverse population of learners. Course content emphasizes personal, professional and social accountability as it relates to quality education and social justice.

\$189 | 20 Hours

14058 3/5 - 3/26 Sa 9:00 a.m. - 11:30 am. NORT

CDA National Preparation (4.5 CEUs)

This class is designed for students who wish to obtain a National CDA. Student must have received their FCCPC (Florida Child Care Professional Credential) within the past 5 Years and must bring their Professional portfolio with them to class.

\$469 | 45 Hours

14062 1/22 - 3/26 Sa 9 a.m. - 2 p.m. NORT

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

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

11852	2/14 - 3/28	M	6 - 10 p.m.	HOME
11980	2/23 - 3/21	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

14060	2/22 - 3/31	TuTh	6 - 8 p.m.	NORT
11982	3/28 - 4/20	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

12369	2/23 - 3/30	W	6 - 10 p.m.	HOME
11935	3/5 - 4/9	Sa	8:30 a.m. - 12:30 p.m.	HIA

ñ 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

11866	2/22 - 4/12	TuTh	6 - 9 p.m.	HOME
11781	2/23 - 4/13	MW	7 - 10 p.m.	WEST

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!

ñ Más que un Cuentacuentos (4.5 CEUs)

Aprenda como fomentar en el salón de clase técnicas para la alfabetización emergente desde infantes hasta niños de edad preescolar. Los temas a discutir están enfocados en las capacidades del lenguaje oral; fluidez, vocabulario, comprensión, fonética, conciencia fonológica, literatura infantil, alfabetización familiar; además de temas literarios que promuevan la diversidad cultural. Dentro de este curso encontrará lecciones y actividades prácticas para desarrollar estrategias a la hora designada para hacer cuentos (story time).

\$409 | 45 Hours

11999	1/18 - 4/26	Tu	6:30 - 9:30 p.m.	KEND
13101	2/22 - 4/21	TuTh	7:00 - 9:30 p.m.	WEST
12322	2/28 - 4/18	MW	6 - 9 p.m.	HOME

More than Story Time (4.5 CEUs)

This class covers the early childhood teacher's role in promoting emergent literacy in early childhood education (birth age 5). Topics discussed include using a curriculum of oral language, fluency, vocabulary, comprehension, phonics, phonological awareness, children's literature, family literacy, and literature perspectives to celebrate diversity. The class is a combination of lecture and hands on activities and strategies to use during story time.

\$409 | 45 Hours

13769	3/10 - 4/28	TuTh	6:30 - 9:30 p.m.	KEND
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ñ 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 Credencial de Director del Estado de la Florida. Este curso dirigido a administradores de centros infantiles le permitirá mejorar su rol de líder y de implementación de programas de educación temprana, abordando en el mismo, temas de estudio tales como: liderazgo organizativo, administración de programas, asuntos legales y financieros.

\$389 | 45 Hours

10910	2/5 - 4/9	Sa	9:00 a.m. - 2:30 p.m.	WEST
11081	2/5 - 4/9	Sa	8 a.m. - 1 p.m.	HOME
11869	2/8 - 3/29	TuW	6 - 9 p.m.	NORT
11361	3/1 - 4/19	TuW	6:30 - 9:30 p.m.	HIA
10988	3/7 - 4/25	MW	6:30 - 9:30 p.m.	KEND
11873	3/8 - 4/28	TuTh	6:30 - 9:30 p.m.	EPC

Operation of an Early Childhood Facility (Director Credential) (4.5 CEUs)

This course is designed to enable early childhood managers to enhance their leadership skills by designing and implementing early childhood education programs. Areas of study include organizational leadership, program management, and financial and legal matters. This course meets the administrative requirements to obtain the basic level of the Director's Credential for the Department of Children and Families.

\$389 | 45 Hours

11638	3/10 - 4/28	TuTh	6:30 - 9:30 p.m.	KEND
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Trauma-Informed Care for Child Care Program Directors (TICD) (4.0 CEUs)

Course is designed to assist child care programs in implementing trauma-informed care for the families they serve. Book included.

\$439 | 40 Hours

13886	1/11 - 3/8	Tu	6 - 9 p.m.	KEND
12214	2/7 - 4/11	M	6 - 9 p.m.	NORT
11954	2/28 - 4/25	M	6 - 9 p.m.	KEND

More than Story Time (4.5 CEUs)

This class covers the early childhood teacher's role in promoting emergent literacy in early childhood education (birth age 5). Topics discussed include using a curriculum of oral language, fluency, vocabulary, comprehension, phonics, phonological awareness, children's literature, family literacy, and literature perspectives to celebrate diversity. The class is a combination of lecture and hands on activities and strategies to use during story time.

\$409 | 45 Hours

14059	2/26 - 4/30	Sa	9 a.m. - 2 p.m.	NORT
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CHILD CARE TRAINING

10 Hours Special Needs - Appropriate Practices

This course is intended to help Child Care professionals provide care to children who have disabilities, developmental delays, or intellectual gifts. The course includes an overview of the knowledge and skills that will help providers work with children, information about support network services available and assists providers in learning how to comply with federal and state laws.

\$99 | 10 Hours

12427	3/19 - 4/2	Sa	9 a.m. - 2 p.m.	NORT
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ñ 10 Horas de Prácticas Apropriadas para Niños con Necesidades Especiales

Curso requerido para personas que trabajan con niños incapacitados incluye técnicas para integrar a estos niños en sus respectivos programas educacionales. Requisito para la Credencial de Director. Libro se distribuye en clase. El costo del libro está incluido en el precio de la clase.

\$99 | 10 Hours

10576	1/26 - 1/28	WF	5 - 10 p.m.	HOME
10422	2/22 - 2/28	MtWTh	6:30 - 9:00 p.m.	HIA
12432	2/23 - 2/25	WF	5 - 10 p.m.	HOME
11174	3/12 - 3/13	SaSu	8:30 a.m. - Noon	KEND
	3/12 - 3/13	SaSu	12:30 - 2:00 p.m.	KEND
12847	3/23 - 3/25	WF	5 - 10 p.m.	HOME
10444	4/18 - 4/21	MtWTh	7:00 - 9:30 p.m.	WEST
12848	4/23 - 4/24	SaSu	9 a.m. - 2 p.m.	HOME
10658	4/25 - 4/26	MtU	8 a.m. - 1 p.m.	EPC

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

ñ 30 Horas de Cuidado Infantil en un Centro

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

\$199 | 30 Hours

10254	1/10 - 1/24	MWF	5 - 10 p.m.	HOME
10334	1/18 - 1/25	MTuWThF	8:30 a.m. - 2:00 p.m.	KEND
10445	1/18 - 1/26	MTuWTh	9:00 a.m. - 2:30 p.m.	WEST
10447	1/18 - 2/2	MTuWTh	6:30 - 9:30 p.m.	WEST
10423	1/20 - 2/7	MTuWTh	6:30 - 9:30 p.m.	HIA
10612	1/29	Sa	10:30 a.m. - 3:30 p.m.	NORT
	2/5 - 3/12	Sa	8:30 a.m. - 1:30 p.m.	NORT
10331	2/5 - 2/13	SaSu	8:30 a.m. - Noon	KEND
	2/5 - 2/13	SaSu	12:30 - 5:00 p.m.	KEND
	2/5	Sa	12:30 - 3:00 p.m.	KEND
10344	2/5 - 3/5	Sa	8:30 a.m. - 2:45 p.m.	EPC
10255	2/7 - 2/18	MWF	5 - 10 p.m.	HOME
10424	2/5 - 3/12	Sa	8:30 a.m. - 3:00 p.m.	HIA
10332	2/14 - 2/22	MTuWThF	8:30 a.m. - 2:00 p.m.	KEND
10448	2/22 - 3/2	MTuWTh	9:00 a.m. - 2:30 p.m.	WEST
10425	3/2 - 3/17	MTuWTh	9 a.m. - Noon	HIA
10256	3/7 - 3/18	MWF	5 - 10 p.m.	HOME
10333	3/7 - 3/14	MTuWThF	8:30 a.m. - 2:00 p.m.	KEND
13092	3/7 - 3/22	MTuWTh	6:30 - 9:30 p.m.	WEST
10343	3/21 - 3/28	MTuWThF	8:00 a.m. - 1:15 p.m.	EPC
10335	4/4 - 4/18	MWF	5 - 10 p.m.	KEND
10341	4/4 - 4/15	MTuWThF	6 - 9 p.m.	EPC
10426	4/4 - 4/19	MTuWTh	6:30 - 9:30 p.m.	HIA
12394	4/2 - 4/10	SaSu	9 a.m. - 5 p.m.	HOME
12404	4/6 - 4/15	MTuWThF	5 - 8 p.m.	GIBS

30 Hours Child Care Facility Personnel Training

The first course for Child Care personnel working in a Child Care facility. The state's 45-hour training requirement consists of 30-hours basic training, a five-hour specialized training, (infant-toddler, preschooler, or school-age), a five-hour UDAP (Understanding Developmentally Appropriate Practices) course and a five-hour literacy in-service component. Book is included.

\$199 | 30 Hours

10486	1/22	Sa	10:30 a.m. - 3:30 p.m.	NORT
	1/29 - 3/5	Sa	8:30 a.m. - 1:30 p.m.	NORT
10487	3/12	Sa	10:30 a.m. - 3:30 p.m.	NORT
	3/19 - 4/23	Sa	8:30 a.m. - 1:30 p.m.	NORT
10303	3/5 - 3/13	SaSu	9 a.m. - Noon	KEND
	3/5	Sa	12:30 - 3:30 p.m.	KEND
	3/6 - 3/13	SaSu	12:30 - 5:30 p.m.	KEND

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

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

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

\$49 | 5 Hours

11172	1/28	F	8:30 a.m. - 2:00 p.m.	KEND
10313	1/31	M	5 - 10 p.m.	HOME
10441	2/7	M	9:00 a.m. - 2:30 p.m.	WEST
10428	2/16 - 2/17	WTh	6:30 - 9:00 p.m.	HIA
10443	2/21 - 2/23	MW	6:30 - 9:00 p.m.	WEST
10338	2/25	F	8:30 a.m. - 2:00 p.m.	KEND
10314	2/28	M	5 - 10 p.m.	HOME
10730	3/5	Sa	8:30 a.m. - 2:00 p.m.	KEND
10614	3/12 - 3/19	Sa	2:00 - 4:30 p.m.	NORT
11155	3/14	M	9:00 a.m. - 2:30 p.m.	WEST
10337	3/17	Th	8:30 a.m. - 2:00 p.m.	KEND
10349	3/26	Sa	8:30 a.m. - 1:45 p.m.	EPC
10431	3/28 - 3/29	MTu	9:00 - 11:30 a.m.	HIA
11664	3/28	M	5 - 10 p.m.	HOME
10348	3/31	Th	8:00 a.m. - 1:15 p.m.	EPC
10430	4/2	Sa	8:30 a.m. - 1:30 p.m.	HIA
13097	4/5 - 4/7	TuTh	6:30 - 9:00 p.m.	WEST
10347	4/20	W	8:00 a.m. - 1:15 p.m.	EPC
10339	4/25	M	5 - 10 p.m.	KEND
10432	4/27 - 4/28	WTh	6:30 - 9:00 p.m.	HIA
12846	4/30	Sa	9 a.m. - 2 p.m.	HOME

ñ 5 Horas de Prácticas Apropriadas 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

10433	2/10 - 2/15	TuTh	6:30 - 9:00 p.m.	HIA
11171	2/24	Th	8:30 a.m. - 2:00 p.m.	KEND
12307	3/30	W	8:00 a.m. - 1:15 p.m.	EPC
10613	4/2 - 4/9	Sa	2:00 - 4:30 p.m.	NORT
10345	4/19	Tu	4:00 - 9:15 p.m.	EPC
11175	4/22	F	5 - 10 p.m.	KEND
10434	4/25 - 4/26	MTu	6:30 - 9:00 p.m.	HIA

ñ 5 Horas de Prácticas Apropriadas 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

11419	1/27	Th	8:30 a.m. - 2:00 p.m.	KEND
10449	2/2	W	9:00 a.m. - 2:30 p.m.	WEST
10451	2/14 - 2/16	MW	6:30 - 9:00 p.m.	WEST
11006	2/26 - 3/5	Sa	2:00 - 4:30 p.m.	NORT
10911	2/27	Su	8:30 a.m. - 2:00 p.m.	KEND
13093	3/9	W	9:00 a.m. - 2:30 p.m.	WEST
11932	3/16	W	8:30 a.m. - 2:00 p.m.	KEND
10346	3/19	Sa	8:30 a.m. - 1:45 p.m.	EPC
10436	3/23 - 3/24	WTh	9:00 - 11:30 a.m.	HIA
10435	3/26	Sa	8:30 a.m. - 1:30 p.m.	HIA
13094	3/30 - 4/4	MW	6:30 - 9:00 p.m.	WEST

ñ 5 Horas Entendimiento de la Práctica Apropriada 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 mandatorias del Departamento de Niños y Familias.

\$49 | 5 Hours

10582	1/26	W	8:30 a.m. - 2:00 p.m.	KEND
10453	1/31	M	9:00 a.m. - 2:30 p.m.	WEST
11007	2/5	Sa	2:00 - 4:30 p.m.	NORT
10455	2/7 - 2/9	MW	6:30 - 9:00 p.m.	WEST
10505	2/8 - 2/9	TuW	6:30 - 9:00 p.m.	HIA
10397	2/23	W	8:30 a.m. - 2:00 p.m.	KEND
11418	2/26	Sa	8:30 a.m. - 2:00 p.m.	KEND
13095	3/7	M	9:00 a.m. - 2:30 p.m.	WEST
10352	3/12	Sa	8:30 a.m. - 1:45 p.m.	EPC
11173	3/15	Tu	8:30 a.m. - 2:00 p.m.	KEND
10506	3/19	Sa	8:30 a.m. - 1:30 p.m.	HIA
10507	3/21 - 3/22	MTu	9:00 - 11:30 a.m.	HIA
13096	3/23 - 3/28	MW	6:30 - 9:00 p.m.	WEST
10351	3/29	Tu	8:00 a.m. - 1:15 p.m.	EPC
10350	4/18	M	4:00 - 9:15 p.m.	EPC
10398	4/20	W	5 - 10 p.m.	KEND
10508	4/20 - 4/21	MTu	6:30 - 9:00 p.m.	HIA

5 Hours Infant-Toddler Appropriate Practices

Trains Child Care personnel to implement a curriculum specific for children, birth to age 3. Book is included.

\$49 | 5 Hours

10496	3/19 - 3/26	Sa	2:00 - 4:30 p.m.	NORT
11934	3/20	Su	9:00 a.m. - 2:30 p.m.	KEND
12773	4/26 - 4/27	TuW	6:00 - 8:30 p.m.	NORT

5 Hours Preschool Appropriate Practices

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

\$49 | 5 Hours

10494	2/26 - 3/5	Sa	2:00 - 4:30 p.m.	NORT
12276	3/26	Sa	9:00 a.m. - 2:30 p.m.	KEND
12772	4/5 - 4/6	TuW	6:00 - 8:30 p.m.	NORT

Child Care Computer Workshop

This workshop will instruct participants how to get into the DCF system so they can register for DCF courses and Child Care exams.

\$19 | 2 Hours

12072	1/7	F	6 - 8 p.m.	HOME
12217	1/22	Sa	8 - 10 a.m.	NORT
11433	2/26	Sa	9 - 11 a.m.	KEND
12073	2/26	Sa	6 - 8 p.m.	HOME
12221	3/12	Sa	8 - 10 a.m.	NORT
12074	3/31	Th	6 - 8 p.m.	HOME

ñ DCF Make-up: Reglas y Regulaciones en el Hogar (HOME)

Este curso esta diseñado para que proveedores de niños se familiaricen con las reglas y

regulaciones que deben seguir las personas que cuidan niños en su hogar.

\$69 | 6 Hours

11372 3/19 Sa 8:30 a.m. - 3:00 p.m. KEND

Ñ DCF Make-up: Reglas y Regulaciones para Centros Infantiles (RNRf)

Este curso esta diseñado para darle al profesional una introduccion de las leyes y regulaciones locales y estatales que gobiernan facilidades licenciadas del cuidado de niños.

\$39 | 6 Hours

12380 3/12 Sa 8:30 a.m. - 3:00 p.m. HIA

Early Literacy Training

The goal of this course is to promote the development of literacy for children ages birth to three. This course is divided into four topics: Introduction to Literacy, Developing Literacy in Infants and Toddlers, Creating environments that foster and promote literacy, and Creating Relationships which extend literacy to the Home. Prerequisites/Corequisite Information: Students must register their course on the DCF webpage at myflorida.com/childcare/training

\$49 | 5 Hours

10518 1/8 Sa 8:30 a.m. - 1:30 p.m. NORT

10519 3/15 - 3/16 TuW 6:00 - 8:30 p.m. NORT

10329 3/27 Su 9:00 a.m. - 2:30 p.m. KEND

Ñ Taller para Matricula Electrónica

Este curso está diseñado para que personas que trabajan 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

12204 1/12 W 9 - 11 a.m. WEST

12208 1/13 Th 6:30 - 8:30 p.m. WEST

12278 1/14 F 1:30 - 3:30 p.m. KEND

12213 1/19 W 6:30 - 8:30 p.m. HIA

12172 1/29 Sa 8:30 - 10:30 a.m. EPC

12215 1/29 Sa 9 - 11 a.m. HIA

12225 1/29 Sa 8 - 10 a.m. NORT

12279 2/4 F 1:30 - 3:30 p.m. KEND

12280 2/11 F 1:30 - 3:30 p.m. KEND

12397 2/16 W 9 - 11 a.m. WEST

13090 2/28 M 6:30 - 8:30 p.m. WEST

12218 3/1 Tu 9 - 11 a.m. HIA

12281 3/4 F 1:30 - 3:30 p.m. KEND

12171 3/18 F 8 - 10 a.m. EPC

12219 3/31 Th 6:30 - 8:30 p.m. HIA

12170 4/1 F 5 - 7 p.m. EPC

12600 4/1 F 1:30 - 3:30 p.m. KEND

Understanding Developmentally Appropriate Practice (UDAP)

The goal of this course is to provide child care caregivers with an overview of what developmentally appropriate practice is and why it is important to practitioners in the field.

\$49 | 5 Hours

10615 1/29 - 2/5 Sa 2:00 - 4:30 p.m. NORT

11364 3/19 Sa 9:00 a.m. - 2:30 p.m. KEND

11108 4/2 - 4/9 Sa 2:00 - 4:30 p.m. NORT

COURT-APPROVED COURSES

PARENTING AND FAMILY COURSES

CODP: KIDS 11-13 LEGAL AID

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

\$6 | 3.5 Hours

10634 2/12 Sa 9:00 a.m. - 12:30 p.m. NORT

10635 3/19 Sa 9:00 a.m. - 12:30 p.m. NORT

10636 - NORT

CODP: KIDS 14-17 LEGAL AID

\$6 | 3.5 Hours

10637 2/12 Sa 9:00 a.m. - 12:30 p.m. NORT

10638 3/19 Sa 9:00 a.m. - 12:30 p.m. NORT

12234 - NORT

CODP: KIDS 6-7 LEGAL AID

\$6 | 3.5 Hours

10639 2/12 Sa 9:00 a.m. - 12:30 p.m. NORT

10640 3/19 Sa 9:00 a.m. - 12:30 p.m. NORT

12235 4/23 Sa 9:00 a.m. - 12:30 p.m. NORT

CODP: KIDS 8-10 LEGAL AID

\$6 | 3.5 Hours

10641 2/12 Sa 9:00 a.m. - 12:30 p.m. NORT

10642 3/19 Sa 9:00 a.m. - 12:30 p.m. NORT

12236 4/23 Sa 9:00 a.m. - 12:30 p.m. NORT

KIDS (SandCastles Program) 11-13 yrs

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

\$41 | 3.5 Hours

10628 2/12 Sa 9:00 a.m. - 12:30 p.m. NORT

12749 2/26 Sa 9:00 a.m. - 12:30 p.m. KEND

12230 3/19 Sa 9:00 a.m. - 12:30 p.m. NORT

12751 3/26 Sa 9:00 a.m. - 12:30 p.m. KEND

12231 4/23 Sa 9:00 a.m. - 12:30 p.m. NORT

KIDS (SandCastles Program) 14-17 yrs

\$41 | 3.5 Hours

10629 2/12 Sa 9:00 a.m. - 12:30 p.m. NORT

12755 2/26 Sa 9:00 a.m. - 12:30 p.m. KEND

10630 3/19 Sa 9:00 a.m. - 12:30 p.m. NORT

12757 3/26 Sa 9:00 a.m. - 12:30 p.m. KEND

12232 4/23 Sa 9:00 a.m. - 12:30 p.m. NORT

KIDS (SandCastles Program) 6-7 yrs

\$41 | 3.5 Hours

11141 2/12 Sa 9:00 a.m. - 12:30 p.m. NORT

12743 2/26 Sa 9:00 a.m. - 12:30 p.m. KEND

10631 3/19 Sa 9:00 a.m. - 12:30 p.m. NORT

12744 3/26 Sa 9:00 a.m. - 12:30 p.m. KEND

10632 4/23 Sa 9:00 a.m. - 12:30 p.m. NORT

KIDS (SandCastles Program) 8-10 yrs

\$41 | 3.5 Hours

11142 2/12 Sa 9:00 a.m. - 12:30 p.m. NORT

12762 2/26 Sa 9:00 a.m. - 12:30 p.m. KEND

10633 3/19 Sa 9:00 a.m. - 12:30 p.m. NORT

12763 3/26 Sa 9:00 a.m. - 12:30 p.m. KEND

12233 4/23 Sa 9:00 a.m. - 12:30 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

12587 3/19 - 3/20 SaSu 8:00 a.m. - 4:30 p.m. MEDI

ACLS Provider Retraining Course

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

\$109 | 8 Hours

12588 3/20 Su 8:00 a.m. - 4:30 p.m. MEDI

REGISTER EARLY!

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

Register for your class today!

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

LOCATION KEY

PLEASE VISIT PAGE 46

AVEN: AVENTURA CENTER

EPC: PADRÓN CAMPUS

GIBS: GIBSON CENTER

HIA: HIALEAH CAMPUS

HOME: HOMESTEAD CAMPUS

KEND: KENDALL CAMPUS

MEDI: MEDICAL CAMPUS

NORT: NORTH CAMPUS

WEST: WEST CAMPUS

WOLF: WOLFSON CAMPUS

AMERICAN HEART ASSOCIATION COURSES

ACLS Instructor Course

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

\$189 | 10 Hours

12634 3/26 - 3/27 SaSu 8:00 a.m. - 1:30 p.m. MEDI

BLS Instructor Course

The Blended BLS Instructor course is designed to prepare AHA instructors or health care providers to disseminate and teach the science, skills and philosophy of cardiopulmonary resuscitation (CPR) programs to participants enrolled in AHA courses. 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.

\$189 | 6 Hours

12635 2/5 Sa 8:00 a.m. - 2:30 p.m. MEDI

CPR-BLS for Health Care Providers

The Basic Life Support course is designed to teach the skills of CPR (cardiopulmonary resuscitation) for victims of all ages, including ventilation with a barrier device, a bag-mask device and oxygen; use of an automated external defibrillator (AED); and relief of foreign-body airway obstruction (FBAO). This course is intended for participants who provide health care to patients in a wide variety of settings, inside and outside of a hospital. The course is also designed for anyone who is required to take a health care provider course for employment. (Anyone in the health field; Nurses; Doctors, Firefighters, etc...). Students must purchase textbook: Basic Life Support (BLS) Provider Manual.

\$89 | 4.5 Hours

12795	1/7	F	8:00 a.m. - 12:30 p.m.	MEDI
12796	1/21	F	8:00 a.m. - 12:30 p.m.	MEDI
12797	1/23	Su	8:00 a.m. - 12:30 p.m.	MEDI
12768	1/29	Sa	8:30 a.m. - 1:00 p.m.	KEND
12798	1/30	Su	8:00 a.m. - 12:30 p.m.	MEDI
12851	2/6	Su	9:00 a.m. - 1:30 p.m.	HOME
12769	2/23	W	8:30 a.m. - 1:00 p.m.	KEND
14007	3/19	Sa	9:00 a.m. - 1:30 p.m.	NORT
12770	3/26	Sa	8:30 a.m. - 1:00 p.m.	KEND
12799	2/5	Sa	8:00 a.m. - 12:30 p.m.	MEDI
12800	2/6	Su	8:00 a.m. - 12:30 p.m.	MEDI
12801	2/23	W	8:00 a.m. - 12:30 p.m.	MEDI
12802	2/27	Su	8:00 a.m. - 12:30 p.m.	MEDI
12803	3/11	F	8:00 a.m. - 12:30 p.m.	MEDI
12852	3/20	Su	9:00 a.m. - 1:30 p.m.	HOME
12804	3/27	Su	8:00 a.m. - 12:30 p.m.	MEDI
12805	3/30	W	8:00 a.m. - 12:30 p.m.	MEDI
12806	4/9	Sa	8:00 a.m. - 12:30 p.m.	MEDI
12807	4/23	Sa	8:00 a.m. - 12:30 p.m.	MEDI
12808	4/30	Sa	8:00 a.m. - 12:30 p.m.	MEDI

CPR-BLS for Health Care Providers (Recertification)

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

\$69 | 3 Hours

12784	1/7	F	8 - 11 a.m.	MEDI
12785	1/21	F	8 - 11 a.m.	MEDI
12786	1/30	Su	8 - 11 a.m.	MEDI
12787	2/6	Su	8 - 11 a.m.	MEDI
12788	2/23	W	8 - 11 a.m.	MEDI
14006	2/26	Sa	9 a.m. - Noon	NORT
12789	2/27	Su	8 - 11 a.m.	MEDI
12790	3/11	F	8 - 11 a.m.	MEDI
12791	3/27	Su	8 - 11 a.m.	MEDI
12792	3/30	W	8 - 11 a.m.	MEDI
12793	4/9	Sa	8 - 11 a.m.	MEDI
12794	4/23	Sa	8 - 11 a.m.	MEDI

Heartsaver-CPR/First Aid

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

\$119 | 6 Hours

14005	1/22	Sa	9 a.m. - 5 p.m.	NORT
12853	2/5	Sa	9:00 a.m. - 3:30 p.m.	HOME
13098	2/12	Sa	8:00 a.m. - 2:30 p.m.	WEST
12854	4/2	Sa	9:00 a.m. - 3:30 p.m.	HOME
13099	3/19	Sa	8:00 a.m. - 2:30 p.m.	WEST
13100	4/9	Sa	8:00 a.m. - 2:30 p.m.	WEST

PALS Instructor Course

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

\$189 | 10 Hours

12636 3/12 - 3/13 SaSu 8:00 a.m. - 1:30 p.m. MEDI



ASSISTED LIVING FACILITY

Assisted Living Facility (ALF) Core Training Competency Test Prep

This 26 hour training and education is intended to assist facilities appropriately respond to the needs of residents, maintain resident care and facility standards, and meet licensure requirements pursuant to section 429.52(1), F.S. This course is for administrators, managers and health care providers. Taught by an approved core training provider, students must have a H.S. Diploma, be 21 years or older and complete an AHCA level II background screening.

\$689 | 26 Hours

12909 2/1 - 3/15 TuTh 6:30 - 8:45 p.m. MEDI

CERTIFICATION PREPARATION COURSES

Certified Medical Administrative Assistant (CMAA) Test Prep Program

The CMAA course prepares participants to sit for the National Healthcare Association certification exam. Students will review operating computer systems, scheduling appointments, electronic medical records, office software, personnel attendance and how to run healthcare offices running efficiently.

\$699 | 62 Hours

13874 2/5 - 4/23 Sa 9 a.m. - 4 p.m. MEDI

12897 2/15 - 3/31 TuThF 6:00 - 9:40 p.m. MEDI

Certified Medical Administrative Assistant with Medical Billing and Coding - Online

Administrative healthcare workers are in high demand. Whether you're just starting your career or transitioning into a different field, there has never been a better time to become a Certified Medical Administrative Assistant or work in Medical Billing and Coding. Upon completing this course, you should be well prepared to find your place in this rewarding healthcare career. You will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA) and receive a voucher that covers the exam fee. You will also be able to choose a voucher for the professional certification that best aligns with your interests and career goals related to medical billing and coding: • Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC) • Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA) • Certified Billing and Coding Specialist (CBCS) exam offered by the National Healthcareer Association (NHA)

\$3495 | 530 Hours

12898 2/15 - 3/31 TuThF 6:00 - 9:40 p.m. MEDI

Certified Nursing Assistant (CNA) Test Prep

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

\$1259 | 90 Hours

13332 1/9 - 4/10 Su 8:00 a.m. - 4:30 p.m. MEDI

13432 2/15 - 4/7 TuTh 9:00 a.m. - 3:30 p.m. HOME

13327 2/22 - 4/12 TuTh 3 - 9 p.m. MEDI

14063 2/22 - 5/5 TuTh 5:30 - 9:30 p.m. NORT

Certified Professional Biller

This course provides students with the knowledge and skills needed to take the AAPC Professional Biller Certification exam. S

\$3900 | 96 Hours

14109 1/12 - 4/27 W 3:00 - 9:30 p.m. MEDI

Certified Professional Coder (CPC) Review Test Prep

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

\$619 | 34 Hours

13689 1/31 - 4/11 M 6:00 - 9:55 p.m. MEDI

CT Registry Review

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

\$1295 | 84 Hours

12723 1/25 - 4/14 TuTh 6 - 10 p.m. MEDI

CT Registry Review Clinical

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

\$929 | 256 Hours

12725 1/28 F 10 a.m. - Noon MEDI

1/31 - 4/22 MTuWThF TBD* MEDI

DENTAL HYGIENISTS

Local Anesthesia for Dental Hygienists

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

\$1400 | 60 Hours

10526 2/23 W 5 - 7 p.m. MEDI

2/24 - 3/31 MTuWThFSaSu TBD* MEDI

4/1 F 3 - 8 p.m. MEDI

4/2 Sa 8 a.m. - 5 p.m. MEDI

4/3 Su 8 a.m. - 4 p.m. MEDI

12199 1/6 - 2/3 MTuWThFSaSu TBD* MEDI

1/5 W 5 - 7 p.m. MEDI

2/4 F 3 - 8 p.m. MEDI

2/5 Sa 8 a.m. - 5 p.m. MEDI

2/6 Su 8 a.m. - 4 p.m. MEDI

EMT & PARAMEDIC REFRESHMENT COURSES

EMT Refresher

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

\$489 | 32 Hours

12622 1/29 - 2/6 SaSu 8:00 a.m. - 4:30 p.m. MEDI

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.

\$399 | 24 Hours

12623 1/29 - 2/5 SaSu 8:00 a.m. - 4:30 p.m. MEDI

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

*TBD: To Be Determined

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

LOCATION KEY

PLEASE VISIT PAGE 46

AVEN: AVENTURA CENTER

EPC: PADRÓN CAMPUS

GIBS: GIBSON CENTER

HIA: HIALEAH CAMPUS

HOME: HOMESTEAD CAMPUS

KEND: KENDALL CAMPUS

MEDI: MEDICAL CAMPUS

NORT: NORTH CAMPUS

WEST: WEST CAMPUS

WOLF: WOLFSON CAMPUS

Paramedic Refresher Course

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

\$569 | 40 Hours
12626 2/24 - 3/5 FSaSu 8:00 a.m. - 3:40 p.m. MEDI

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.

\$55 | 4 Hours
14064 2/12 Sa 8:00 a.m. - 12:30 p.m. MEDI
11962 3/5 Sa 8:00 a.m. - 12:30 p.m. NORT

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.

\$39 | 2 Hours
13875 1/22 Sa 9 - 11 a.m. MEDI
11963 - NORT

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.

\$749 | 60 Hours
12708 1/31 - 4/8 MF 6:00 - 9:30 p.m. MEDI

HEALTH PROFESSIONAL EXAM PREPARATION

C.N.A Skills Practice Course

C.N.A students who have taken a certified nursing assistant course, who need to review skills prior to testing. SKILLS REVIEW ONLY

\$219 | 24 Hours
13660 3/27 - 4/10 Su 8:00 a.m. - 12:30 p.m. MEDI

EKG Exam Prep

EKG Technician students who have taken an electrocardiography course, who needs to review prior to taking the National Healthcare Association (NHA) Certified EKG Technician (CET) course. ONLY PRACTICE EXAMS AND TEST TAKING SKILLS WILL BE REVIEWED.

\$389 | 15 Hours
13668 3/31 - 4/8 ThF 5:30 - 9:45 p.m. MEDI

EKG Technician Certification

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

\$919 | 75 Hours
12844 2/3 - 4/8 ThF 5:30 - 9:45 p.m. MEDI

MRI - American Registry of Radiologic Technologists (ARRT) Exam Prep

Participants who have taken an MRI Course (MRI Lecture and Clinical) within 2 years, who are reviewing to take the ARRT Exam. PRACTICE EXAMS AND TEST TAKING SKILLS WILL BE REVIEWED ONLY.

\$379 | 14 Hours
13665 3/28 - 4/6 MW 6 - 10 p.m. MEDI

Registered Behavioral Technician Certificate Program

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

\$1099 | 42 Hours
12783 2/1 - 4/12 TuTh 6:30 - 8:45 p.m. MEDI

TEAS Exam Review Math

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

\$349 | 24 Hours
12630 1/24 - 3/21 M 5:30 - 9:00 p.m. MEDI

TEAS Exam Review Reading English and Language

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

\$299 | 20 Hours
12633 1/29 - 3/5 Sa 9:00 a.m. - 1:30 p.m. MEDI

TEAS Exam Review Science

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

\$349 | 24 Hours
12632 1/28 - 3/17 Th 5:30 - 9:30 p.m. MEDI

Telemetry Technician Certification Exam Prep in Cardiac Arrhythmia Interpretation

This course prepares participants to sit for the National Telemetry Association (NTA) certification exam in Cardiac Arrhythmia Interpretation. Students will review how to monitor vital signs such as blood pressure, heart rate, and heart rhythm from a hospital or remote location, interpreting data for the critically ill or high risk patients on telemetry equipment.

\$689 | 40 Hours
12908 1/31 - 3/28 MW 6:15 - 9:15 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!

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



LEARN ENGLISH TO LAUNCH YOUR LIFE!

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

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

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

ADULT EDUCATION

QUALITY | AFFORDABILITY | FLEXIBILITY

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

Hialeah Campus:
305-237-8780

Homestead Campus:
305-237-5124

Kendall Campus:
305-237-2162

North Campus:
305-237-1504

Padrón Campus:
305-237-6273

Wolfson Campus:
305-237-3120

HOME HEALTH AIDE/CAREGIVER TRAINING

Home Health Aide Training Certificate

Required in order to work for a Medicare or Medicaid home health agency. Students in the home health aide certificate program must complete 75 hours of training and successfully complete CPR-BLS for healthcare provider (American Heart Association {AHA} only) and HIV/AIDS in the healthcare environment course. Series recommended. Home health aides assist patients with completing important personal tasks such as dressing, bathing and a variety of hygiene needs. Additional aspects of this position include assisting clients to remain safe in their own homes by providing a higher level of assistance with minor cleaning and instrumental activities of daily living (ADLs) such as cooking, light housekeeping, and laundry.

\$949 | 75 Hours

12592 2/22 - 4/12 TuTh 8:30 a.m. - 2:30 p.m. MEDI
 12705 3/8 - 4/26 TuTh 8:30 a.m. - 1:30 p.m. KEND

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

12704 2/7 M 10 a.m. - Noon MEDI
 2/8 - 4/22 MTuWThF TBD* MEDI

MRI Procedures and Principles

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

\$1189 | 84 Hours

12698 1/10 - 4/6 MW 6 - 10 p.m. MEDI

NCLEX RN AND LPN REMEDIAL

NCLEX RN Remediation Clinical Practicum

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

\$809 | 100 Hours

12721 2/9 W 10 a.m. - Noon MEDI
 2/16 - 3/30 W Noon - Noon 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

12711 2/5 - 4/24 SaSu 8:00 a.m. - 1:30 p.m. MEDI

NURSING COURSES

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.

\$1099 | 74 Hours

12701 1/22 - 4/23 Sa 8:00 a.m. - 2:45 p.m. MEDI

Patient Care Technician (PCT) Course

Participants, will learn the skills they need to communicate well with patients, perform activities of daily living; feeding, bathing, dressing, toileting, and ambulating; EKG's, conduct basic laboratory skills and receive training in phlebotomy.

\$3749 | 300.5 Hours

12911 1/30 - 4/23 MTuWThF 11:45 a.m. - 12:45 p.m. MEDI

PALS COURSES

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.

\$99 | 8 Hours

12742 3/6 Su 8:00 a.m. - 4:30 p.m. MEDI

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.

\$219 | 16 Hours

12706 3/5 - 3/6 SaSu 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

12103 1/12 - 2/16 W 6 - 10 p.m. WOLF
 11553 1/22 - 3/5 Sa 1 - 5 p.m. KEND
 12226 1/22 - 2/12 Sa 9 a.m. - 1 p.m. NORT
 12845 1/29 - 3/26 Sa 9:00 a.m. - 12:30 p.m. MEDI
 11630 3/5 - 4/9 Sa 9 a.m. - 1 p.m. WOLF
 11958 3/7 - 3/23 MW 6 - 10 p.m. WEST

ñ 55+ Microsoft Office Basico: Word, Excel, and PowerPoint

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

\$195 | 24 Hours

12832 3/12 - 4/23 Sa 1 - 5 p.m. KEND

55+ Navigating Your Computer using Windows 10

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

\$125 | 15 Hours

11631 1/22 - 2/26 Sa 9 a.m. - Noon WOLF

ACCOUNTING APPLICATIONS

QuickBooks Level 1

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

\$325 | 24 Hours

11875 1/28 - 3/4 F 6 - 10 p.m. WOLF
 11890 1/29 - 3/12 Sa 1 - 5 p.m. HIA
 11488 2/12 - 3/12 Sa 9 a.m. - 4 p.m. KEND
 11551 2/14 - 3/14 MW 6:30 - 9:30 p.m. HOME
 12507 2/23 - 3/30 W 6 - 10 p.m. HIA
 11501 2/26 - 4/2 Sa 9 a.m. - 1 p.m. NORT
 12377 3/12 - 4/23 Sa 9 a.m. - 1 p.m. WOLF
 11490 3/7 - 3/30 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

11876	3/18 - 4/29	F	6 - 10 p.m.	WOLF
11489	3/19 - 4/9	Sa	9 a.m. - 4 p.m.	KEND
11891	3/19 - 4/30	Sa	1 - 5 p.m.	HIA
11692	4/4 - 4/27	MW	6:30 - 9:30 p.m.	KEND

ñ QuickBooks Nivel 1

En esta clase de QuickBooks obtendrá el conocimiento necesario para empezar a utilizar este increíble programa de contabilidad. Usted aprenderá a establecer un plan de cuentas, reconciliar su cuenta de cheques, crear e imprimir facturas, recibos y declaraciones, estar al tanto de sus cuentas por pagar, inventarios y cuentas por cobrar y también a crear presupuestos e informes. La clase es dictada en español. El programa y el libro que se utilizan para la clase son en inglés.

\$325 | 24 Hours

11078	1/22 - 3/5	Sa	9 a.m. - 2 p.m.	WEST
11865	1/28 - 3/4	F	6 - 10 p.m.	EPC

ñ 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.

FREE | 24 Hours

11417	3/12 - 4/23	Sa	9 a.m. - 2 p.m.	WEST
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\$325 | 24 Hours

11867	3/11 - 4/22	F	6 - 10 p.m.	EPC
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ñ 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

12135	4/29 - 5/13	F	6 - 10 p.m.	EPC
	4/30 - 5/14	Sa	9 a.m. - 1 p.m.	EPC

QuickBooks Series

Learn how QuickBooks makes it easy to set up a chart of accounts; reconcile checking accounts; create and print invoices, receipts and statements; track payables, inventory and receivables; create estimates and generate reports. In the second part of this series, you will learn payment of sales tax, backup and maintain QuickBooks data, the accounting cycle, manage bank account transactions, purchase orders and inventory, create, edit and view budgets,



manage other general ledger accounts and protect and share data.

\$559 | 48 Hours

12364	1/28 - 3/4	F	6 - 10 p.m.	WOLF
12531	2/12 - 4/9	Sa	9 a.m. - 4 p.m.	KEND
12533	3/7 - 4/27	MW	6:30 - 9:30 p.m.	KEND

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 includes: 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. Students need the Cisco CCNA (200-301) Part 2 to take the CCNA certification exam. (Textbook Required)

\$639 | 35 Hours

11441	2/7 - 3/16	Sa	6:30 - 10:00 p.m.	KEND
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Cisco CCNA (200-301) Part 2

This exam preparation course provides students with further knowledge and skills required to install, operate and troubleshoot a small to medium-sized enterprise branch network. Topics include connecting to a WAN, implementing network security, network types, network media,

routing and switching fundamentals, the TCP/ IP and OSI models, IP addressing, WAN technologies, operating and configuring IOS devices, extending switched networks with VLANs, determining IP routes, managing IP traffic with access lists, establishing point-to-point connections and establishing Frame Relay connections. (Textbook Required)

\$639 | 35 Hours

11442	3/21 - 4/23	MW	6:30 - 10:00 p.m.	KEND
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COMPTIA CERTIFICATION PREPARATION

CompTIA A+ Essentials (220-1001)

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

\$639 | 35 Hours

11437	1/11 - 2/10	TuTh	6:30 - 10:00 p.m.	KEND
12849	2/8 - 3/10	TuTh	6:00 - 9:30 p.m.	HOME

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

*TBD: To Be Determined

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



CompTIA A+ Practical Application (220-1002)

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

\$639 | 35 Hours

11439 2/15 - 3/22 TuTh 6:30 - 10:00 p.m. KEND

CompTIA Security+ (SY0-401)

This course provide 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

12850 2/7 - 3/14 MW 6:00 - 9:30 p.m. HOME

11941 3/24 - 4/26 TuTh 6:30 - 10:00 p.m. KEND

COMPUTER PROGRAMMING

Developing SQL Reports with SSRS for Business Intelligence

Most companies depend on financial reports to help guide and manage the success of the company from small areas to the upper management. With this course the students will develop new skills that can be applied in different professional careers , such as Business Intelligence, Data Analytics, Finance Consulting, Software Programming or Database Development and

Administration. The student will learn how to Install and configure SQL Server Reporting Services (SSRS); develop SQL Queries to model the data, create data sources and Data Sets; create advanced KPIs , Dashboards ,drill down reports, reports passing parameters, pagination, interactive data Look Up, C# code functions and more. They will learn how to develop reports in Report Builder application vs SQL Server Data Tools. The students will receive an introduction to create reports that can be pinned to a Power BI Dashboard.

\$699 | 36 Hours

13007 1/22 - 3/26 Sa 9 a.m. - Noon KEND

Full Stack Web Development

Students will be immersed in the basics of programming, wire-framing, HTML, CCS, 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, ReactJs, Firebase Serverless, Advance JavaScript, objects oriented coding and API's. This course is offered in collaboration with 4Geeks Academy and consists of a blended format that includes a combination of 126 hours of face-to-face instruction and 140 hours of online training through a digital platform.

\$3995 | 266 Hours

11414 1/19 - 5/6 MWF 6 - 9 p.m. EPC

COMPUTER REPAIR & SECURITY COURSES

Computer Repair

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

\$109 | 12 Hours

10992 2/5 - 3/5 Sa 9 a.m. - Noon WOLF

COMPUTER-AIDED DESIGN

AutoCAD – Complete Series

Start this series learning the basic commands to create 2D objects. Use the menu system to draw, select views, change design elements, modify attributes, and add patterns and text. Later, you will learn to draw compound objects, use layers, change views, and make selections. Use features that will save you time when editing the designs. Toward the middle of the course, you will continue to learn more about layer drawing, editing and viewing commands to speed up your design and maximize your design productivity in 2D using hints, tips and tricks. At the end of the course, you will be able to design and use prototypes, use 3-Dimensional commands and techniques to create and assemble complex computerized models, work in 3D coordinates, create 3D surfaces and modeling with solids, and utilize shading and rendering techniques. (Textbook required)

\$849 | 48 Hours

11486 1/22 - 4/23 Sa 1 - 5 p.m. KEND

11478 2/24 - 4/28 TuTh 6 - 9 p.m. WOLF

AutoCAD - Level 1

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

\$249 | 12 Hours

10972	1/22 - 2/5	Sa	1 - 5 p.m.	KEND
11888	2/11 - 2/25	F	6 - 10 p.m.	HIA
11882	2/24 - 3/10	TuTh	6 - 9 p.m.	WOLF

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

11685	2/12 - 3/5	Sa	1 - 5 p.m.	KEND
11889	3/4 - 3/18	F	6 - 10 p.m.	HIA
11883	3/15 - 3/24	TuTh	6 - 9 p.m.	WOLF

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

11939	3/12 - 3/26	Sa	1 - 5 p.m.	KEND
11884	3/31 - 4/12	TuTh	6 - 9 p.m.	WOLF

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

11940	4/2 - 4/23	Sa	1 - 5 p.m.	KEND
11885	4/19 - 4/28	TuTh	6 - 9 p.m.	WOLF

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

14067	1/22 - 3/26	Sa	9 a.m. - 1 p.m.	WOLF
11487	1/27 - 4/21	Th	6:30 - 9:30 p.m.	KEND

REVIT - Level 1

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

\$249 | 12 Hours

10342	1/22 - 2/5	Sa	9 a.m. - 1 p.m.	WOLF
10377	1/27 - 2/17	Th	6:30 - 9:30 p.m.	KEND

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

10371	2/12 - 3/5	Sa	9 a.m. - 1 p.m.	WOLF
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REVIT - Level 3

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

\$249 | 12 Hours

10372	3/12 - 3/26	Sa	9 a.m. - 1 p.m.	WOLF
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SketchUp - The Complete Guide

This course provides students with the skills needed to readily work with 3D visual presentation. Students will learn all the basics in order to quickly achieve results when creating 3D technical drawings.

\$279 | 18 Hours

12056	1/25 - 2/10	TuTh	6 - 9 p.m.	WOLF
11881	2/26 - 4/2	Sa	9 a.m. - Noon	KEND

SketchUp Basics

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

\$109 | 6 Hours

10375	1/25 - 1/27	TuTh	6 - 9 p.m.	WOLF
10668	3/22 - 3/24	TuTh	6 - 9 p.m.	WOLF

SketchUp Intermediate

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

\$109 | 6 Hours

14069	2/1 - 2/3	TuTh	6 - 9 p.m.	WOLF
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SketchUp for Interior Decorating - Intermediate

You'll build on the skills for creating 3D objects developed in SketchUp Basics and learn how to integrate all the accessories necessary to complement the small living room decoration and animate a walk-around presentation for your client.

\$109 | 6 Hours

12085	3/29 - 3/31	TuTh	6 - 9 p.m.	WOLF
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SketchUp Advanced

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

\$109 | 6 Hours

14071	2/8 - 2/10	TuTh	6 - 9 p.m.	WOLF
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ñ SketchUp para Decoración de Interiores - Nivel Básico

Crear gráficos en 3D para la decoración de interiores. SketchUp, una herramienta de Google, ayuda a crear bocetos en 3D y renderizaciones de aspecto profesional tan fáciles como dibujar en una servilleta. En muy poco tiempo, creará superficies, polígonos, formas 3D complejas y un entorno totalmente renderizado en 3D donde integrará elementos decorativos en sus áreas.

\$109 | 6 Hours

12086	2/5 - 2/12	Sa	9 a.m. - Noon	WOLF
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CONSTRUCTION INDUSTRY

MDC Builds - Construction Trades Program

MDC Builds offers a 10-week curriculum including OSHA training and certification, job-site communication, carpentry, electrical systems, construction math and other essential skills needed in the Florida Construction Industry.

200 Hours

12266	2/7 - 4/14	MTuWTh	5 - 9 p.m.	HOME
12265	2/28 - 5/5	MTuWTh	10 a.m. - 2 p.m.	HOME

REGISTER EARLY!

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

Register for your class today!

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

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DIGITAL MARKETING

Adobe All-in-One - Basic

Learn the “Big Three” design software programs. This course will teach you all the basics to get started. Learn how to work with all source materials that go into print and web design, from bitmap art (Photoshop) to vector art (Illustrator files) to creating final print layouts (In Design). This course is comprehensive, yet taught in a logical sequence format which ties together all the components in a fast-paced learning environment.

\$539 | 30 Hours

11443 1/18 - 2/22 TuTh 6:30 - 9:50 p.m. KEND

Adobe Illustrator – Basic

Learn how to create vector-based images and layouts. This course will cover Adobe Illustrator basics such as application interface and navigation; basic drawing tools like primitive shapes and the pencil, transformations; pen tool operation; and an introduction to type layout. (Textbook and USB drive required)

\$209 | 10 Hours

11045 2/1 - 2/8 TuTh 6:30 - 9:30 p.m. KEND
11636 2/8 - 2/22 Tu 6:00 - 9:20 p.m. WOLF

Adobe InDesign - Beginner

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

\$209 | 10 Hours

11070 2/15 - 2/22 TuTh 6:30 - 9:50 p.m. KEND

Adobe Photoshop – Basic

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

\$209 | 10 Hours

11153 1/18 - 1/25 TuTh 6:30 - 9:50 p.m. KEND
11637 1/20 - 2/3 Th 6:00 - 9:20 a.m. WOLF
11071 2/12 - 3/5 Sa 9:00 a.m. - 12:20 p.m. WOLF

Adobe Photoshop – Intermediate

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

\$209 | 10 Hours

11482 3/12 - 3/26 Sa 9:00 a.m. - 12:20 p.m. WOLF

Adobe Photoshop – Advanced

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

\$209 | 10 Hours

14083 1/18 - 1/25 Sa 9:00 a.m. - 12:20 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

11430 2/22 - 3/24 TuTh 6 - 9 p.m. WOLF

ñ 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

11635 4/5 - 4/19 Tu 6:30 - 9:50 p.m. HIA

MICROSOFT © OFFICE SUITE

Microsoft Excel Basic

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

\$109 | 6 Hours

11729 1/26 - 2/2 W 6 - 9 p.m. WOLF
11494 2/28 - 3/7 M 6 - 9 p.m. HIA
11871 3/19 - 3/26 Sa 9 a.m. - Noon WOLF
11928 3/23 - 3/30 W 6 - 9 p.m. WOLF



Microsoft Excel Intermediate

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

\$109 | 6 Hours

11831	3/9 - 3/16	W	6 - 9 p.m.	WOLF
11495	3/14 - 3/21	M	6 - 9 p.m.	HIA
11926	4/2 - 4/9	Sa	9 a.m. - Noon	WOLF

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

11429	1/22 - 3/5	Sa	9 a.m. - Noon	KEND
11431	2/8 - 2/24	TuTh	6:30 - 9:30 p.m.	KEND

Microsoft Excel Level 2

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

\$189 | 18 Hours

11691	3/1 - 3/22	TuTh	6:30 - 9:30 p.m.	KEND
11432	3/12 - 4/23	Sa	9 a.m. - Noon	KEND

Microsoft Excel Series

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

\$329 | 36 Hours

12553	1/22 - 4/23	Sa	9 a.m. - Noon	KEND
12555	2/8 - 3/22	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

11924	1/12 - 2/16	W	6 - 10 p.m.	WOLF
11156	1/22 - 3/5	Sa	1 - 5 p.m.	KEND
11157	1/22 - 2/12	Sa	9 a.m. - 1 p.m.	NORT
11548	2/5 - 3/19	Sa	9 a.m. - 1 p.m.	HOME
11492	2/7 - 4/4	M	6 - 9 p.m.	HIA
12741	2/12 - 4/9	Sa	9:00 a.m. - 12:30 p.m.	MEDI
11728	3/5 - 4/9	Sa	9 a.m. - 1 p.m.	WOLF



ñ 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

12057	2/16 - 3/30	MW	6 - 8 p.m.	HOME
12834	3/12 - 4/23	Sa	1 - 5 p.m.	KEND

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

14709	1/22 - 3/19	Sa	9 a.m. - Noon	WOLF
11872	2/23 - 3/30	W	6 - 10 p.m.	WOLF
12227	3/19 - 4/30	Sa	9 a.m. - 1 p.m.	NORT

Microsoft Office Advanced

Learn more advanced features and functions: 1) MS Word - including create forms, add reference marks and notes, secure a document, etc. 2) MS Excel - including automating common tasks, auditing workbooks to avoid errors, sharing your data with other people, using Excel data in other applications, etc. 3) MS PowerPoint - including rehearse presentations, adapt presentations for different audiences, add and review comments and more.

\$279 | 24 Hours

14084	3/29 - 5/3	Tu	6 - 10 p.m.	WOLF
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NEW TECHNOLOGY USERS

Computers and Windows 10

If you have never used a computer before, this is the right class for you! This class will teach the basics of hardware and software as well as to fully navigate the Windows Operating System. Learn the new features of Windows 10. The program is designed to unify the operating systems of personal computers, Windows phones, Windows Embedded and Xbox One product families. Next Suggested Class - MS Windows 10 - Advanced.

\$189 | 15 Hours

12837	1/22 - 2/26	Sa	9 a.m. - Noon	KEND
14087	1/22 - 2/26	Sa	9 a.m. - Noon	WOLF

ñ Introducción a la Computadora con Windows 10

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

\$189 | 15 Hours

12835	3/12 - 4/9	Sa	9 a.m. - Noon	KEND
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The cost of these noncredit programs is not funded by the State of Florida. The fees charged to students cover the cost of instruction.

Private Computer Tutoring

Develop your computer skills with private lessons! Introduction to Computer Windows or Mac, MS Office, Internet & Email, Social Media, AutoCAD, Revit, and more. 6-hour Lessons – \$409. For more information contact Lillybeth Guilfucci (305)237-3598 lguilfuc@mdc.edu

\$409 | 6 Hours

WOLF

THE ARTS

DANCE

Ballet (Ages 13 and up)

The class will teach ballet technique through a series of classical dance steps & movements. The student will learn the laws of turnout, body movements, ballet vocabulary & history. Wear comfortable clothing to first class.

\$110 | 9 Hours

12685 3/8 - 3/24 TuTh 6:30 - 8:00 p.m. KEND

Ballet (Ages 6-12)

\$89 | 9 Hours

12684 3/5 - 4/9 Sa 9:00 - 10:30 a.m. KEND

Ballroom Dancing Beginners

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

\$83 | 9 Hours

12603 3/4 - 4/8 F 7:40 - 9:10 p.m. KEND

Belly Dance Advanced

Learn extensive layering, complex footwork, fun combinations, and development of Egyptian musicality and stylization. You will also be introduced to performance nuances and expression in Arabic dance. Join award-winning, Artistic Director Amara Sayid in this class and develop your dance training in a faster-paced setting. This course offers a blended environment, where you can attend in person or online.

\$83 | 9 Hours

12329 1/12 - 3/2 W 7:00 - 8:30 p.m. KEND

12332 3/9 - 4/13 W 7:00 - 8:30 p.m. KEND

Belly Dance Fundamentals

Learn the Belly Dance basics and proper execution of movements in this six-week course, designed to get you started on your journey through Middle Eastern Dance. This class consists of basic techniques, fundamentals, travel steps, and cultural aspects of this beautiful art form. You will explore the multifaceted nuances of Middle Eastern dance, develop skills in traveling with movements, and practice simple combinations as the weeks progress. No previous dance skills are required for this class, and we encourage all students to remain in this level as

long as needed to master the fundamentals. Join award-winning dance artist Danna Yasbet in this blended course which now offers in-person or virtual participation options.

\$83 | 9 Hours

12328 1/11 - 3/1 Th 7:00 - 8:30 p.m. KEND

12331 3/8 - 4/12 Tu 7 - 8 p.m. KEND

Belly Dance Level 1 - Beginner Techniques and Fundamentals

Learn beginner technique by members of the award-winning dance troupe, Azhar Dance Ensemble, in this six-week course designed to get you started on your journey through Middle Eastern dance (also known as belly dance). This course consists of basic techniques, fundamentals and cultural aspects of the art form. No previous dance skills are required for this class.

\$83 | 9 Hours

13615 1/13 - 2/17 W 7:00 - 8:30 p.m. KEND

13616 3/10 - 4/14 Th 7:00 - 8:30 p.m. KEND

Belly Dance Level 2 - Traveling, Layering, and Stylization

This Intermediate level is designed for students who have a strong background in fundamental technique and are ready to explore the multifaceted nuances of Middle Eastern dance. Develop skills in traveling with all the movements learned in Level 1 and practice elaborate combinations as the week's progress. This course consists of extensive layering, complex footwork, fun combos, "across-the-floor" sets, and development of Egyptian musicality and stylization – taught by award-winning dance artist Danna Yasbet. (Students may remain at this level as long as necessary.)

\$83 | 9 Hours

13601 1/11 - 2/15 Tu 7:00 - 8:30 p.m. KEND

13603 3/8 - 4/12 Tu 7:00 - 8:30 p.m. KEND

Belly Dance Level 3 - Advanced Technique and Musicality

"Take your dancing to the next level with award-winning Artistic Director Amara Sayid in this challenging and inspiring course. Further develop advanced technique, practice elaborate combinations and footwork, and master stage presence and performer skills. Discover how to seamlessly merge the power of lyrical, flowing movements with contrasting sharp accents. You will also be introduced to performance nuances and expressions in Arabic dance."

\$83 | 9 Hours

13611 1/12 - 2/16 W 7:00 - 8:30 p.m. KEND

13612 3/9 - 4/13 W 7:00 - 8:30 p.m. KEND

Belly Dance Professional Level

This course is for the dancer that has mastered the fundamentals and advanced level classes. Learn complex, professional-level combinations and develop your performance artistry. Amara Sayid will guide you on best practices to prepare you for gigs, competitions, and high-quality solo and troupe performances. The advanced

combinations and drills will help you develop your balance, strength, posture, and presence. You will learn not only how to dance, but how to perform. Amara will help you develop your signature style and versatility as each class will focus on a different genre of Middle Eastern dance.

\$45 | 9 Hours

13613 1/12 - 2/16 W 8:40 - 10:10 p.m. KEND

13614 3/9 - 4/13 W 8:40 - 10:10 p.m. KEND

Belly Dance Specialty Class: Egyptian Elegance and Fan Veils

"Adding captivating drama to the stage, Fan Veils is a modern prop that embellishes a Raqs Sharqi routine with an extra layer of dynamic flair and poise. (Dancing with fans is not traditional in Middle Eastern dances, but has existed in other cultures for centuries, emerging originally from China and Japan as early as 1000 B.C.E.) Join award-winning artist Danna Yasbet in this new exciting class that will focus on her elegant interpretation of Oriental dance, as well as the proper execution and technique behind Fan Veils. Through this interpretive dance style will carry a contemporary Western influence, it will be combined with authentic musical and aesthetic concepts of Middle Eastern performing arts to create a very unique and dynamic theatrical performance. *This class is for intermediate to advanced dancers."

\$83 | 9 Hours

13605 1/11 - 2/15 Tu 8:40 - 10:10 p.m. KEND

13607 3/8 - 4/12 Tu 8:40 - 10:10 p.m. KEND

Belly Dance Specialty Class: The Fine Art of Belly Dance

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

\$83 | 9 Hours

12330 1/24 - 3/7 M 7:30 - 9:00 p.m. KEND

12333 3/14 - 4/18 M 7:30 - 9:00 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!

WHEN A CYBERATTACK OCCURS, EVERY SECOND IS CRITICAL. IT'S TIME TO TRAIN THE SAME WAY.

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

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

Visit www.mdc.edu/cybersecurity/corporate-training to learn more and schedule a demo today.

CORPORATE SOLUTIONS

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

WE OFFER:

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

Center for Corporate Solutions (CCS)

305-237-2297 / email: ccs@mdc.edu
www.mdc.edu/corporate



FASHION ACADEMY

Fashion LAB

Miami Dade College

Adobe Illustrator for Fashion

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

\$209 | 10 Hours

11820 2/5 - 2/26 Sa 9:30 a.m. - 12:30 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

11656 1/22 - 3/5 Sa 12:30 - 3:30 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

11657 3/12 - 4/23 Sa 12:30 - 3:30 p.m. WOLF

**Belly Dance-Nar Professional Level**

This class is only for professional dancers. Students must pass a performance exam to enroll in the class.

\$83 | 10 Hours

13617 1/13 - 2/17 Th 8:40 - 10:10 p.m. KEND
13618 3/10 - 4/14 Th 8:40 - 10:10 p.m. KEND

Latin Dancing (Salsa, Casino, Rueda)

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

\$83 | 6 Hours

10488 3/4 - 4/8 F 9:15 - 10:15 p.m. KEND

Salsa - Intermediate

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

\$86 | 9 Hours

10989 2/9 - 2/23 W 6 - 9 p.m. WOLF

MUSIC PROGRAMS

Guitar Adult Group

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

\$153 | 18 Hours

11134 1/27 - 4/14 Tu 8:00 - 9:30 p.m. KEND
10379 1/29 - 3/12 Sa 1 - 4 p.m. EPC
10380 3/19 - 4/30 Sa 1 - 4 p.m. EPC

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

10541 3/12 - 4/2 Sa 9:30 a.m. - 12:30 p.m. WOLF

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

10498 1/26 - 4/13 W 7:30 - 9:00 p.m. 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 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

11923 1/28 - 4/15 F 6:00 - 7:30 p.m. KEND

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

11005 1/29 - 2/26 Sa 9:30 a.m. - 12:30 p.m. WOLF

PRIVATE MUSIC LESSONS

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

Private lessons are taught at all skill levels. Lessons are scheduled on an individual basis, contingent upon teacher availability and student preferences of weekly lesson time.

Please call the department after you register to set up an appointment for your lessons.

Guitar**\$555 | 14 Full-Hour (14 Hours)**

12084 1/5 - 5/3 Tu By Appointment KEND

\$315 | 7 Full-Hour (7 Hours)

10935 1/5 - 5/3 Tu By Appointment KEND

Piano**\$315 | 7 Full-Hour (7 Hours)**

10514 1/5 - 5/3 FSa By Appointment KEND

12308 1/5 - 5/3 MTuWThFSa By Appointment WOLF

Violin**\$315 | 7 Full-Hour (7 Hours)**

13081 1/5 - 5/3 M By Appointment KEND

Voice**\$315 | 7 Full-Hour (7 Hours)**

12388 1/5 - 5/3 Th By Appointment KEND

Other Instruments**\$572 | 14 Full-Hour (14 Hours)**

12098 1/5 - 5/3 MTuWThFSa WOLF

PAINTING AND DRAWING

Essentials of Drawing from Life

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

\$134 | 18 Hours

12605 1/22 - 3/5 Sa 2 - 5 p.m. KEND

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

10355 1/8 - 2/26 Sa 1 - 4 p.m. EPC

10356 1/25 - 3/1 Tu 1 - 4 p.m. EPC

10357 3/19 - 4/30 Sa 1 - 4 p.m. EPC

10358 3/22 - 4/26 Tu 1 - 4 p.m. EPC

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

12426 1/22 - 2/26 Sa 9:30 a.m. - 1:00 p.m. KEND

10462 1/26 - 2/23 W 8:30 a.m. - 12:40 p.m. KEND

10463 3/9 - 4/6 W 8:30 a.m. - 12:40 p.m. KEND

11578 3/12 - 4/9 Sa 9:30 a.m. - 1:00 p.m. KEND

Painting with Pastels

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

\$128 | 21 Hours

10464 1/22 - 2/26 Sa 9:30 a.m. - 1:00 p.m. KEND

PHOTOGRAPHY

Beginning Digital Photography

This class introduces the basics of digital cameras, from the flash to advanced functions. Basic operations and various photography techniques will be covered. Explore many kinds of photography.

\$153 | 18 Hours

10318 1/19 - 2/23 W 6 - 9 p.m. WOLF

10566 1/26 - 3/2 W 7 - 10 p.m. KEND

10458 2/26 - 3/19 Sa 9:00 a.m. - 1:30 p.m. WEST

10567 3/5 - 4/9 Sa 9 a.m. - Noon KEND

Intermediate Digital Photography

Further explore camera functions, lighting techniques and learn more compositional skills.



Participate in class critiques focusing on technical and aesthetic aspects and deepen your photographic skills creative assignments.

\$153 | 18 Hours

13083 3/9 - 4/13 W 7 - 10 p.m. KEND

14370 3/9 - 4/13 W 6 - 9 p.m. WOLF

10457 3/26 - 4/23 Sa 9:00 a.m. - 1:30 p.m. WEST

ñ 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

10986 1/22 - 3/5 Sa 9 a.m. - Noon WOLF

ñ Fotografía Intermedia

Amplíe sus habilidades técnicas en la fotografía. Explore las funciones de la cámara y aprenda técnicas de iluminación y composición fotográfica. Participe en las sesiones de crítica fotográfica, las que abordan los aspectos técnicos y estéticos y enriquezca sus destrezas artísticas.

\$149 | 18 Hours

10320 3/12 - 4/23 Sa 9 a.m. - Noon WOLF

PROFESSIONAL PHOTOGRAPHY

ñ 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

11938 4/1 - 5/6 F 6:00 - 9:20 p.m. HIA

ñ Iniciación a la Fotografía Profesional

Los estudiantes aprenderán a configurar su cámara con los diferentes tipos de luz. Conocerán los beneficios de la luz natural, los principales tipos de ópticas o lentes y sus usos, los tipos de fotografías, como crear una foto profesional y como venderla.

\$239 | 20 Hours

11936 2/18 - 3/25 F 6:00 - 9:20 p.m. HIA

ñ Retrato Profesional Fotográfico

Los estudiantes aprenderán el uso del flash de zapata, la sincronización de alta velocidad, los tipos de retratos, sus técnicas, trucos y elementos claves. Conocerán la iluminación y ángulos para retratos, las principales características del retrato profesional y del marketing fotográfico.

\$239 | 20 Hours

11937 4/1 - 5/6 F 6:00 - 9:20 p.m. HIA

THEATER

Acting 1

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

\$349 | 24 Hours

11482 1/19 - 2/14 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.

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.



ñ Actors Arena - Advanced

¿Quieres ser actor? Únete a nosotros. En este curso intensivo de teatro te prepararás técnicamente para afrontar una producción teatral y serás parte activa del movimiento teatral de nuestra ciudad.

\$108 | 18 Hours

13344	2/17 - 3/24	Th	7 - 10 p.m.	NORT
13346	3/31 - 5/5	Th	7 - 10 a.m.	NORT

ñ Actors Arena - Beginners

El curso está compuesto de ejercicios de memoria sensorial y emocional, improvisaciones, trabajos de monólogos y escenas.

\$108 | 18 Hours

13343	2/15 - 3/22	Tu	7 - 10 p.m.	NORT
13345	3/29 - 5/3	Tu	7 - 10 p.m.	NORT

Voice Over

In this class, you will work and train your voice in a variety of characters toward becoming a professional commercial voice actor for movies, radio, television and cartoons.

\$199 | 18 Hours

11483	3/7 - 3/23	MW	6 - 9 p.m.	WOLF
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SEWING AND PATTERN DESIGN

Learn to Sew

Learn basic and advanced sewing skills on machine and by hand. Beginners and experienced sewers welcome! On the first day of class, students will be given a list of materials to purchase.

\$145 | 18 Hours

12562	1/10 - 2/28	M	6:30 - 9:30 p.m.	KEND
14422	1/22 - 3/5	Sa	9 a.m. - Noon	WOLF
12565	3/7 - 4/11	M	6:30 - 9:30 p.m.	KEND

Sewing - Intermediate/Advanced

Students will take the skills learned in Sewing for Beginners. Learn advanced techniques for creating your own designs. Students will learn advanced sewing techniques by working on projects of their choice.

\$145 | 18 Hours

12764	1/12 - 2/16	W	6:30 - 9:30 p.m.	KEND
12765	2/23 - 3/30	W	6:30 - 9:30 p.m.	KEND
14424	3/12 - 4/23	Sa	9 a.m. - Noon	WOLF

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

HOME AND LIVING

ARTS AND CREATIVE ACTIVITIES

ñ 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. Entra en el mundo de la moda creando tu propio estilo y complementa tu vestuario haciéndolo lucir elegante y sofisticado.

\$115 | 10 Hours

11911	3/12 - 4/23	Sa	1 - 3 p.m.	EPC
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Discovering Your Creativity: The Artist's Way

The Artist's Way course is based on Julia Cameron's revolutionary book which guides individuals to forge their personal path to higher creativity, leadership, and innovation. The class will meet for 6 Saturdays, and each Saturday will go over two chapters in the book. There will be readings from the book, activities, videos, and prompts to give insight into new possibilities for ourselves. The participants will be asked to test out some of the tools in the book to unlock creativity, build their confidence, and create a sense of adventure in their lives. Purchasing The Artist's Way: A Spiritual Path To Higher Creativity

book is highly recommended for optimal benefit of the class.

\$109 | 9 Hours

12917 2/26 - 4/2 Sa 9:00 - 10:30 a.m. MEDI

Jewelry Design : Metalsmithing- the art of jewelry making

Learn the basic metalsmithing techniques used to make jewelry. Learn to make earrings, rings, bracelets, necklaces, and pendants using metal as your medium. This class will cover the use of basic tools, studio safety, fabrication, application of textures, and shaping metals. "Cold connections" and patinas will also be covered.

\$135 | 18 Hours

13794 1/27 - 3/3 Th 6:30 - 9:30 p.m. KEND

13795 3/12 - 4/16 Sa 10 a.m. - 1 p.m. KEND

Introduction to Floral Design

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

\$112 | 15 Hours

11416 1/25 -3/01 Tu 7:00 - 9:30 p.m. KEND

ñ 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

\$112 | 15 Hours

13082 3/8 -4/12 Tu 7:00 - 9:30 p.m. KEND

TEST PREPARATION

CITIZENSHIP EXAM PREPARATION

Citizenship

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

\$79 | 15 Hours

11711 1/22 - 2/26 Sa 9 a.m. - Noon WOLF

10324 2/4 - 3/11 F 6:30 - 9:00 p.m. KEND

10259 2/23 - 3/23 W 6 - 9 p.m. HOME

12093 3/19 - 4/23 Sa 9 a.m. - Noon HIA

10325 3/19 - 5/7 Sa 1:00 - 3:30 p.m. KEND

11712 3/30 - 4/27 W 6 - 9 p.m. WOLF

COLLEGE ENTRANCE EXAM PREPARATION

Accelerated A.A. Pathways New Student Orientation Seminar

Students enrolled in the accelerated program for the first time must enroll and complete the mandatory accelerated student orientation seminar.

FREE | 2 Hours

11686 1/5 - 5/3 W 5:00 - 5:30 p.m. WOLF

ñ 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

12383 1/18 - 3/10 TuTh 6:00 - 9:30 p.m. EPC

14420 1/18 - 4/28 TuTh 6 - 8 p.m. WOLF

10659 1/22 - 4/9 Sa 9 a.m. - 2 p.m. HOME

14520 1/22 - 3/19 Sa 8 a.m. - 4 p.m. WOLF

10948 1/29 - 4/30 Sa 8:00 a.m. - 12:40 p.m. HIA

11017 2/8 - 4/8 TuF 6:00 - 9:07 p.m. HIA

13954 2/12 - 5/14 Sa 9:00 a.m. - 1:45 p.m. NORT

ñ 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

10732 1/18 - 3/8 TuTh 6 - 8 p.m. WOLF

\$218 | 28 Hours

10465 1/22 - 3/5 Sa 9 a.m. - 1 p.m. KEND

ñ 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 ayudaran a tener éxito. Estudiantes deben comprar el libro de Barron's GED edición en Español.

\$128 | 28 Hours

10733 3/15 - 4/28 TuTh 6 - 8 p.m. WOLF

PERT Algebra Review

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

\$113 | 18 Hours

10491 1/22 - 3/5 Sa 9 a.m. - Noon KEND

PERT English Review

Increase your chances of attending college-level classes by obtaining a high score on the computerized college placement test, or PERT. This class

will review the reading comprehension skills assessed in the exam.

\$113 | 18 Hours

10983 3/12 - 4/23 Sa 9 a.m. - Noon WOLF

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

10305 1/22 - 3/5 Sa 9 a.m. - Noon WOLF

10492 2/22 - 3/10 TuTh 7:00 - 9:15 p.m. KEND

11096 3/23 - 4/27 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

12413 1/22 - 3/5 Sa 1 - 4 p.m. WOLF

11097 3/24 - 4/28 Th 6 - 9 p.m. WEST

SAT Math

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

\$153 | 12 Hours

10438 2/5 - 3/5 Sa Noon - 3 p.m. WEST

SAT Read/Write

The objective of the SAT-Verbal is to not only help students improve their scores, but also to help them become more comfortable with the format of the SAT. Standardized tests can be frightening and intimidating. This course is designed to prepare you for the verbal components of the SAT. It covers the strategies and fundamentals of each section; pre-tests, section specific exercises, practice drills and test taking techniques.

\$153 | 12 Hours

10439 2/5 - 3/5 Sa 8:30 - 11:30 a.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

11874 1/19 - 2/23 MW 9 a.m. - Noon WOLF

12715 1/19 - 2/23 MW 9 a.m. - Noon EPC

11922 1/20 - 3/10 TuTh 6:30 - 8:30 p.m. KEND

12304 1/22 - 3/5 Sa 9 a.m. - Noon HOME

12609 1/29 - 4/9 Sa 9:30 a.m. - 12:30 p.m. KEND

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

LOCATION KEY

PLEASE VISIT PAGE 16

AVEN: AVENTURA CENTER

EPC: PADRÓN CAMPUS

GIBS: GIBSON CENTER

HIA: HIALEAH CAMPUS

HOME: HOMESTEAD CAMPUS

KEND: KENDALL CAMPUS

MEDI: MEDICAL CAMPUS

NORT: NORTH CAMPUS

WEST: WEST CAMPUS

WOLF: WOLFSON CAMPUS

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

11139 1/22 - 2/12 Sa 12:30 - 3:30 p.m. NORT

SAT Verbal Preparation

Maximize your test score. Review the verbal skills presented in the SAT and learn tips, test-taking strategies and other techniques. This course is part of the Kids/Teen College Summer Program. The textbook for this class is not included.

\$153 | 12 Hours

11011 1/22 - 2/12 Sa 8:30 - 11:30 a.m. NORT

GRADUATE EXAM PREPARATION

GRE Intensive Test Review

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

\$324 | 28 Hours

10413 3/12 - 4/30 Sa 9 a.m. - 1 p.m. NORT

RSPE - PROFESSIONAL EXAM PREPARATION

FTCE General Knowledge All Inclusive Preparation

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

\$205 | 30 Hours

10999 2/5 - 4/23 Sa 8 - 11 a.m. WEST

10998 3/19 - 4/30 Sa 9 a.m. - 2 p.m. NORT

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

10495 3/7 - 3/23 MW 7 - 9 p.m. KEND

Fundamental Payroll Certification (FPC) Exam Prep

The FPC course prepares participants to sit for the American Payroll Association (APA) exam. Students will review core payroll concepts, compliance/research and resources, calculation of the paycheck, payroll process and supporting systems and administration, payroll

administration and management, audits and accounting.

\$519 | 40 Hours

14727 1/29 - 4/9 Sa 8:00 a.m. - 12:30 p.m. MEDI

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

12101 2/18 - 4/22 F 6 - 9 p.m. HIA

11421 3/12 - 4/30 Sa 9 a.m. - 1 p.m. NORT

\$239 | 42 Hours

11048 2/4 - 4/29 F 9:00 a.m. - 12:30 p.m. KEND

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

12138 1/18 - 1/20 TuTh 3:45 - 5:00 p.m. KEND

12139 2/15 - 2/17 TuTh 3:45 - 5:00 p.m. KEND

12140 3/15 - 3/17 TuTh 3:45 - 5:00 p.m. KEND

12142 4/12 - 4/14 TuTh 3:45 - 5:00 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

12151 1/24 - 1/26 MW 3:45 - 5:00 p.m. KEND

12152 2/14 - 2/16 MW 3:45 - 5:00 p.m. KEND

12153 3/7 - 3/9 MW 3:45 - 5:00 p.m. KEND

12154 4/4 - 4/6 MW 3:45 - 5:00 p.m. KEND

KIDS AND TEENS

Amazing Chefs: Let's Cook and Bake Together (Ages 7-17)

Is your child an aspiring chef? This fun cooking and baking class will teach kids how to make different recipes in every class. This class will help kids make dishes that are healthy and allergen-free. Students will first learn safety rules in the kitchen, including the cooking tools and

different chef techniques to make their dishes outstanding. Materials are included

\$110 | 12 Hours

12611 3/5 - 4/9 Sa 9:30 a.m. - 11:30 p.m. KEND

Digital Art: Creating Animation Videos (Ages 12-17)

Find creating Animation ideas with this introductory class. Learn basic animation techniques, begin making your own customized animated videos, cartoon animation and so much more by using animation tools like Autodesk Maya and Adobe Photoshop. Basic Computer Skills are a prerequisite for this based class.

\$110 | 12 Hours

12613 3/5 - 4/9 F 9:30 - 11:30 a.m. KEND

Musical Theater for Kids and Teens (Ages 7-17)

Discover and develop your singing, dancing, and acting skills. Experience the real - life process of musical theater from audition to opening night - a musical production at the end of the workshop period.

\$110 | 12 Hours

12614 3/12 - 4/2 Sa 9 a.m. - Noon KEND

The Art Club: Drawing Anime and Manga Characters! (Ages 12-17)

Join our Anime drawing classes to create fascinating characters that you can customized. In this course, you will learn full -body poses, facial expressions, draw chi-bis, and a variety of drawing advice and tips. Certificate of participation is provided at the end of course.

\$110 | 12 Hours

12612 3/5 - 4/9 Sa 9:30 - 11:30 a.m. KEND

KIDS AND TEENS CAMPS

Kids/Teen College Spring Break Camp (Ages 7 - 15)

Your child will experience different activities during the week including computer classes, such as keyboarding and developing their presentation skills using PowerPoint, and art. Also, in the afternoons they will enjoy many fun aquatic activities and sports. Activities are scheduled from 9:00 a.m.-4:30 p.m. Students may be dropped off as early as 7:30 a.m. and picked up no later than 6:00 p.m. Advanced registration is required as well as a bagged lunch.

\$155 | 42 Hours

12646 3/21 - 3/25 MTuWThF 7:30 - 6:00 p.m. KEND

14107 3/21 - 3/25 MTuWThF 7:30 - 6:00 p.m. WEST

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

CULINARY

PERSONAL ENRICHMENT

A Taste of Italy

Buon profitto! Join us to explore and taste the flavors of the Italian cuisine. Learn about the cultural aspects of Italy and cook a traditional, regional dish. Enjoy a fun-filled culinary experience. All equipment and ingredients are included. Class intended for participants ages 7 - 17 years old.

\$85 | 4 Hours

13637 1/22 - 1/29 Sa 9:30 - 11:30 a.m. KEND

A Taste of Mexican Cuisine

Join us to explore and taste the delicious flavors of Mexican cuisine! Learn about the cultural aspects of Mexico and cook a traditional, regional dish. Enjoy a fun-filled culinary experience. All equipment and ingredients are included. Class intended for participants age 7 - 17 years old.

\$85 | 4 Hours

13638 2/5 - 2/12 Sa 9:30 - 11:30 a.m. KEND

A Taste of Thailand

Enjoy the tasteful flavors of Thai cuisine. Learn about the cultural aspects of Thailand and cook a traditional, regional dish. Enjoy a fun-filled culinary experience. All equipment and ingredients are included. Class intended for participants age 7 - 17 years old.

\$85 | 4 Hours

13639 2/5 - 2/12 Sa 1 - 3 p.m. KEND

Ñ Aperitivos y Candy bars (Mesa de postres (18 o mayor))

En esta clase podrá aprender diferentes aperitivos y postres que podrá utilizar para diferentes ocasiones, eventos o futuro negocio. El curso incluye la preparación y montaje de muestras, postres fríos, tablas de quesos y jamones, aperitivos horneados, variedad de dulces y chocolates, y mucho más. Ultimo día se formarán grupos y presentarán las diferentes mesas, con su montaje decoración y comida, ¡¡¡¡tendremos jurado calificador!!!!

\$127 | 9 Hours

13079 3/2 - 3/23 W 6:30 - 8:45 p.m. KEND

Ñ Cocina Básica (18 o mayor)

Aprenda diferentes técnicas en el área de la cocina con este curso introductorio. Esta clase incluye preparativos como fondos de consomé de diferentes carnes (pescado, pollo, res) elaboración de diferentes sopas y cremas, salsas, cortes de verduras y platos vegetarianos. Primer día es clase demostrativa y siguientes días los estudiantes prepararan diferentes recetas aplicando lo aprendido.

\$127 | 9 Hours

13078 2/28 - 3/21 M 6:30 - 8:45 p.m. KEND

Ñ Decoración Básica de Postres

¿Alguna vez ha querido aprender técnicas básicas sobre cómo decorar un pastel? Esta es su oportunidad para aprender diferentes técnicas que mejoren sus 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.

\$125 | 9 Hours

11961 2/8 - 2/17 TuTh 7:00 - 9:15 p.m. KEND

Indulgent Recipes for Happy Valentines Day

Why not to create fun recipes for the most romantic day of the year? Master different recipes to spoil that special someone! Learn safe cooking techniques, gastronomic terms and table etiquette in a fun and enjoyable setting. All equipment and ingredients are included. Class intended for participants ages 13 to 17.

\$85 | 4 Hours

13629 1/18 - 2/8 Tu 7 - 8 p.m. KEND

Ñ Panadería y Repostería - Nivel 1 (18 o mayor)

Estudiantes aprenderán técnicas básicas de panadería y pastelería para diferentes ocasiones usando creativas e innovadoras recetas que aumentaran sus artes culinarias. Aprenderán diferentes técnicas de decoración de pasteles, pies, masas básicas, panadería elemental, reglas de precaución en la cocina, términos gastronómicos, etiqueta y mucho mas.

\$127 | 9 Hours

13080 3/3 - 3/24 Th 6:30 - 8:45 p.m. KEND

THE AQUATIC CENTER

SWIMMING

Level 1 - Introduction to Water Skills (Ages 6 - 15)

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

\$91 | 6 Hours

11714 1/22 - 3/5 Sa 10:45 - 11:45 a.m. KEND

12445 1/22 - 3/5 Sa 9:05 - 10:05 a.m. NORT

REGISTER EARLY!

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

Register for your class today!



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



Level 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

10497	1/22 - 3/5	Sa	11:30 a.m. - 12:30 p.m.	KEND
12446	1/22 - 3/5	Sa	9:05 - 10:05 a.m.	NORT
11690	3/19 - 4/30	Sa	11:30 a.m. - 12:30 p.m.	KEND

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

10504	1/10 - 2/23	MW	5 - 6 p.m.	KEND
12447	1/22 - 3/5	Sa	9:05 - 10:05 a.m.	NORT
11633	3/7 - 4/13	MW	5 - 6 p.m.	KEND

Level 4 - Stroke Improvement (6-15 yrs)

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

\$134 | 12 Hours

11718	1/11 - 2/17	TuTh	5 - 6 p.m.	KEND
12750	3/1 - 4/12	TuTh	5 - 6 p.m.	KEND

Parent and Child Aquatics 1 (Ages 2 - 3)

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

\$67 | 3 Hours

11162	1/22 - 3/5	Sa	10:50 - 11:20 a.m.	KEND
12443	1/22 - 3/5	Sa	10:10 - 10:40 a.m.	NORT
11684	3/19 - 4/30	Sa	10:50 - 11:20 a.m.	KEND

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

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

\$67 | 3 Hours

10475	1/22 - 3/5	Sa	10:10 - 10:40 a.m.	KEND
12442	1/22 - 3/5	Sa	10:10 - 10:40 a.m.	NORT

Preschool Aquatics Level 1 (Ages 4 - 5)

A parent or guardian **MUST** go into the water with the child. Kids of ages 4-5 years old are taught total immersion, swimming to the side of the pool, flutter kick, paddling with arms,

breaststroke, jumping in, diving for toys. Water safety is emphasized.

\$71 | 4.5 Hours

11902	1/22 - 3/5	Sa	9:45 - 10:30 a.m.	KEND
12444	1/22 - 3/5	Sa	10:10 - 10:55 a.m.	NORT
11903	3/19 - 4/30	Sa	9:45 - 10:30 a.m.	KEND

Pre-swim Team

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

\$139 | 16 Hours

10510	1/10 - 2/7	MTuWTh	6:30 - 7:30 p.m.	KEND
10511	2/14 - 3/15	MTuWTh	6:30 - 7:30 p.m.	KEND
11694	3/21 - 4/14	MTuWTh	6:30 - 7:30 p.m.	KEND

Private Swim Classes

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

\$189 | 3 Hours

12441	1/5 - 5/3	MTuWThFSa	Noon - Noon	NORT
11904	1/10 - 3/3	MTuWTh	2 - 7 p.m.	KEND
12650	3/7 - 4/28	MTuWTh	2 - 7 p.m.	KEND

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

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

11713	1/22 - 3/5	Sa	9 - 10 a.m.	KEND
12448	1/22 - 3/5	Sa	8 - 9 a.m.	NORT
10512	3/19 - 4/30	Sa	9 - 10 a.m.	KEND

Swimming for Adults Intermediate

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

\$91 | 6 Hours

11614	1/22 - 3/5	Sa	8:30 - 9:30 a.m.	KEND
12449	1/22 - 3/5	Sa	8 - 9 a.m.	NORT
11683	3/19 - 4/30	Sa	8:30 - 9:30 a.m.	KEND

Swimming for Adults Masters

Swimmers will improve all of their strokes, working on their speed and techniques. The class provides a great cardiovascular workout.

\$91 | 6 Hours

11677	1/22 - 3/5	Sa	Noon - 1 p.m.	KEND
12647	3/19 - 4/30	Sa	Noon - 1 p.m.	KEND

Swimming Placement Test

Students ages six and older will be assessed in order to be placed in the correct swimming course. Students will go into the pool with an instructor and be asked to perform various swimming tasks to determine their swimming ability.

FREE | 1 Hour

10400	1/7	F	5 - 6 p.m.	KEND
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MDC Swimming Academy (Ages 8-17)

This group is a pre-competitive group for children between the ages of 8-17. This club will concentrate on the fundamentals of competitive swimming (rules and regulations), technique and stroke development with an introduction to endurance training.

\$105 | 16 Hours

12752	1/10 - 2/10	MTuWTh	4 - 5 p.m.	KEND
12756	2/14 - 3/17	MTuWTh	4 - 5 p.m.	KEND
12759	3/21 - 4/14	MTuWTh	4 - 5 p.m.	KEND

REGISTER EARLY!

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

Register for your class today!

FITNESS AND SPORTS

Cardio - Colada

This class raises the cardio bar from our traditional Café Con Leche' salsa exercise class. Cardio-Cortadito feature exotic rhythms set to high-energy Latin and international beats. Before participants know it, they're getting fit and their energy levels are soaring. What stays, but with a faster music rhythm, are all the elements of the Café Con Leche' is known for: the zesty Latin music: like Salsa, Merengue, Cumbia and Reggaeton; the exhilarating, easy-to-follow moves; and the invigorating, party atmosphere.

\$91 | 6 Hours

12717	1/11 - 2/15	Tu	7 - 8 p.m.	KEND
12710	1/22 - 3/5	Sa	9 - 10 a.m.	KEND
12719	3/1 - 4/12	Tu	7 - 8 p.m.	KEND
12714	4/2 - 4/30	Sa	9:00 - 10:30 a.m.	KEND

Karate Shotokan All Levels

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

\$97 | 12 Hours

11914	1/10 - 2/23	MW	7:40 - 8:40 p.m.	KEND
11915	3/7 - 4/13	MW	7:40 - 8:40 p.m.	KEND

Karate Shotokan All Levels (Ages 5 and up)**\$97 | 12 Hours**

11912	1/10 - 2/23	MW	6:30 - 7:30 p.m.	KEND
11913	3/7 - 4/13	MW	6:30 - 7:30 p.m.	KEND

Karate Tae Kwon Do All Levels (Ages 6 and up)

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

\$85 | 9 Hours

11916	1/22 - 3/5	Sa	10:40 a.m. - 12:10 p.m.	KEND
12387	3/19 - 4/30	Sa	10:40 a.m. - 12:10 p.m.	KEND

MDC Soccer Academy (Ages 5-17)

The MDC Soccer Academy prides itself on offering the highest level of training to the players wanting to improve their skills. We teach the players the basic concepts of soccer to the most advance techniques used from some of the best

players in the world. Come join us and become the great soccer player you always dreamed of!

\$240 | 12 Hours

12590	1/10 - 2/4	MWF	4 - 5 p.m.	KEND
12591	2/7 - 3/9	MWF	4 - 5 p.m.	KEND
12593	3/14 - 4/8	MWF	4 - 5 p.m.	KEND

Tennis Beginners/Int (Ages 9 - 16)

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

\$135 | 12 Hours

11042	1/18 - 2/24	TuTh	5:30 - 6:30 p.m.	KEND
11864	3/8 - 4/14	TuTh	5:30 - 6:30 p.m.	KEND

Tennis for Beginners (Ages 5 - 8)

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

\$135 | 12 Hours

11917	1/18 - 2/24	TuTh	5:30 - 6:30 p.m.	KEND
11918	3/8 - 4/14	TuTh	5:30 - 6:30 p.m.	KEND

Gentle Yoga

In this Gentle Yoga class, students will practice gentle yoga postures and breathing techniques to release tension and establish

\$86 | 9 Hours

14089	2/12	Sa	10:30 - 11:30 a.m.	MEDI
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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 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.

\$86 | 9 Hours

10525	1/22 - 3/5	Sa	11:00 a.m. - 12:30 p.m.	KEND
11003	3/19 - 4/30	Sa	11:00 a.m. - 12:30 p.m.	KEND

NEW! 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.

\$99 | 12 Hours

12036	1/31 - 2/28	MWF	6 - 7 p.m.	EPC
12037	3/7 - 4/1	MWF	6 - 7 p.m.	EPC

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

LOCATION KEY
PLEASE VISIT PAGE 46
AVEN: AVENTURA CENTER

EPC: PADRÓN CAMPUS
GIBS: GIBSON CENTER
HIA: HIALEAH CAMPUS

HOME: HOMESTEAD CAMPUS
KEND: KENDALL CAMPUS
MEDI: MEDICAL CAMPUS

NORT: NORTH CAMPUS
WEST: WEST CAMPUS
WOLF: WOLFSON CAMPUS



AVENTURA CENTER

20445 Biscayne Blvd., Suite H6
Aventura, FL 33180

ENGLISH PROGRAM

Intensive English 3

This course is designed to expand students' English speaking, reading, and writing skills. Language comprehension and confidence is built by engaging students in practice exercises, such as small and whole group activities. Writing skills are developed by focusing on parts of speech, sentence structure, and usage of grammar concepts. Students continue to build vocabulary and reading strategies by engaging with language in a variety of settings.

Prerequisites/Corequisite Information: Placement Test or successful completion of Intensive English 2.

\$199 | 56 Hours

12734 1/8 - 4/30 Sa 8:30 a.m. - 12:30 p.m. AVEN

\$299 | 84 Hours

10470 1/5 - 2/24 MTuWTh 8 - 11 a.m. AVEN

10471 2/28 - 4/14 MTuWTh 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

10473 1/5 - 3/7 MW 6:00 - 9:30 p.m. AVEN

10474 3/9 - 4/25 MW 6:00 - 9:30 p.m. AVEN

\$299 | 84 Hours

10904 1/5 - 2/24 MTuWTh 8 - 11 a.m. AVEN

11179 2/28 - 4/14 MTuWTh 8 - 11 a.m. AVEN

Intensive English 5

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

\$199 | 56 Hours

10476 1/5 - 3/7 MW 6:00 - 9:30 p.m. AVEN

10477 3/9 - 4/25 MW 6:00 - 9:30 p.m. AVEN

\$299 | 84 Hours

10478 1/5 - 2/24 MTuWTh 8 - 11 a.m. AVEN

10479 2/28 - 4/14 MTuWTh 8 - 11 a.m. AVEN

Intensive English 6

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

\$199 | 56 Hours

10482 1/5 - 3/7 MW 6:00 - 9:30 p.m. AVEN

13849 3/9 - 4/25 MW 6:00 - 9:30 p.m. AVEN

\$299 | 84 Hours

10622 2/28 - 4/14 MTuWTh 8 - 11 a.m. AVEN

12740 1/5 - 2/24 MTuWTh 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

10905 1/7 - 1/21 F 9 a.m. - Noon AVEN

10906 2/4 - 2/18 F 9 a.m. - Noon AVEN

10907 3/4 - 3/18 F 9 a.m. - Noon AVEN

10908 4/1 - 4/22 F 9 a.m. - Noon AVEN

FOREIGN LANGUAGES

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

10578 1/6 - 4/14 Th 6:30 - 9:30 p.m. AVEN

Spanish Conversation Advanced

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

\$159 | 28 Hours

10579 1/8 - 3/5 Sa 8:30 a.m. - 12:30 p.m. AVEN

11158 3/12 - 4/30 Sa 8:30 a.m. - 12:30 p.m. AVEN

Spanish Conversation Intermediate

Continue practicing Spanish dialogues while reinforcing skills such as expressing ideas, needs, and wants. You will also focus on broader issues from our Hispanic culture. In this conversational course you will engage in role-play and dialogue exercises that mimic everyday situations and will help you when traveling or living in Spanish-speaking countries or dealing with

Spanish speaking people in the United States. All explanations are followed by plenty of practical examples in natural Spanish language.

\$179 | 42 Hours

11044 1/11 - 4/12 Tu 6:30 - 9:30 p.m. AVEN

CISCO CERTIFICATION PREPARATION

Citizenship

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

\$79 | 15 Hours

13690 1/7 - 1/28 F 12:45 - 4:30 p.m. AVEN

13691 2/4 - 2/25 F 12:45 - 4:30 p.m. AVEN

11892 3/4 - 3/25 F 12:45 - 4:30 p.m. AVEN

11893 4/1 - 4/29 F 12:45 - 4:30 p.m. AVEN

NEW TECHNOLOGY USERS

Computers and Windows 10

If you have never used a computer before, this is the right class for you! This class will teach the basics of hardware and software as well as to fully navigate the Windows Operating System. Learn the new features of Windows 10. The program is designed to unify the operating systems of personal computers, Windows phones, Windows Embedded and Xbox One product families. Next Suggested Class - MS Windows 10 - Advanced.

\$189 | 15 Hours

13941 1/12 - 2/9 W 2 - 5 PM AVEN

GIBSON CENTER

3629 Grand Avenue
Miami, FL 33133

CHILD CARE TRAINING

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

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

\$49 | 5 Hours

12407 4/19 Tu 4:00 - 9:15 p.m. GIBS

ñ 5 Horas de Prácticas Apropriadas 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

12406 4/20 W 4:00 - 9:15 p.m. GIBS

ñ 5 Horas Entendimiento de la Práctica Apropriada 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 mandatorias del Departamento de Niños y Familias.

\$49 | 5 Hours

12405 4/18 M 4:00 - 9:15 p.m. GIBS



REGISTER EARLY!

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

Register for your class today!

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

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

REGISTRATION INFORMATION



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:

Aventura Center	305-936-2585
Gibson Center	305-237-7998
Hialeah Campus	305-237-8780
Homestead Campus	305-237-5159
Kendall Campus	305-237-2161
Medical Campus	305-237-4177
North Campus	305-237-1019
Padrón Campus	305-237-6273
West Campus	305-237-8513
Wolfson Campus	305-237-3120

LOCATION KEY

- AVEN** Aventura Center
20445 Biscayne Blvd., Suite H6
Aventura, FL 33180
- EPC** Padrón Campus
627 S.W. 27th Ave., Room 3116
Miami, FL 33135
- GIBS** Gibson Center
3629 Grand Avenue
Miami, FL 33133
- HIA** Hialeah Campus
1780 W. 49th St., Room 2402
Hialeah, FL 33012
- HOME** Homestead Campus
500 College Terrace, Room B112
Homestead, FL 33030
- KEND** Kendall Campus
11011 S.W. 104th St., Room 5127
Miami, FL 33176
- MEDI** Medical Campus
950 N.W. 20th St., Room 1142
Miami, FL 33127
- NORT** North Campus
11380 N.W. 27th Ave., Room 1125
Miami, FL 33167
- WEST** West Campus
3800 N.W. 115th Ave., Room 1112
Doral, FL 33178
- WOLF** Wolfson Campus
300 N.E. Second Ave., Room 1158
Miami, FL 33132

REGISTRATION FORM | SPRING 2022

PAYMENT METHODS

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

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

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

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

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

PERSONAL INFORMATION

Please type or clearly print the requested information.

MDC Student # _____

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

CLASS NUMBER	CLASS TITLE	START DATE / TIME	FEES

Total Fees Enclosed _____



Miami Dade College
 School of Continuing Education
 and Professional Development
 11011 S.W. 104th St.
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KIDS & TEENS COLLEGE
SPRING BREAK CAMPS (AGES 7 - 15)

Your child will experience different activities during the week including computer classes, such as keyboarding and developing their presentation skills using PowerPoint, and art. Also, in the afternoons they will enjoy many fun aquatic activities and sports. Activities are scheduled from 9:00 a.m. - 4:30 p.m. Students may be dropped off as early as 7:30 a.m. and picked up no later than 6:00 p.m. Advanced registration is required as well as a bagged lunch.

\$155 | 42 Hours

12646	3/21 - 3/25	MTuWThF	7:30 - 6:00 p.m.	KEND
14107	3/21 - 3/25	MTuWThF	7:30 - 6:00 p.m.	WEST

For more information, please call 305-237-2161.



SUMMER CAMPS

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 We offer: Robotics • Culinary • Art • Swimming • Soccer • Animation • and much more!

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