

FALL 2016

CUNY IN THE HEIGHTS

DIVISION OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

OPEN ENROLLMENT



Turn a New Leaf!

FALL '16 OPEN HOUSES

SATURDAY, SEPTEMBER 10TH | 11^{AM} - 3^{PM}

SATURDAY, SEPTEMBER 24TH | 11^{AM} - 3^{PM}

THURSDAY, SEPTEMBER 15TH | 5^{PM}₃₀ - 8^{PM}

WEDNESDAY, OCTOBER 5TH | 5^{PM}₃₀ - 8^{PM}

Healthcare
Certifications

Education &
Language Arts

Computer Training
Personal Enrichment

COMPUTER TRAINING CERTIFICATE PROGRAMS

Photoshop: Graphic Design 32 hrs

Learn how to use and master Adobe Photoshop CS6, the industry standard photo editing software, in our state-of-the-art iMac/PC computer labs. Students will learn how to:

- Create photo collages, logos, web designs, illustrations and much more
- Professionally retouch, manipulate and edit photos

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0710-CHF01	Photoshop: Graphic Design	SAT	10/01-12/3/16	2pm-6pm	\$265
ACE-0710-CHF03	Photoshop: Graphic Design	M, W	10/03-11/28/16	2pm-6pm	\$265

Adobe Photoshop CS6

Coding for Web Development 30 hrs

This is a beginner course to learn how to hand-code in HTML 5 and CSS 3 for website development. Students will be able to:

- Make a complete three page website with full interactivity
- Create animations, movies and more

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0726-CHF01	Coding for Web	SAT	10/01-12/17/16	10am-1pm	\$265

Book Fees \$35: Adobe Coding Web Development CS6 2

InDesign & Illustrator: Desktop Publishing 40 hrs

This course covers Adobe InDesign and Illustrator CS6 in our state-of-the-art iMac/PC computer labs. Students will be able to:

- Create professional illustrations, logos, and graphics in Illustrator
- Design and layout magazines, brochures, catalogs, newsletters, and posters in InDesign

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0714-CHF01	InDesign & Illustrator: Desktop Publishing	T, TH	10/04-12/13/16	7pm-9pm	\$399

Book Fees \$65 each: Adobe InDesign CS6 Graphic Design and Adobe Illustrator CS6

 **Photoshop** + **Coding for Web Development** = **Certificate in Web Development 60 Hrs**

 **Photoshop** +   **InDesign & Illustrator** = **Certificate in Desktop Publishing 70 Hrs**

 **Photoshop** +  **After Effects** = **Certificate in Multi-Media Production 60 Hrs**

Certificate in QuickBooks: Computer Applications in Accounting 24 hrs

Take control of your business and save time with this easy-to-use accounting program. Students will be able to:

- Create professional invoices
- Receive payments and make deposits
- Enter and pay bills
- Issue credit memos and reconcile accounts
- Write checks
- Generate financial statements and reports

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0489-CHF01	QuickBooks	SAT	10/01-12/3/16	10am-1pm	\$250

ENRICHMENT PROGRAMS

A BETTER YOU!

Event Planning

36 hrs

This course gives students the opportunity to join the event planning industry or start their own business in a rapidly growing field. When a meeting or event is well planned you know it, the registration, program, meals, room set up—all aspects of a perfect event. This program provides the skills and knowledge that encompass industry benchmarks, for trends and practices as well as opening up your creative side of business planning, with a very hands on course.

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0814-CHF02	Event Planning	T, TH	10/11-11/17/16	6pm-9pm	\$400

PROFESSIONAL CERTIFICATES & LICENSE



SUMMER 2017 Professional Development for Educators

Professional Training in NYC and the Dominican Republic

NYC Phase: June 2017 (Dates and Times TBD) Travel Phase: (June -July 2017).

Joint Certificate Program between **Hostos Community College** and the **Universidad Autónoma de Santo Domingo**

We invite teachers seeking professional development hours towards their NYS license certification as well as other professionals interested in studying the Dominican-American experience and the education, history and culture of the Dominican Republic.

Content will include workshops at Hostos Community College, Universidad Autónoma de Santo Domingo, and Instituto de Educación Superior Salomé Ureña de Henríquez, as well as visits to Dominican public schools, museums, heritage sites and historic districts.

Program cost **\$2,500** **Includes Course Fees, Course Materials, Roundtrip Airfare, Lodging, Ground Transportation, Guided Tours and Museum Admissions.**

For more information contact Natalie Espino (212) 567-7132 or nespino@hostos.cuny.edu

Teacher Assistant Certificate*

54 hrs \$599

This series of (5) courses is designed to help you accomplish the following objectives:



- Obtain a Teacher Assistant Certificate
- Pass the NYS Assessment of Teaching Assistant Skills test (ATAS) (95)
- Acquire the necessary training to work in schools

All students must submit a copy of their H.S. Diploma or HSE \$35 certificate fee. Payment plan is available

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-3001-CHF01	Function of Teacher Assistant (6 hrs)	M,W	10/03-10/05/16	6pm-9pm	\$99
ACE-3003-CHF01	Child Development & Learning (12 hrs)	M,W	10/12-10/24/16	6pm-9pm	\$125
ACE-3005-CHF01	Language Art & Math Theories and Practices (12 hrs)	M,W	10/26-11/07/16	6pm-9pm	\$125
ACE-3007-CHF01	Strategies for Supporting & Managing Behavior (12 hrs)	M,W	11/09-11/21/16	6pm-9pm	\$125
ACE-3009-CHF01	Best Practices (12 hrs)	M,W	11/23-12/05/16	6pm-9pm	\$125

These workshops are mandated by NYS for all Teacher Assistants and Teachers:

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-3443-CHF01	Prevention & Intervention (DASA)	T,TH	09/27-9/29/16	6pm-9pm	\$99
ACE-1005-CHF02	Prevention & Intervention (DASA)	SAT	10/29/16	10am-4pm	\$99
ACE-1003-CHF01	Prevention & Intervention (DASA)	T,TH	12/13-12/15/16	6pm-9pm	\$99
ACE-3041-CHF02	Recognition & Reporting Child Abuse & School V.P. (6 hrs)	M, W	12/07-12/12/16	6pm-9pm	\$99
ACE-1007-CHF02	CPR/Community First Aid (6 hrs)	T,TH	12/14-12/19/16	6pm-9pm	\$99

Security Guard 8-hour & 16-hour Certification Course

24 hrs

This is the industry standard 8-hour and 16-hour Security Guard certification approved by the New York State Division of Criminal Justice. Additional recommended trainings to increase a Security Guard's employability include CPR, First Aid and School Violence Protection. Upon completion there is a State fingerprinting and a State application fee.

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-1003-CHF01	8-Hour Certification Course	SAT	10/15/2016	9:30am-5:30pm	\$70
ACE-1005-CHF01	16-Hour Certification Course	FRI, SAT	10/21-10/22	9:30am-5:30pm	\$125
ACE-1003-CHF02	8-Hour Certification Course	SAT	11/12/2016	9:30am-5:30pm	\$70
ACE-1005-CHF02	16-Hour Certification Course	FRI, SAT	11/18-11/19	9:30am-5:30pm	\$125
ACE-1003-CHF01	8-Hour Certification Course	SAT	12/10/2016	9:30am-5:30pm	\$70

*Proof of High School/GED diploma required.

HEALTHCARE CERTIFICATIONS & CAREERS

A HEALTHY CAREER IN HEALTHCARE!

Certified Nursing Assistant Program (CNA)* 132 hrs



Our program is a NYS Dept. of Health approved training program for individuals seeking employment as nursing assistants in the medical field. Their duties include patient care, taking vital signs, catheter care, assisting with ambulation, range of motion exercises, and moving patients to a bed and from a bed to a wheelchair. This 132-hour course includes:

- Skills Requirements (51 hrs)
- Anatomy and Physiology (51 hrs)
- Nursing Home Clinical Rotation (30 hrs)

Upon completion, students will be eligible to take the NYS Certification Exam.

Prerequisites: NYS testing fee of \$115 to be paid in class.

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0715-CHF01	Nursing Assistant	M-TH	10/03-12/20/16	6pm-9pm	\$995
ACE-0715-CHF02	Nursing Assistant	M-TH	10/17-12/01/16	9am-2pm	\$995

CPR/AED for Professional Rescuers & Healthcare Providers/Basic Life Saving 6 hrs

This certificate is required for all healthcare providers. (There is a Textbook rental fee of \$5)

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-1009-CHF01	Professional Rescue for Healthcare Providers	SAT	10/15/2016	10am-2pm	\$99
ACE-1009-CHF02	Professional Rescue for Healthcare Providers	SAT	11/05/2016	10am-2pm	\$99

Certified Electrocardiography Technician (EKG)* 32 hrs

This course will introduce students to the techniques necessary to perform a twelve lead resting electrocardiogram (ECG/EKG). Students will also learn about:

- Normal rhythm and arrhythmia
- Basic cardiac physiology
- How to troubleshoot technical problems
- Electrophysiology

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-5011-CHF01	EKG Technician	SAT	10/01-12/03/16	1pm-5pm	\$349
ACE-5011-CHF02	EKG Technician	T, TH	11/01-12/08/16	6pm-9pm	\$349

Certified Phlebotomy Technician* 82 hrs

Learn the anatomy and physiology of the venous system as well as phlebotomy practices. Perform blood collection procedures including vacuum collection, syringes, butterfly needles, micro hematocrit collection, and live venipuncture. You will learn the following:

- Infection prevention & control
- Specimen handling
- Patient Transport
- Quality assurance
- Labeling

Health clearance forms are required. Prerequisite: CNA, LPN or coordinator permission.

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-5001-CHF01	Phlebotomy	M-TH	10/11-11/28/16	6pm-9pm	\$849

Patient Care Certificate Program



HEALTHCARE CERTIFICATIONS & CAREERS

A HEALTHY CAREER IN HEALTHCARE!

Dental Assistant Certificate Program

80 hrs + 40hrs Externship



This course covers the history of dentistry, dental assisting, and introduction to the dental office. Clinical aspects of dentistry are also covered:

- Dental operator and dental equipment
- How to take x-rays
- The oral cavity and related structures
- Positioning dental of hand-pieces/sterilization

In addition to entry-level employment, this course is ideal for students interested in pursuing a Dental Hygiene career. Tuition includes all textbooks, lab materials and insurance.

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0720-CHF01	Dental Assistant	M,W	10/17-01/30/17	6pm-9pm	\$1,500

Clinical Medical Assistant*

140 hrs + 160 hrs clinical time

This course covers the history of dentistry, dental assisting, and introduction to the dental office. Clinical aspects of dentistry are also covered:

- Preparing patients for examination & treatment
- Laboratory procedures/Diagnostic testing
- Phlebotomy and cardiac life cycle
- Pharmacology/Administration of medications
- Taking and documenting vital signs
- Cardiology including proper lead placements

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0704-CHF02	Clinical Medical Assistant	M,T,TH	11/14-03/20/17	6pm-9pm	\$3,245

Payment plan option available (up to 4 installments)

Pharmacy Technician*

102 hrs + 80 hrs externship



This comprehensive 180-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board exam. Course content includes:

- Medical terminology specific to pharmacy
- Reading and interpreting prescription
- Defining drugs by generic and brand names

Students are eligible for 1 to 3 month externship. Tuition includes all materials and textbooks.

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0715-CHF01	Pharmacy Technician	T,W,TH	10/25-01/18/17	6pm-9pm	\$1,499

Proveedor de Cuidado de Niños

45 hrs

Este programa cumple con los requisitos para ser un proveedor de cuidado de niños en el estado de New York. Este curso ofrece el entrenamiento requerido por el Departamento de Servicios Sociales de New York. Beneficios:

- Podrá tener ingresos adicionales para ayudar a su familia
- Podrá estar con sus hijos mas tiempo
- Tendrá la satisfacción de tener su negocio propio

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-3022-CHF01	Sección de Inscripción y Evaluación	SAT	09/10/16	12pm-1pm	GRATIS
ACE-3022-CHF02	Sección de Inscripción y Evaluación	SAT	09/24/16	12pm-1pm	GRATIS
ACE-3024-CHF01	Certificado de Proveedor de Cuidado de Niños	SAT	10/01-12/17/16	2pm-6pm	\$599

Register Today! **917-563-4176**

**Proof of High School/GED diploma required.*

EDUCATION & LANGUAGE ARTS

OPEN THE DOOR TO EDUCATION

High School Equivalency Diploma

72 hrs

Students will prepare for the new High School Equivalency examination by learning different techniques and the background knowledge needed to pass the Test Assessing Secondary Completion (TASC) exam. This new high school equivalency assessment measures five subject areas: reading, writing, mathematics, social studies, and science. You must be 19 years or older to register for this course.

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0201-CHF01	HSE English	T, TH	09/27-12/20/16	9:30am-12:30pm	\$299
ACE-0201-CHF02	HSE English	T, TH	09/27-12/20/16	6pm-9pm	\$299
ACE-0202-CHF01	HSE Spanish	M, W	10/03-01/04/17	9:30am-12:30pm	\$299
ACE-0202-CHF02	HSE Spanish	M, W	10/03-01/04/17	6pm-9pm	\$299

English Links Intensive

English Links is an intensive 200-hour, 5 days-a-week English program designed to improve your communication skills for personal and professional purposes. We have a team of experienced teachers who can help you learn the basics or improve your English to:

- Apply for college
- Enjoy all New York City has to offer
- Get a better job
- Help you become a proficient speaker/writer of the English language

A much less intensive abridged Saturday English Links option is also available with focus on taking the TOEFL test.

SECTION	CLASS	DAY	DATES	TIME	PRICE
Weekday Schedule 200 hrs					
ACE-0307-CHF01	English Links Foundation	M-F	10/03-12/06/16	9am-1:30pm	\$1399
ACE-0306-CHF01	English Links Bridge	M-F	10/03-12/06/16	9am-1:30pm	\$1399
<i>\$100 processing fee for International students</i>					
Weekend Schedule 40 hrs					
ACE-0307-CHF01	English Links Foundation	SAT	10/01-12/03/16	8:30am-2pm	\$299
ACE-0306-CHF01	English Links Bridge	SAT	10/01-12/03/16	8:30am-2pm	\$299

English Links / ESL Examen de Evaluación para saber su nivel de inglés

**There is a \$20 test fee that will be applied to the cost of the class during registration.*

**Hay un costo de \$20 dólares por el examen de evaluación que se le aplicará al costo de inscripción.*

DIA	FECHA	HORA
Sábado	Septiembre 10, 2016	1pm
Martes	Septiembre 13, 2016	11am y 6pm
Miércoles	Septiembre 14, 2016	11am y 6pm
Jueves	Septiembre 15, 2016	11am y 6pm
Martes	Septiembre 20, 2016	11am y 6pm
Miércoles	Septiembre 21, 2016	11am
Jueves	Septiembre 22, 2016	11am y 6pm

DIA	FECHA	HORA
Sábado	Septiembre 24, 2016	1pm
Martes	Septiembre 27, 2016	11am y 6pm
Miércoles	Septiembre 28, 2016	11am y 6pm
Jueves	Septiembre 29, 2016	11am y 6pm
Martes	Octubre 4, 2016	11am y 6pm
Miércoles	Octubre 5, 2016	11am y 6pm

English As A Second Language

60 hrs

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0301-CHF01	Basic	M, W	10/03-12/12/16	6pm-9pm	\$259
ACE-0303-CHF01	Low Intermediate	T, TH	10/04-12/13/16	6pm-9pm	\$259
ACE-0304-CHF01	High Intermediate	M, W	10/03-12/12/16	6pm-9pm	\$259
ACE-0305-CHF01	Advanced	T, TH	10/04-12/13/16	6pm-9pm	\$259

SAT Exam Preparation and College Transition

24 hrs

This course helps prepare students for the new SAT exam. All verbal and Math topics in the revised exam are covered: writing (including the essay and questions on grammar and usage) critical reading, math (including topics from college prep math). Test-taking strategies are included and additional computer-based tutorials available. Open to 10th, 11th and 12th grade High School students and HSE graduates.

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-K155-CHF01	SAT Exam Preparation	Sat	10/01-12/03/16	10am-1:00pm	\$200

Beginner Crochet

20 hrs

Students will learn Basic crochet:

- Chain, single stitch and double stitch, increasing and decreasing, and how to edge and join with crochet yarn.
- Introduction to yarns and how to read the yarn label
- How to create patterns

On course completion students will be able to create projects such as scarfs, afghans, accessories and garments.

MATERIALS: 300 yards of sport yarn, 1 G or H crochet hook

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0490-CHF01	Beginner Crochet	TUE	10/11-12/13/16	6pm-8pm	\$199

Illustration designed by Freepik.com

SATURDAY COLLEGE FOR KIDS

October 1st - December 3rd, 2016

ACADEMIC \$200

Per Course

ENRICHMENT \$139

Per Course

Reading, Writing & Math Gr 1	9:30am - 11:30am
Reading, Writing Gr 2nd - 3rd	9:30am - 11:30am
Improving Math Gr 2nd - 3rd	11:30am - 1:30pm
Reading, Writing Gr 4nd - 5th	9:30am - 11:30am
Improving Math Gr 4th - 5th	11:30am - 1:30pm
Robotic Gr 2nd - 3rd	9:30am - 11:30am
Robotic Gr 4th - 5th	11:30am - 1:30pm

Piano for Kids Ages 5-8	2pm - 3:30pm
Ballet for Kids Ages 5-8	2pm - 3:30pm
Karate for Beginners	2pm - 3:30pm
Piano for Kids Ages 5-8	2pm - 3:30pm
Zumba for Kids 5-8	2pm - 3:30pm
Piano for Kids Ages 9-13	3:30pm - 5pm
Ballet for Kids Ages 9-13	3:30pm - 5pm
Karate for Intermediate	3:30pm - 5pm
Zumba for Kids 9-13	3:30pm - 5pm

Registration There is a \$25 Registration Fee for all classes.

Transportation A Train/ BX12 Bus to 207th Street (walk 4 blocks north to 5030 Broadway)
#1 Train to 215th Street (walk 1 block West to 5030 Broadway)
BX7, BX20, M100 Bus to 213th Street (Bus Stop in front of CUNY in the Heights)

Refund Policy *Each course is subject to a minimum enrollment to run. Request for a refund must be submitted in writing together with a copy of the registration receipt. Your refund will be mailed within three (3) weeks of submission. Lack of attendance does not constitute withdrawal and eligibility for a refund. 100% refund will only be issued if requested at the end of the first day of classes or if a class is cancelled 100% refund will only be issued if requested at the end of the first day of classes or if a class is cancelled by the college. Registration fees are non-refundable unless class is cancelled by the college. A 50% refund will only be issued if requested at the end of the second day of classes. After the second day of classes, there are NO REFUNDS. For partial payments there are no refunds after the first class unless cancelled by the college.*

Discount Policy *Immediate family members (siblings and parents only) of current Hostos and BMCC students are eligible for a 10% discount and must enroll with student present to validate ID. Senior discount 15%.*

Holiday Schedule *The College is closed on 9/5/16, 10/08/16, 10/10/16, 11/24/16, 11/25/16, 11/26/16, 12/23/16, 12/24/16, 12/25/16, 12/26/16, 12/31/16, 1/01/17, 1/02/17*

For more information or to receive discounts call **917-563-4176**



Hostos Community College

CU The City University of New York
NY

OPEN HOUSE

SAVE THE DATE! SEPT. - OCT. 2016

SATURDAY, 10TH | 11^{AM} - 3^{PM}
SEPTEMBER

THURSDAY, 15TH | 5^{PM} 30 - 8^{PM}
SEPTEMBER

SATURDAY, 24TH | 11^{AM} - 3^{PM}
SEPTEMBER

WEDNESDAY, 5TH | 5^{PM} 30 - 8^{PM}
OCTOBER

CUNY IN THE HEIGHTS
DIVISION OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

NON-PROFIT ORGANIZATION U.S. POSTAGE PAID BRONX, NY PERMIT #436



Eligible program participants, who are low-income or receive public assistance, will receive comprehensive support services to help successfully complete occupational training programs, connect to internship opportunities and obtain employment.



(917) 563-4176



cunyintheheights@hostos.cuny.edu



5030 Broadway (Btw 213th - 214th) st.)

