



Center for Financial Training
& Miami Dade College



MICROCOMPUTER WORKSHOPS

SUMMER 2019

WOLFSON CAMPUS (DOWNTOWN) - 300 N.E 2nd AVENUE

REF #	COURSES	DAYS	DATE(S)	TIME	ROOM #	FEE
9880	55+ Microsoft Office Basic: Word, Excel and PowerPoint	S	05/11-06/08	9:00AM-12:45PM	TBA	\$210
10904	Microsoft Office Basic: Word, Excel, and PowerPoint	S	05/15-07/20	9:00AM-1:00PM	TBA	\$372
7782	Bookkeeping and QuickBooks Specialist Series	S	05/18-06/29	9:00AM-1:00PM	TBA	\$660
7782	Bookkeeping and QuickBooks Specialist Series	T/TH	05/21-06/20	6:00PM-10:00PM	TBA	\$660
10885	QuickBooks Level 1	S	05/18-06/29	9:00AM-1:00PM	TBA	\$440
Spanish Courses						
9510	Introducción a la Computadora con Windows 10	S	05/11-06/08	9:00AM-12:45PM	TBA	\$304

EDUARDO J. PADRÓN (INTERAMERICAN) - 701 S.W. 27th AVENUE

REF #	COURSES	DAYS	DATE(S)	TIME	ROOM #	FEE
6526	QuickBooks 2015 Level 1	F	05/24-06/28	6:00PM-10:00PM	TBA	\$440
7873	QuickBooks 2015 Level 2	F	07/05-08/09	6:00PM-10:00PM	TBA	\$440
Spanish Courses						
6520	Teneduria de Libros 1 (Bookkeeping 1)	W	05/15-06/12	6:00PM-10:00PM	TBA	\$274
6521	Teneduria de Libros 2 (Bookkeeping 2)	W	06/19-07/17	6:00PM-10:00PM	TBA	\$274
9684	Teneduria de Libros 3 (Bookkeeping 3)	W	07/24-08/21	6:00PM-10:00PM	TBA	\$274

KENDALL CAMPUS – 11011 S.W 104 STREET

REF #	COURSES	DAYS	DATE(S)	TIME	ROOM #	FEE
9688	55+ Microsoft Office Basic: Word, Excel and PowerPoint	S	06/01-07/06	1:00PM-5:00PM	TBA	\$310
9439	Cisco CCNA 2016 (100-105 ICND1 v3.0) Part 1	TH	06/04-07/09	6:30PM-10:00PM	TBA	\$754
9442	Cisco CCNA 2016 (200-105 ICND2 v3.0) Part 2	M/F	07/16-08/15	6:30PM-10:00PM	TBA	\$754
9416	Computers and Window 10	M/W	05/13-05/29	6:30PM-9:30PM	TBA	\$304
9418	Microsoft Excel Level 1	S	06/01-07/06	9:00AM-12:00PM	TBA	\$304
9420	Microsoft Excel Level 1	T/TH	07/09-07/25	6:30PM-9:30PM	TBA	\$304
9421	Microsoft Excel Level 2	S	07/13-08/17	9:00AM-12:00PM	TBA	\$304
10372	Microsoft Excel Level 2	T/TH	08/12-08/29	6:30PM-9:30PM	TBA	\$304
8582	Microsoft Office Basic: Word, Excel, and PowerPoint	S	06/01-07/06	1:00PM-5:00PM	TBA	\$394
9565	QuickBooks Level 1	S	06/01-06/22	9:00AM-4:00PM	TBA	\$440
9567	QuickBooks Level 1	M/W	06/24-07/17	6:30PM-9:30PM	TBA	\$440
9566	QuickBooks Level 2	S	06/29-07/20	9:00AM-4:00PM	TBA	\$440
10373	QuickBooks Level 2	M/W	07/22-08/14	6:30PM-9:30PM	TBA	\$440
9559	REVIT – Complete Series	TH	05/23-08/15	6:30PM-9:30PM	TBA	\$754
6624	REVIT – Level 1	TH	05/23-06/13	6:30PM-9:30PM	TBA	\$364
Spanish Courses						
9689	55+ Microsoft Office Basico: Word, Excel, PowerPoint	S	07/13-08/17	1:00PM-5:00PM	TBA	\$310
8040	QuickBooks Nivel 1	S	07/27-07/06	9:00AM-4:00PM	TBA	\$440
9417	Introducción a la Computadora con Windows 10	M/W	06/24-07/08	6:30PM-9:30PM	TBA	\$304
9422	Microsoft Office Básico: Word, Excel, and PowerPoint	S	07/13-08/17	1:00PM-5:00PM	TBA	\$394

AVENTURA CENTER – 20445 BISCAYNE BLVD., SUITE H6

REF #	COURSES	DAYS	DATE(S)	TIME	ROOM #	FEE
9605	Computers and Windows 10	S	06/15-07/13	9:00AM-12:00PM	TBA	\$304
9064	Microsoft Excel for Businesses	S	07/13-08/17	9:00AM-1:00PM	TBA	\$394
8585	Microsoft Office 2016 Basic: Word, Excel, and PowerPoint	S	06/01-07/06	9:00AM-1:00PM	TBA	\$394

WEST CAMPUS – 3800 NW 115 AVENUE

Spanish Courses						
REF #	COURSES	DAYS	DATE(S)	TIME	ROOM #	FEE
8200	QuickBooks Nivel 1	S	06/01-06/29	9:00AM-2:30PM	TBA	\$440
9309	QuickBooks Nivel 2	S	07/06-08/03	9:00AM-2:30PM	TBA	\$440

HIALEAH CAMPUS - 1776 W 49 STREET

REF #	COURSES	DAYS	DATE(S)	TIME	ROOM #	FEE
10707	Computers and Windows 10	M	07/29-08/19	6:00PM-9:30PM	TBA	\$304
9574	Microsoft Excel Basic	M	06/17-06/24	6:00PM-9:00PM	TBA	\$194
9575	Microsoft Excel Intermediate	M	07/01-07/08	6:00PM-9:00PM	TBA	\$194
9571	Microsoft Office Basic: Word, Excel, and PowerPoint	M	06/03-07/22	6:00PM-9:00PM	TBA	\$394
9577	Microsoft PowerPoint Basic	M	07/15-07/22	6:00PM-9:00PM	TBA	\$194
9572	Microsoft Word Basic	M	06/03-06/10	6:00PM-9:00PM	TBA	\$194
10757	QuickBooks 2018 Level 1	SU	05/19-06/30	9:00PM-10:00PM	TBA	\$440
10758	QuickBooks 2018 Level 1	W	06/19-07/24	6:00PM-10:00PM	TBA	\$440
10759	QuickBooks 2018 Level 2	SU	07/07-08/11	9:00AM-1:00PM	TBA	\$440

HOMESTEAD CAMPUS - 500 COLLEGE TERRACE

REF #	COURSES	DAYS	DATE(S)	TIME	ROOM #	FEE
9682	QuickBooks Level 1	T/TH	07/09-08/01	6:00PM-9:00PM	TBA	\$440
9666	Microsoft Office Basic: Word, Excel, and PowerPoint	S	06/08-07/13	9:00AM-1:00PM	TBA	\$394

CFT OFFERS ON-SITE COMPUTER TRAINING!

CFT has a solution for those institutions that have a group of employees who need computer training but they can't travel to CFT/MDC's Microcomputer Academy sites. CFT can bring a computer training lab to you! For groups from five to fifteen employees who need standard business software training at all levels (or even specialized programs), CFT will bring laptop computers and a projection system to your location and conduct the same training program as in our own computer training labs. Programs are conducted with one computer for each participant and each participant receives an excellent reference book. Programs may be conducted in one full day or two half-days for your convenience (even on Saturdays). And the cost is very reasonable considering the convenience!

So next time you hear co-workers mention computer training, call CFT at (305) 237-3051 for complete information on our on-site computer training. You'll save time, energy and the inconvenience of leaving your organization.

Registration & Fee Information

3 EASY STEPS TO REGISTER

1. Choose from our **FALL** offerings.
2. Fill out the registration form on the back and contact your CFT representative for approval.
3. Submit your registration to CFT by fax or email to:

CFT

245 N.E. 4th Street Room 3704-10, Miami, FL 33132

Tel. (305) 237-3051 ❖ Fax :(305) 237- 7587

E-Mail: claguna@mdc.edu ❖ Website: www.cftse.org

REGISTER EARLY!

Seating is limited, contact CFT for space availability. Register early for all CFT offerings to ensure that you are enrolled in the offering(s) of your choice. **Make sure you provide day, cell and evening phone numbers in case we need to contact you regarding your registration.**

CFT DOES NOT CONFIRM REGISTRATIONS. ATTEND CLASS AS SCHEDULED.

☹ DROP/CHANGES???

A 100% tuition refund minus the **\$30.00** non-refundable registration fee will be given if CFT receives the written withdrawal notice 5 business days before the start of the class. **No refund will be given after this time period.**

REMEMBER...if you drop a class that has a small number of students, you jeopardize the entire class! Be sure you can attend before you register or agree to a date change.

PARKING: You will need to show your MDC schedule in order to park in the campus garage.