WINTER 2017

CUNY IN THE HEIGHTS

DIVISION OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT



HEALTHCARE CERTIFICATIONS

EDUCATION & LANGUAGE ARTS

COMPUTER TRAINING & PERSONAL ENRICHMENT

SAVE THE DATE! JAN - FEB, 2017

SATURDAY, $21^{\text{st}} \mid 11^{\text{AM}} - 3^{\text{F}}$

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ORGANIZATION NON-PROFIT

U.S. POSTAGE

PERMIT #436

BRONX, NY PAID

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



opportunities and obtain employment.













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 Course also includes 2 classroom hours dedicated to improving basic English and math skills to further ensure success in the class, and in the field.

- 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-CHW01	Nursing Assistant	M-TH	2/14 - 4/27/17	6pm-9pm	\$995
ACE-0715-CHW02	Nursing Assistant	M-TH	2/14 - 3/30/17	9am-2pm	\$995

CPR/AED for Professional Rescuers & Healthcare Providers/Basic Life Saving 4 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-CHW01	Professional Rescue for Healthcare Providers		2/04/17	10am-2pm	\$99
ACE-1009-CHW02	Professional Rescue for Healthcare Providers	FRI	3/10/17	10am-2pm	\$ 99
ACE-1009-CHW03	Professional Rescue for Healthcare Providers	SAT	4/08/17	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-CHW01	EKG Technician	SAT	2/11-4/01/17	1pm-5pm	\$349
ACE-5011-CHW02	EKG Technician	T, TH	3/14-4/18/17	10am-1pm	\$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-CHW01	Phlebotomy	M-TH	2/21-3/06/17	6pm-9pm	\$849

Patient Care Certificate Program

CNA + EKG + CPR + PHLEBOTOMY	=	PATIENT CARETECHNICIAN (PCT)	
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Real Estate Salesperson License

72 Hrs

This Real Estate pre-licensing course provides an overview of the principles and practices of New York real estate. Thorough discussion of real estate fundamentals, accompanied by practical examples, provides a solid foundation giving student the information they need to pass the state licensing exam. This course satisfies the new 75-hours requirement as mandated by New York Division of Licensing Services.

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0601-CHW01	Real Estate Salesperson License	M-TH	02/06-3/21/17	10am-1pm	\$495
ACE-0602-CHW01	Real Estate Salesperson License	M-TH	02/06-3/21/17	6pm-9pm	\$495

HEALTHCARE CERTIFICATIONS & CARFERS

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. This course also includes 2 classroom hours dedicated to improving basic English and math skills to further ensure success in the class, and in the field.

- Dental operatory 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-CHW01	Dental Assistant	M,W	03/13 - 06/14/17	6pm-9pm	\$1,500

Clinical Medical Assistant*

140 hrs + 160 hrs clinical time

This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. This Course also includes 2 classroom hours dedicated to improving basic English and math skills to further ensure success in the class, and in the field. Instruction Includes:

- 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-CHW02	Clinical Medical Assistant	M,T,TH	05/01-08/21/17	6pm-9pm	\$3,245
				Payment plan optic	nn available

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. This Course also includes 2 classroom hours dedicated to improving basic English and math skills to further ensure success in the class, and in the field.

- 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	02/28-05/16/17	10am-1pm	\$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. Benefecios:

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

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-3022-CHW01	Sección de Inscripción y Evaluación	SAT	01/21/17	12pm - 1pm	GRATIS
ACE-3022-CHW02	Sección de Inscripción y Evaluación	SAT	02/04/17	12pm - 1pm	GRATIS
ACE-3022-CHW03	Sección de Inscripción y Evaluación	THU	02/09/17	7pm - 8pm	GRATIS
ACE-3024-CHW01	Certificado de Proveedor de Cuidado de Niños	SAT	02/11 - 05/06/17	2pm - 6pm	\$599
ACE-3024-CHW02	Certificado de Proveedor de Cuidado de Niños	T, TH	02/21 - 04/11/17	6pm - 9pm	\$599

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-CHW01	Photoshop: Graphic Design	SAT	02/11 - 04/29/17	2pm-6pm	\$265

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
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SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0726-CHW01	Coding for Web	SAT	02/11 - 05/06/17	10am-1pm	\$265
			Rook Foos \$35	. Adoba Coding Wah Da	valanment CS6 2

Office Professional Technology Certificate Program

To receive a certificate you must complete all (5) five classes.

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0451-CHW01	Intro to Computers	T, TH	02/07 - 02/16/17	6pm-9pm	\$99
ACE-0454-CHW01	Internet	T, TH	02/21 - 03/02/17	6pm-9pm	\$99
ACE-0455-CHW01	Microsoft Word	T, TH	03/07 - 03/16/17	6pm-9pm	\$99
ACE-0461-CHW01	Microsoft Excel Spreadsheet	T, TH	03/21 - 03/30/17	6pm-9pm	\$99
ACE-0481-CHW01	Microsoft PowerPoint/Moviemaker	T, TH	04/04 - 04/13/17	6pm-9pm	\$99

Certificate in QuickBooks: Computer Applications in Accounting

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

24 hrs

60 hrs

- Write checks
- Generate financial statements and reports

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0489-CHW01	QuickBooks	SAT	02/11 - 04/29/17	10am-1pm	\$250

Preparation for the Notary Public Examination

The background of laws pertaining to affidavits, acknowledgements, certifications and authenticity of acknowledgement are discussed, as well as the various forms used in notary process. US Citizenship required.

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0605-CHW01	Notary Public	SAT	02/25/17	1pm-5pm	\$75
ACE-0605-CHW01	Notary Public	SAT	03/11/17	1pm-5pm	\$75

ENRICHMENT PROGRAMS

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 basic 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-CHW02	Event Planning	T, TH	02/06-03/16/17	6pm-9pm	\$400
Zumba					
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SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-0820-CHW01	Zumba	SAT	02/25-4/22/17	3pm-4:30pm	\$149

SUMMER 2017

PROFESSIONAL DEVELOPMENT

IN THE DOMINICAN REPUBLIC

NYC Phase: June 2017 (Dates and Times TBD) Travel Phase: June 29 - July 9, 2017 (Tentative)

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 Henriquez, 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*

72 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 of HSE \$35 certificate fee. Payment plan is available

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-3001-CHW01	Function of Teacher Assistant (6 hrs)	M,W	02/06 - 02/08/17	6pm-9pm	\$99
ACE-3003-CHW01	Child Development & Learning (12 hrs	M,W	02/15 - 03/01/17	6pm-9pm	\$125
ACE-3005-CHW01	Language Art & Math Theories and Practices (12 hrs)	M,W	03/06 - 03/15/17	6pm-9pm	\$125
ACE-3007-CHW01	Strategies for Supporting & Managing Behavior (12 hrs)	M,W	03/20 - 03/29/17	6pm-9pm	\$125
ACE-3009-CHW01	Best Practices (12 hrs)	M,W	04/03 - 04/12/17	6pm-9pm	\$125

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

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-3443-CHW01	Prevention & Intervention (DASA)	T,TH	02/07 - 02/09/17	6pm-9pm	\$99
ACE-3443-CHW02	Prevention & Intervention (DASA)	SAT	03/04/17	10am-4pm	\$99
ACE-3443-CHW03	Prevention & Intervention (DASA)	T,TH	04/11 - 04/13/17	6pm-9pm	\$99
ACE-3041-CHW01	Recognition & Reporting	T, TH	02/21 - 2/23/17	6pm-9pm	\$99
	Child Abuse & School V.P. (6 hrs)				
ACE-3041-CHW02	Recognition & Reporting	M, W	04/17 - 04/19/17	6pm-9pm	\$99
	Child Abuse & School V.P. (6 hrs)				
ACE-1007-CHW01	CPR/Community First Aid (6 hrs)	M, W	04/24 - 04/26/17	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-CHW01 ACE-1005-CHW02 ACE-1005-CHW02 ACE-1005-CHW02 ACE-1003-CHW03 ACE-1003-CHW03 ACE-1003-CHW03 ACE-1005-CHW03 ACE-1005-CHW03 ACE-1005-CHW03 ACE-1005-CHW03 ACE-1005-CHW03 ACE-1005-CHW03 ACE-1005-CHW03 ACE-1006-CHW03 ACE-1007-CHW03 ACE-1007-CHW03 ACE-1008-CHW03 ACE-10	on Course FRI, SAT n Course SAT on Course FRI, SAT n Course SAT	02/04/17 02/24 - 02/25/17 03/18/17 03/24 - 03/25/17 04/22/17 04/28 - 04/29/17	9:30am - 5:30pm 9:30am - 5:30pm 9:30am - 5:30pm 9:30am - 5:30pm 9:30am - 5:30pm 9:30am - 5:30pm	\$70 \$125 \$70 \$125 \$70 \$125

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-CHW01	HSE English	T, TH	02/14 - 05/04/17	9:30am-12:30pm	\$299
ACE-0201-CHW02	HSE English	T, TH	02/14 - 05/04/17	6pm-9pm	\$299
ACE-0202-CHW01	HSE Spanish	M, W	02/06 - 05/03/17	9:30am-12:30pm	\$299
ACE-0202-CHW02	HSE Spanish	M, W	02/06 - 05/03/17	6pm-9pm	\$299

English Links Intensive

200 hrs

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-CHW01	English Links Foundation	M-F	02/06 - 04/10/17	9am-1:30pm	\$1399
ACE-0306-CHW01	English Links Bridge	M-F	02/06 - 04/10/17	9am-1:30pm	\$1399
			\$100 processi	ng fee for Internation	al students
Weekend Schedule	40 hrs				
ACE-0307-CHW01	English Links Foundation	SAT	02/11 - 04/08/17	9am - 2pm	\$299
ACE-0306-CHW01	English Links Bridge	SAT	02/11 - 04/08/17	9am - 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	enero 21, 2017	1pm
martes	enero 24, 2017	11am y 6pm
miércoles	enero 25, 2017	11am y 6pm
jueves	enero 26, 2017	11am y 6pm
lunes	enero 30, 2017	11am y 6pm
martes	enero 31, 2017	11am y 6pm
miércoles	febrero 1, 2017	11am y 6pm

DIA	FECHA	HORA
jueves	febrero 2, 2017	11am y 6pm
sábado	febrero 4, 2017	1pm
martes	febrero 7, 2017	11am y 6pm
miércoles	febrero 8, 2017	11am y 6pm
jueves	febrero 9, 2017	11am y 6pm

English As A Second Language 60 hrs

SECTION CLASS		DAY	DATES	TIME	PRICE
ACE-0301-CHW01 Basic ACE-0303-CHW01 Low Inte ACE-0304-CHW01 High Inte ACE-0305-CHW01 Advance	ermediate	M, W T, TH M, W T, TH	02/06 - 04/19/17 02/07 - 04/13/17 02/06 - 04/19/17 02/07 - 04/13/17	6pm-9pm 6pm-9pm 6pm-9pm 6pm-9pm	\$259 \$259 \$259 \$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 <u>High School students and HSE graduates</u>.

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-K155-CHW01	SAT Exam Preparation	Sat	02/25 - 04/22/17	11am - 2:00pm	\$200

Citizenship Now!

Study for the United States Citizenship Exam and improve your English in this FREE course.

- Classes taught at all levels of English. Course also offered in Spanish.
- You must be a lawful permanent resident and bring proof of status (Green card or 1-551 stamp in passport) to register.

Classes de Ciudananía GRATIS Estudie para el examen de la ciudananía y mejore su inglés en esta clase.

- Clases serán instruidas en todos los niveles de inglés. Clase también ofrecida en inglés.
- Usted tiene que ser un residente legal permanete. Por favor traer prueba de su estatus. Por ejemplo, su green card o el sello I-551 en su pasaporte.

SECTION	CLASS	DAY	DATES	TIME	PRICE
ACE-1234 CHW01	Citizenship Prep	T, TH	02/07-05/04/17	10am-12:15pm	FREE

SATURDAY COLLEGE FOR KIDS

February 25th - April 22nd, 2017

ACADEMIC \$200

ENRICHMENT \$139

Reading, Writing & Math Gr 1	9:30am - 11:30am
Reading, Writing Gr 2nd - 3rd	9:30am - 11:30am
Reading, Writing Gr 4nd - 5th	9:30am - 11:30am
Improving Math Gr 2nd - 3rd	11:30am - 1:30pm
Improving Math Gr 4th - 5th	11:30am - 1:30pm
Spanish Beginners	12:00pm - 1:30pm
French Beginners	12:00pm - 1:30pm
Robotic Gr 2nd - 3rd	9:30am - 11:30am
Robotic Gr 4th - 5th	11:30am - 1:30pm

Ballet for Kids Ages 5-8	2:00pm - 3:30pm
Karate for Beginners	2:00pm - 3:30pm
Piano for Kids Ages 5-8	2:00pm - 3:30pm
Yoga for Kids Ages 5-8	2:00pm - 3:30pm
Ballet for Kids Ages 9-13	3:30pm - 5:00pm
Karate for Intermediate	3:30pm - 5:00pm
Piano for Kids Ages 9-13	3:30pm - 5:00pm
Yoga for Kids Ages 9-13	3:30pm - 5:00pm

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.

Discout 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 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, 1/16/17, 2/13/17, 2/18/17, 2/20/17, 4/15/17, 5/27/17, 5/29/17