



CFT Seminars & Workshops

Summer 2019

Banking/Credit Union/Financial Services

COMPLIANCE / RISK MANAGEMENT

COURSE	CR	DAY/DATE(S)	TIME	LOCATION/ROOM	FEES
“New” Nuts & Bolts to OFAC Compliance <i>(to include recent sanctions against Venezuela, Iran, Russia & others)</i>	1/4	Thursday June 27	9:00AM-NOON	Holland & Knight LLP (Brickell)	\$350/\$400 Materials Included
AML Essentials: A Seminar for Compliance Beginners <i>Required for the Compliance Officer Cert.</i>	1/2	Thursday August 8	9:00AM-4:00PM	MDC Wolfson Campus Downtown	\$375/\$425 Materials Included

COMMERCIAL, BUSINESS BANKING & CONSUMER LENDING

COURSE	CR	DAY/DATE(S)	TIME	LOCATION/ROOM	FEES
Introduction to Analyzing Financial Statements for BSA/AML Compliance Staff	1/2	Thursday June 6	9:00AM-4:00PM	MDC Wolfson Campus Downtown	\$375/\$425 Materials Included
Understanding Commercial Loan Documentation <i>Required for the Credit Analysis Cert.</i>	1/2	Friday June 14	9:00AM-4:00PM	MDC Wolfson Campus Downtown	\$375/\$425 Materials Included
Business Tax Return Analysis <i>Required for the Credit Analysis Cert.</i>	1/2	Thursday June 20	9:00AM-4:00PM	MDC Wolfson Campus Downtown	\$375/\$425 Materials Included
Personal Tax Return Analysis <i>Required for the Credit Analysis Cert.</i>	1/2	Wednesday June 26	9:00AM-4:00PM	MDC Wolfson Campus Downtown	\$375/\$425 Materials Included
“New” Construction Loan Documentation	1/2	Friday June 28	9:00AM-4:00PM	MDC Wolfson Campus Downtown	\$375/\$425 Materials Included
Get Global: Understanding Global Cash Flow Analysis <i>Required for the Credit Analysis Cert.</i>	1/2	Wednesday July 17	9:00AM-4:00PM	MDC Wolfson Campus Downtown	\$375/\$425 Materials Included
Cash Flow Analysis – Advanced <i>Required for the Credit Analysis Cert.</i>	1/2	Thursday August 1	9:00AM-4:00PM	MDC Wolfson Campus Downtown	\$375/\$425 Materials Included
Credit Analysis – Capstone Seminar <i>Required for the Credit Analysis Cert.</i> Pre-req: Analyzing Financial Statements or Intro to Analyzing Financial Statements, Global Cash Flow, Personal & Business Tax Return Analysis, and Commercial Loan Documentation	1/2	Tuesday August 13	9:00AM-4:00PM	MDC Wolfson Campus Downtown	\$375/\$425 Materials Included
“New” Introduction to Credit and Regulatory Risk Analysis for Lending and Compliance Professionals <i>Required for the Credit Analysis Cert.</i>	1/2	Tuesday August 20	9:00AM-4:00PM	AMERANT Doral	\$375/\$425 Materials Included

LOCATIONS:

AMERANT (Doral, formerly Mercantil Bank) - 12496 NW 25th Street, Ground Floor, Training Room

Holland & Knight LLP - 701 Brickell Avenue, Suite 3300 , Miami, FL 33131

Miami Dade College (Wolfson Campus- Downtown) - 245 NE 4th Street, Miami - Room 7166

MIAMI DADE COLLEGE ONLINE WORKSHOPS

REF #	COURSES	DAYS	DATE(S)	TIME	ROOM #	FEE
LANGUAGE CENTER						
9866	Conversational Portuguese (Brazil)	ONLINE	ONLINE	ONLINE	WEB	\$215
9867	Conversational Spanish (Latin America)	ONLINE	ONLINE	ONLINE	WEB	\$215
7222	Effective Business Writing	ONLINE	ONLINE	ONLINE	WEB	\$200
7104	Grammar Refresher (Self-Paced Tutorial)	ONLINE	ONLINE	ONLINE	WEB	\$200
10769	Grammar Refresher Series	ONLINE	ONLINE	ONLINE	WEB	\$314
8337	Spanish for Bank/Finance	ONLINE	ONLINE	ONLINE	WEB	\$200
8340	Spanish for Customer Service	ONLINE	ONLINE	ONLINE	WEB	\$200
8345	Spanish for Real Estate	ONLINE	ONLINE	ONLINE	WEB	\$200
8347	Speed Spanish 1 (Self-Paced Tutorial)	ONLINE	ONLINE	ONLINE	WEB	\$200
8348	Speed Spanish 2 (Self-Paced Tutorial)	ONLINE	ONLINE	ONLINE	WEB	\$200
8349	Speed Spanish 3	ONLINE	ONLINE	ONLINE	WEB	\$200
10083	Technical Writing	ONLINE	ONLINE	ONLINE	WEB	\$1514
7224	Writing Essentials	ONLINE	ONLINE	ONLINE	WEB	\$200
REAL ESTATE						
7252	Continuing Education for Florida Real Estate Professionals	ONLINE	ONLINE	ONLINE	WEB	\$148
7184	Florida Essentials of Real Estate Investment – Broker Post License	ONLINE	ONLINE	ONLINE	WEB	\$215
7186	Florida Real Estate Brokerage: A Management Guide - Broker Post-License	ONLINE	ONLINE	ONLINE	WEB	\$215
7182	Florida Real Estate Pre-Licensing for Sales Associate	ONLINE	ONLINE	ONLINE	WEB	\$430
7189	Introduction to Commercial Real Estate Sales	ONLINE	ONLINE	ONLINE	WEB	\$154
7190	Investment Property Practice and Management	ONLINE	ONLINE	ONLINE	WEB	\$169
7191	Post License Education for Estate Sales Associates	ONLINE	ONLINE	ONLINE	WEB	\$320
7255	Real Estate Finance and Tax Issues	ONLINE	ONLINE	ONLINE	WEB	\$169
9797	Repeat R.E. Sales Associate License Exam Prep	ONLINE	ONLINE	ONLINE	WEB	\$265
7256	Real Estate Investing	ONLINE	ONLINE	ONLINE	WEB	\$200
INSURANCE						
7084	INSCE010FL3 Flood Insurance and the NFIP – STATE ID# 69238 (2-20,20-44, 4-40)	ONLINE	ONLINE	ONLINE	WEB	\$114
7099	2-20 and 20-44 Practice Question Generator	ONLINE	ONLINE	ONLINE	WEB	\$169
7100	INS002W 2-20 General Lines Property and Casualty Pass Prep	ONLINE	ONLINE	ONLINE	WEB	\$193
7092	INS013FL40 6-20 Accredited Claims Adjuster Designation ID98773	ONLINE	ONLINE	ONLINE	WEB	\$475
7094	INS016FL40 2-20 Conversion Course State ID 98770	ONLINE	ONLINE	ONLINE	WEB	\$475
6710	INS005FL40 Registered Customer Representative 4-40 Designation (RCSR) ID 98772	ONLINE	ONLINE	ONLINE	WEB	\$475
7072	INSCE017FL3 Senior Suitability – Annuity/Life Insurance Transactions for Seniors ID# 81791	ONLINE	ONLINE	ONLINE	WEB	\$114
MANAGEMENT / HUMAN RESOURCES DEVELOPMENT						
7325	Certificate in Agile Project Management	ONLINE	ONLINE	ONLINE	WEB	\$414
7063	Certificate in Nonprofit Management	ONLINE	ONLINE	ONLINE	WEB	\$814
7142	Certificate in Human Resource Management	ONLINE	ONLINE	ONLINE	WEB	\$414
7156	Certificate in Leadership	ONLINE	ONLINE	ONLINE	WEB	\$314
7157	Certificate in Sustainable Management	ONLINE	ONLINE	ONLINE	WEB	\$574
7302	Creativity in Teams and Organizations	ONLINE	ONLINE	ONLINE	WEB	\$164
10936	Emotional Intelligence in the Workplace	ONLINE	ONLINE	ONLINE	WEB	\$224
7160	Fundamentals of Supervision and Management (Self-Paced Tutorial)	ONLINE	ONLINE	ONLINE	WEB	\$200
7322	Introduction to Agile	ONLINE	ONLINE	ONLINE	WEB	\$364
7161	Leadership and Management for Entrepreneurs	ONLINE	ONLINE	ONLINE	WEB	\$214
7164	Leading and Managing Change	ONLINE	ONLINE	ONLINE	WEB	\$164
7165	Leading Teams	ONLINE	ONLINE	ONLINE	WEB	\$164
11599	Life Skills Coach Program	ONLINE	ONLINE	ONLINE	WEB	\$2914
7166	Managing People	ONLINE	ONLINE	ONLINE	WEB	\$164
7167	Measuring Sustainable Management Performance	ONLINE	ONLINE	ONLINE	WEB	\$184
7168	Performance Management	ONLINE	ONLINE	ONLINE	WEB	\$164
7308	Project Management for Information Technology	ONLINE	ONLINE	ONLINE	WEB	\$614
7169	Quality Management Basics	ONLINE	ONLINE	ONLINE	WEB	\$414
7197	Risk Management	ONLINE	ONLINE	ONLINE	WEB	\$130
10175	Sustainable Management: Leadership Ethics	ONLINE	ONLINE	ONLINE	WEB	\$184
7172	Time Management	ONLINE	ONLINE	ONLINE	WEB	\$164
11603	Wellness and Life Skills Coaching Specialist	ONLINE	ONLINE	ONLINE	WEB	\$4165
STAFF TRAINING / PROFESSIONAL DEVELOPMENT						
7119	Certificate in Finance Essentials	ONLINE	ONLINE	ONLINE	WEB	\$514
12219	Digital Marketing Suite	ONLINE	ONLINE	ONLINE	WEB	\$384
7326	Effective Presentation	ONLINE	ONLINE	ONLINE	WEB	\$184
7138	Employee Selection	ONLINE	ONLINE	ONLINE	WEB	\$164
12101	Financial Analyst Suite	ONLINE	ONLINE	ONLINE	WEB	\$510
7149	Global Business Management	ONLINE	ONLINE	ONLINE	WEB	\$390
7150	Global Marketing	ONLINE	ONLINE	ONLINE	WEB	\$390
7140	Introduction to Human Resource Management	ONLINE	ONLINE	ONLINE	WEB	\$164
10078	Marketing and PR	ONLINE	ONLINE	ONLINE	WEB	\$224
7333	Public Relations	ONLINE	ONLINE	ONLINE	WEB	\$504
7232	Strategic Marketing for Entrepreneurs	ONLINE	ONLINE	ONLINE	WEB	\$214
10081	Successful Public Speaking	ONLINE	ONLINE	ONLINE	WEB	\$224
7141	Talent Management and Career Development	ONLINE	ONLINE	ONLINE	WEB	\$164

WOLFSON CAMPUS (DOWNTOWN)

300 N.E 2nd Avenue, Miami

REF #	COURSES	DAYS	DATE(S)	TIME	ROOM #	FEE
REAL ESTATE						
7024	Real Estate Sales Associate Pre-Licensing Course + Exam Review and Book	S	07/06-07/20	8:30AM-1:50PM	TBA	\$610
7341	Real Estate Sales Associate State Exam Review	S	07/06-07/20	8:30AM-1:50PM	TBA	\$234
STAFF TRAINING / PROFESSIONAL DEVELOPMENT						
6432	Bookkeeping 1	T/TH	05/21-06/04	6:00PM-10:00PM	TBA	\$274
6433	Bookkeeping 2	T/TH	06/06-06/20	6:00PM-10:00PM	TBA	\$274
7935	Notary Public Workshop	M	06/03	6:00PM-9:00PM	TBA	\$150
8254	Notary Public Workshop	M	07/22	6:00PM-9:00PM	TBA	\$150
6474	Accounting – Level 1	M/W	05/20-08/05	6:00PM-9:00PM	TBA	\$374
6480	Accounting – Level 2	M/W	06/19-07/15	6:00PM-9:00PM	TBA	\$374
6484	Accounting and Finance Series	M/W	05/20-08/05	6:00PM-9:00PM	TBA	\$760
6983	Income Tax Preparation Program – Business	M/W	07/01-08/12	6:00PM-9:50PM	TBA	\$504
MANAGEMENT / HUMAN RESOURCES DEVELOPMENT						
7023	Human Resources Excellence in Management	TH	05/23-08/01	6:00PM-9:00PM	TBA	\$444
8371	Management and Supervision Excellence	T	05/21-07/23	6:00PM-9:00PM	TBA	\$444
8309	Certificate in Management and Human Resources	T/TH	05/21-08/01	6:00PM-9:00PM	TBA	\$674
LANGUAGE CENTER						
6631	Intensive English 1	M/T/W/TH	07/01-08/19	6:30PM-9:30PM	TBA	\$414
6469	Intensive English 2	M/T/W/TH	07/01-08/19	6:30PM-9:30PM	TBA	\$414
8461	Intensive English 3	M/T/W/TH	07/01-08/19	6:30PM-9:30PM	TBA	\$414
7461	Coffee and Conversation- Beginners	S	07/06-08/17	9:00AM-1:00PM	TBA	\$220
8590	Coffee and Conversation- Beginners	M/W	07/01-08/14	6:30PM-9:30PM	TBA	\$294
7463	Coffee and Conversation- Intermediate	S	07/06-08/17	9:00AM-1:00PM	TBA	\$220
6653	Coffee and Conversation- Advanced	S	07/06-08/17	9:00AM-1:00PM	TBA	\$220
8623	Coffee and Conversation- Advanced	T/TH	07/02-08/20	6:00PM-9:00PM	TBA	\$294
6594	Spanish 1	S	07/06-08/17	9:00PM-1:00PM	TBA	\$284
6693	Spanish 1- Intensive	M/W	07/01-08/14	6:00PM-9:00PM	TBA	\$334
6595	Spanish 2	S	07/06-08/17	9:00AM-1:00PM	TBA	\$284
6597	Spanish 2- Intensive	T/TH	07/02-08/20	6:00PM-9:00PM	TBA	\$334
6692	Spanish 3	S	07/06-08/17	9:00AM-1:00PM	TBA	\$314
6695	Spanish 3- Intensive	T/TH	07/02-08/20	6:00PM-9:00PM	TBA	\$364
7497	Spanish Conversation Advanced	M/W	05/18-06/22	6:00PM-8:00PM	TBA	\$274
8406	Spanish Conversation Advanced	M/W	07/01-08/14	6:00PM-8:00PM	TBA	\$274

WEST CAMPUS

3800 N.W 115th Avenue, Doral

REF #	COURSES	DAYS	DATE(S)	TIME	ROOM #	FEE
LANGUAGE CENTER						
XXXX	Intensive English 1	M/T/W/TH	07/08-08/22	6:30PM-9:30PM	TBA	\$414
XXXX	Intensive English 2	M/T/W/TH	07/08-08/22	6:30PM-9:30PM	TBA	\$414
XXXX	Intensive English 3	M/T/W/TH	07/08-08/22	6:30PM-9:30PM	TBA	\$414
COURSES IN SPANISH						
6749	Teneduría de Libros 1 (Bookkeeping 1)	M/W	06/10-06/24	6:00PM-10:00PM	TBA	\$274
6750	Teneduría de Libros 2 (Bookkeeping 2)	M/W	07/09-07/23	6:00PM-10:00PM	TBA	\$274
6751	Notary Public (en Español)	S	07/20	9:00AM-12:00PM	TBA	\$150

EDUARDO J. PADRÓN CAMPUS (INTERAMERICAN)

701 S.W. 27th Avenue, Miami

REF #	COURSES	DAYS	DATE(S)	TIME	ROOM #	FEE
STAFF TRAINING / PROFESSIONAL DEVELOPMENT						
9379	Payroll	S	06/01-06/29	9:00AM-1:00PM	TBA	\$274
9381	Payroll	S	07/06-08/03	9:00AM-1:00PM	TBA	\$274
LANGUAGE CENTER						
11246	Intensive English 1	M/W/F	05/26-07/26	8:00PM-9:55PM	TBA	\$314
11248	Intensive English 2	M/W/F	05/20-07/26	8:00PM-9:55PM	TBA	\$314
11250	Intensive English 3	M/W/F	05/20-07/26	8:00PM-9:55PM	TBA	\$314
11242	English Conversation 1	S	05/18-08/03	9:00AM-12:50PM	TBA	\$294
11243	English Conversation 2	S	05/18-08/03	9:00AM-12:50PM	TBA	\$294
11244	English Conversation 3	S	05/18-08/03	9:00AM-12:50PM	TBA	\$294
COURSES IN SPANISH						
6521	Teneduría de Libros 2 (Bookkeeping 2)	W	06/19-07/17	6:00PM-10:00PM	TBA	\$274
9684	Teneduría de Libros 3 (Bookkeeping 3)	W	07/24-08/21	6:00PM-10:00PM	TBA	\$274
6665	Curso Intensivo de Preparación de Impuestos – Corporativo	T/TH	06/27-08/13	6:00PM-9:51PM	TBA	\$504
6524	Notary Public (en español)	W	05/29	6:30PM-9:30PM	TBA	\$150
7924	Notary Public (en español)	W	06/19	6:30PM-9:30PM	TBA	\$150
8262	Notary Public (en español)	W	07/17	6:30PM-9:30PM	TBA	\$150

KENDALL CAMPUS

11011 S.W 104th Street, Kendall

REF #	COURSES	DAYS	DATE(S)	TIME	ROOM #	FEE
REAL ESTATE						
8637	Community Association Manager License Exam Preparation (CAM-PRE 33)	T/W/TH	07/16-07/25	6:30PM-9:30PM	TBA	\$394
6663	Home Inspection Pre-Licensing Provider # 002375 (State Course ID No. 0000004)	S	06/08-08/03	8:00AM-6:30PM	TBA	\$934
9589	Real Estate Sales Associate Pre-Licensing Course + Exam Review and Book	S	06/01-08/03	9:00AM-4:00PM	TBA	\$594
9589	Real Estate Sales Associate Pre-Licensing Course + Exam Review and Book	S/SU	08/10-08/11	9:00AM-5:00PM	TBA	\$594
9590	Real Estate Sales Associate Pre-Licensing Course + Exam Review and Book	T/W/TH	06/27-08/15	6:30PM-9:30PM	TBA	\$594
9590	Real Estate Sales Associate Pre-Licensing Course + Exam Review and Book	S/SU	08/10-08/11	9:00AM-5:00PM	TBA	\$594
10903	Real Estate Sales Associate State Exam Review	S/SU	08/10-08/11	9:00AM-5:00PM	TBA	\$234
STAFF TRAINING / PROFESSIONAL DEVELOPMENT						
7972	Accounting – Level 1	T/TH	05/28-06/20	6:30PM-9:30PM	TBA	\$374
7973	Accounting – Level 2	T/TH	07/02-07/30	6:30PM-9:30PM	TBA	\$374
6661	Bookkeeping 2	M/W	06/24-08/08	7:00PM-9:30PM	TBA	\$274
7975	Payroll	T/TH	07/16-08/08	6:30PM-9:00PM	TBA	\$274
INVESTING/FINANCE						
8634	Accredited Claims Adjust State Designation Pre-Licensing Course (6-20/3-20)	S/SU	07/13-07/21	8:00AM-6:30PM	TBA	\$624
8635	Public Adjuster and ACA State Designation Pre-Licensing Course (3-20/6-20)	S	07/13-07/27	8:00AM-6:30PM	TBA	\$774
8635	Public Adjuster and ACA State Designation Pre-Licensing Course (3-20/6-20)	SU	07/14-07/21	8:00AM-6:30PM	TBA	\$774
8636	Public Adjuster State Exam Review	S	07/27	8:00AM-6:30PM	TBA	\$234
10902	Title Agent Pre-Licensing Course (4-10) – State ID# 3431	S	07/20-08/17	8:30AM-5:00PM	TBA	\$604
MANAGEMENT / HUMAN RESOURCES DEVELOPMENT						
7977	Management and Supervision Excellence	M/W	06/24-07/24	6:30PM-9:30PM	TBA	\$444
8015	Professional Project Management Certification Preparation Course	M/W/F	07/22-08/16	6:30PM-9:30PM	TBA	\$664
7792	Quality Customer Service	S	08/03-08/10	9:00AM-1:00PM	TBA	\$189
LANGUAGE CENTER						
6471	English Conversation 1	S	07/06-08/17	9:00AM-12:00PM	TBA	\$174
6478	English Conversation 2	S	07/06-08/17	9:00AM-12:30PM	TBA	\$174
6483	English Conversation 3	S	07/06-08/17	9:00AM-12:00PM	TBA	\$174
6437	Intensive English 1	M/T/W/TH	07/08-08/22	6:30PM-8:30PM	TBA	\$314
7468	Intensive English 2	M/T/W/TH	07/08-08/22	6:30PM-8:30PM	TBA	\$314
6442	Intensive English 3	M/T/W/TH	07/08-08/22	6:30PM-8:30PM	TBA	\$314
COURSES IN SPANISH						
7976	Teneduria de Libros 1 (Bookkeeping 1)	T/TH	06/04-06/27	7:00PM-9:30PM	TBA	\$274
8042	Teneduria de Libros 2 (Bookkeeping 2)	T/TH	07/09-08/01	7:00PM-9:30PM	TBA	\$274

NORTH CAMPUS

11380 N.W. 27th AVENUE, Miami

REF #	COURSES	DAYS	DATE(S)	TIME	ROOM #	FEE
STAFF TRAINING / PROFESSIONAL DEVELOPMENT						
7915	Corporate Income Tax Preparation	S	07/20-08/17	9:00AM-1:00PM	TBA	\$274
REAL ESTATE						
8598	Community Association Manager License Exam Preparation (CAM – PRE33)	M/T/W	07/08-07/17	6:00PM-9:00PM	TBA	\$394
7856	Real Estate Sales Associate License Exam Preparation – Book Included	T/TH	06/04-08/06	6:00PM-9:30PM	TBA	\$512
LANGUAGE CENTER						
7568	English Conversation 1	S	07/13-08/24	9:00AM-1:00PM	TBA	\$220
7570	English Conversation 2	S	07/13-08/24	9:00AM-1:00PM	TBA	\$220
6727	Intensive English 1	M/W	07/08-08/21	6:00PM-10:00PM	TBA	\$314
6730	Intensive English 2	M/W	07/08-08/21	6:00PM-10:00PM	TBA	\$314
6810	Intensive English 3	T/TH	07/09-08/22	6:00PM-10:00PM	TBA	\$314
6818	Intensive English 4	T/TH	07/09-08/22	6:00PM-10:00PM	TBA	\$314
11838	Intensive English 5	T/TH	07/09-08/22	6:00PM-10:00PM	TBA	\$314
7051	Spanish Conversation- Beginners	S	07/13-08/24	9:00AM-1:00PM	TBA	\$224
7858	Spanish Conversation- Intermediate	S	05/18-07/06	9:00AM-1:00PM	TBA	\$234
9604	Spanish Conversation- Intermediate	S	07/13-08/24	9:00AM-1:00PM	TBA	\$234

AVENTURA CENTER

20445 Biscayne Blvd., Suite H6, Aventura

REF #	COURSES	DAYS	DATE(S)	TIME	ROOM #	FEE
LANGUAGE CENTER						
9318	Accent Reduction- Beginners	T	07/09-08/20	5:50PM-9:30PM	TBA	\$224
9304	English Conversation 1	M/W	07/08-08/21	6:00PM-9:00PM	TBA	\$294
6837	Intensive English 1	T/TH	07/09-08/22	5:30PM-9:30PM	TBA	\$314
10041	Intensive English 1	S	06/01-08/17	8:30AM-1:00PM	TBA	\$314
6732	Intensive English 2	T/TH	07/09-08/22	5:30PM-9:30PM	TBA	\$314
11808	Intensive English 2	S	06/01-08/17	8:30AM-1:00PM	TBA	\$314
6813	Intensive English 3	M/W	07/08-08/21	5:30PM-9:30PM	TBA	\$314

HIALEAH CAMPUS

1776 W. 49th Street, Hialeah

REF #	COURSES	DAYS	DATE(S)	TIME	ROOM #	FEE
STAFF TRAINING / PROFESSIONAL DEVELOPMENT						
6869	Certified Bookkeeper Test Preparation: Series Pricing	SU	06/02-08/18	8:00AM-12:00PM	TBA	\$1090
6869	Certified Bookkeeper Test Preparation: Series Pricing	F	06/21-07/26	6:00PM-10:00PM	TBA	\$1090
6869	Certified Bookkeeper Test Preparation: Series Pricing	S	07/13-08/17	8:00AM-12:00PM	TBA	\$1090
10727	Certified Bookkeeper Test Preparation: Payroll	SU	06/02-07/07	8:00AM-12:00PM	TBA	\$374
11726	Certified Bookkeeper Exam Preparation: Beginning Bookkeeping	S	06/01-07/06	8:00AM-12:00PM	TBA	\$440
6872	Certified Bookkeeper Exam Preparation: Inventory and Internal Control	F	06/21-07/26	6:00PM-10:00PM	TBA	\$374
6870	Certified Bookkeeper Exam Preparation: Adjustments and Error Correction	S	07/13-08/17	8:00AM-12:00PM	TBA	\$374
6871	Certified Bookkeeper Exam Preparation: Depreciation	SU	07/14-08/18	8:00AM-12:00PM	TBA	\$374
8003	Income Tax Preparation Series	T/TH	05/21-08/15	6:00PM-9:50PM	TBA	\$774
6875	Income Tax Preparation Program – Individual	T	05/21-08/15	6:00PM-9:50PM	TBA	\$504
6874	Income Tax Preparation Program – Business	TH	05/23-08/05	6:00PM-9:50PM	TBA	\$504
LANGUAGE CENTER						
10867	Accelerated English Conversation Advanced	M/T/W	07/22-08/14	6:00PM-9:00PM	TBA	\$294
10868	Accelerated English Conversation Advanced	S	06/01-08/10	8:30AM-12:30PM	TBA	\$294
10390	English Conversation 1	TH	05/23-07/11	6:00PM-9:00PM	TBA	\$174
8083	English Conversation 1	S	06/01-08/10	8:30AM-12:30PM	TBA	\$294
10864	English Conversation 1	M/T/W	07/22-08/14	6:00PM-9:00PM	TBA	\$294
11655	English Conversation 2	TH	05/23-07/11	6:00PM-9:00PM	TBA	\$174
10865	English Conversation 2	M/T/W	07/22-08/14	6:00PM-9:00PM	TBA	\$294
11656	English Conversation 3	TH	05/23-07/11	6:00PM-9:00PM	TBA	\$174
9263	English Conversation 3	S	06/01-08/10	8:30AM-12:30PM	TBA	\$294
10866	English Conversation 3	M/T/W	07/22-08/14	6:00PM-9:00PM	TBA	\$294
8078	Intensive English 1	S	05/18-08/10	8:30AM-1:30PM	TBA	\$360
8088	Intensive English 1	M/T/W	05/20-07/16	6:00PM-9:15PM	TBA	\$414
8080	Intensive English 2	S	05/18-08/10	8:00AM-1:30PM	TBA	\$360
6739	Intensive English 2	M/T/W	05/20-07/16	6:00PM-9:15PM	TBA	\$414
8082	Intensive English 3	S	05/18-08/10	8:00AM-1:30PM	TBA	\$360
6740	Intensive English 3	M/T/W	05/20-07/16	6:00PM-9:15PM	TBA	\$414
COURSES IN SPANISH						
8004	Preparación para la Licencia de Bienes Raíces – Libro Incluido	S	06/01-08/17	8:30AM-1:30PM	TBA	\$512

HOMESTEAD CAMPUS

500 College Terrace, Homestead

REF #	COURSES	DAYS	DATE(S)	TIME	ROOM #	FEE
STAFF TRAINING / PROFESSIONAL DEVELOPMENT						
10030	Notary Public Workshop	T	06/04	6:00PM-9:00PM	TBA	\$150
9668	Notary Public Workshop	T	07/30	6:00PM-9:00PM	TBA	\$150
6389	Personal Income Tax Preparation	T/TH	07/16-08-15	6:00PM-8:00PM	TBA	\$274
COURSES IN SPANISH						
6390	Preparación de Impuestos	S	07/13-08/03	9:00AM-2:00PM	TBA	\$274
LANGUAGE CENTER						
8422	English Conversation 1	S	06/01-07/27	10:00AM-12:30PM	TBA	\$220
7029	Spanish 1	S	06/01-07/27	9:00AM-11:30AM	TBA	\$284

Any of the Seminars/Workshops listed on this schedule can be held by request for your group at a location (in-house) and schedule of your choice.
All programs can also be customized for your particular institution and training needs.

Registration & Fee Information

2 Easy Steps to Register

Choose from our SPRING offerings.

1. Fill out the SEMINAR/WORKSHOP registration form and contact your CFT or HR representative for approval.
2. Submit your registration form to CFT by email or fax (when faxing, please call the CFT office TO confirm receipt of form) or mail to:

CENTER FOR FINANCIAL TRAINING

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!

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 and email in case we need to contact you regarding your registration.

After you have registered...

ATTEND CLASS AS SCHEDULED...CONFIRMATION EMAILS ARE ONLY SENT FOR SEMINARS LISTED ON FIRST PAGE. FOR ALL OTHER CLASSES PLEASE PRINT YOUR SCHEDULE FROM THE MDC WEBSITE.

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 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.

CFT SEMINAR & WEBINAR REGISTRATION FORM

1 COMPLETE FORM WITH APPROPRIATE SIGNATURES FOR BILLING

2 SCAN & EMAIL TO: CLAGUNA@MDC.EDU

3 or FAX TO: 305-237-7587

The Center for Financial Training does not discriminate on the basis of race, color, gender, age, and national or ethnic origin. This document may contain privileged and/or confidential information. It is intended solely for the use of CFT and will not be shared without written permission.

Participant Name:	SSN# (Required):
Your Bank/Organization Title:	Department:
Organization/Bank Name:	Work & Fax#:
E-mail (Required for confirmation)	Cell & Home #:
ADDRESS: Check On: <input type="checkbox"/> Residence <input type="checkbox"/> Business	City/State/Zip:

STUDENT SIGNATURE: _____ **DATE:** _____

I certify the accuracy of all information on this application and hereby grant permission to CFT to register and withdraw me upon proper notification from the company named above. I also authorize CFT to release a copy of my final grades and/or academic record (transcript) at the end of the term to the representative of CFT and/or the company named above. I have read and agree to all of CFT's registration policies and procedures, including the withdrawal policy and the academic integrity statement as outlined in the schedule or other marketing pieces

When faxing please confirm registration has been received. For more information, please call (305)237-3051 or visit our website at www.cftse.org

Seminar & Webinar:

Program Title:	Date:	Location:	Webinar Option:

YOUR EDUCATIONAL GOAL: Please indicate which CFT Diploma and/or Certificate you intend to earn _____ (Please see <https://cftse.org/diplomas-certificates-and-college-programs/> for your options) (DIPLOMA/CERTIFICATE)

Changes/Cancellations: Cancellations/changes must be made in writing 5-business days prior to the course date for refund or to prevent billing. Your SEMINAR registration will be refunded less a \$30.00 enrollment charge during the refund period. Substitutions accepted... you must notify the CFT office with the information of the substitute. No shows will be billed the full course fee.

REGISTRATION WILL NOT BE PROCESSED WITHOUT APPROPRIATE SIGNATURES

PAYMENT:

- A cashier's check/money order is enclosed (no personal check)
- Master Card Visa Discover American Express

Credit Card #: _____ Expiration Date: _____ CVS# _____ Amount: \$ _____

Name on Card: _____ Signature of Cardholder: _____

Billing Address: _____

Please bill organization/bank:

As manager or supervisor of this student, I authorize payment from my financial institution to CFT for this enrollment.

Supervisor's/Manager's Name: _____ **Phone #** _____

Supervisor's/Manager's Signature/Approval: _____ **Date:** _____