

Division of

Fall 2015

Continuing Education & Workforce Development

THE SKILLS TO DO THE JOB

Dana Wright
Pathway to Success
See inside



Dana Wright
I AM HOSTOS

Certifications

High School Equivalency (HSE)
& ESOL

College for Kids

OPEN HOUSES

Saturday, September 26

11am–1pm

Thursday, October 1

6pm–8pm

Thursday, October 8

6pm–8pm

See back cover for Open House details

STUDENT SPOTLIGHT



Dana Wright graduated from Career Network: Healthcare, a career development program run by Phipps Neighborhoods in partnership with Hostos Community College and Montefiore Health System, that helps young adults secure health-care-related employment and/or education credentials. Dana enrolled in the Hostos Patient Care Technician Certificate program, after receiving certification in Certified Nursing Assistant, Phlebotomy, Electrocardiogram (EKG) and Cardio Pulmonary Resuscitation (CPR), for a combined total of 240 hours of course study. She successfully passed the National Health Career Association Certification exam to become a Certified Patient Care Technician. Before completing Career Network: Healthcare, Dana lived in a housing shelter with her two children. Upon receiving her Patient Care Technician Certification at Hostos Community College, she secured employment as a Patient Escort at a nursing home in the Bronx. Dana and her children have successfully transitioned from the shelter to permanent housing and she is excited about her future.



Phipps Neighborhoods helps children, youth, and families in low-income communities rise above poverty. We work in South Bronx neighborhoods where we address the greatest barriers facing residents to open the road to success through education, career programs and access to community resources.

We're dedicated to our neighborhoods for the long term, supporting individuals and families as they establish self-sufficiency. Our services create opportunities for people to thrive in every aspect of their lives.

Hostos Continuing Education & Workforce Development

The Skills To Do The Job

As the summer comes to a close and we move into the fall season, our children are returning to school and many of you are giving some thought to after-school programs for them, new career and job prospects for yourselves and potential promotion opportunities in your place of work. Please know that we are here to assist and guide you in this process.



Peter Mertens



Evelyn Fernandez-Ketchum

At Hostos Continuing Education and Workforce Development (CEWD), the College for Kids Saturday Academy provides academic and enrichment classes for children and teens during the fall and spring semesters. Our Certificate programs provide training and education in a variety of industries that ultimately lead to job growth.

The healthcare and social assistance industry is projected to experience a 27.1% job growth between now and 2022, according to the NYS Department of Labor (NYS DOL). This is one of the largest growing industries in New York State. Therefore, at Hostos we provide 18 different healthcare job training/certificate programs, in addition to the 19 job training/certificate programs in other industries. Along with these programs, comprehensive support services are provided to ensure your success.

This fall, let our staff assist and guide you as you acquire the skills to do the job and achieve your career goals.

Cordially,

Peter Mertens, Assistant Dean, Continuing Education & Workforce Development

Evelyn Fernandez-Ketchum, Executive Director, Workforce Development

Spring and Summer 2015 Highlights of Accomplishments

- Stacey Almanzar received the Peter Jennings Scholarship Laurel Award this summer. The award is named in honor of Peter Jennings, the former Anchor of ABC's World News Tonight, who took a strong interest in CUNY's Adult Literacy/GED Program. In addition to earning her High School Equivalency Diploma at Hostos, Ms. Almanzar is now registered for the fall 2015 semester at Hostos Community College as a radiology major.
- 365 veterans received support services through our H.E.R.O. 4-V grant for veterans. 19 veterans received or are in the process of receiving certifications.
- 13 students earned certificates in the inaugural Culinary Arts program on August 5, 2015. At the ceremony, students received their certificates of completion, along with their Food Protection certificates and uniforms. They will now embark on their two week internships at four different restaurants located throughout the city.
- CEWD received two new contracts from 1199 SEIU Training & Upgrade Funds totaling over \$100,000. During 2014-2015, these funds served 22 members of 1199 by preparing them to pass certification exams in Telemetry and Patient Care Technician. These 22 members had a 100% pass rate on their Telemetry exams and 97% of the participants passed the five certifications related to Patient Care Technician.
- During 2014-2015, the Career Network Program funded by JP Morgan and operated by Phipps Neighborhoods in partnership with Montefiore Medical Center and Hostos Community College enrolled 149 students with the goal of helping them to prepare for employment in the healthcare field.
- A \$19,000 award was presented to CEWD by CUNY's Workforce Development Initiative in 2014-2015. These funds allowed 34 students to take courses in Management Training for the Farmers Market. Currently, 12 of those students are employed in management jobs at Grow NYC and Harvest Home.
- Recently, CEWD was awarded a new Riker's Island Training contract for \$125,000 in partnership with STRIVE and the Department of Corrections. One hundred twenty inmates will be trained over a 10 month period in basic construction skills in the fall and spring semesters.



WELCOME TO THE DIVISION OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

The Division plays a prominent role in the mission of Hostos Community College, that is, to provide access to higher and post-secondary educational opportunities leading to intellectual growth and socio-economic mobility. The Division accomplishes this through the delivery of educational and job training services to individuals not served by the traditional instructional activities of the College.



The Division of Continuing Education & Workforce Development offers these services through its various programs:

- Adult Learning Center
- Advanced Technology Training & Information Networking (ATTAIN) Lab
- Career Services
- Center for Bronx Nonprofits at Hostos
- CUNY In the Heights
- CUNY Language Immersion Program
- CUNY Start
- Jobs-Plus
- Liberty Partnership
- The Allied Health Career Pipeline Program
- Young Men's Initiative (YMI) IMPACT Peer Mentoring Project
- Work Incentives Planning and Assistance (WIPA)

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THE SKILLS TO DO THE JOB



Calendar

FALL 2015 CALENDAR



Division of Continuing Education & Workforce Development
will be closed on the following dates:

Saturday, September 5, 2015	Labor Day
Sunday, September 6, 2015	Labor Day
Monday, September 7, 2015	Labor Day
Saturday, October 10, 2015	Columbus Day
Sunday, October 11, 2015	Columbus Day
Monday, October 12, 2015	Columbus Day
Thursday, November 26, 2015	Thanksgiving Day
Friday, November 27, 2015	Thanksgiving Day
Saturday, November 28, 2015	Thanksgiving Day
Sunday, November 29, 2015	Thanksgiving Day
Thursday, December 24, 2015	Christmas Eve
Friday, December 25, 2015	Christmas Day
Saturday, December 26, 2015	Christmas Day
Sunday, December 27, 2015	Christmas Day
Thursday, December 31, 2015	New Year's Eve
Friday, January 1, 2016	New Year's
Saturday, January 2, 2016	New Year's
Sunday, January 3, 2016	New Year's
Saturday, January 16, 2016	Martin Luther King
Sunday, January 17, 2016	Martin Luther King
Monday, January 18, 2016	Martin Luther King

You May Be Eligible for Tuition Assistance

Many of our courses are eligible for vouchers and reimbursement through employers, Department of Veteran's Affairs, Workforce 1 Centers, Department of Unemployment, HRA, ACCES-VR and other government assistance programs.

Work Force Investment Act (WIA) Vouchers may be available for individuals who are unemployed, dislocated, disabled, youth (14-21) meeting certain requirements or displaced workers. For more information: <http://www.nyc.gov/trainingguide>

New York State Educational Incentive Scholarship Program (EIP) may provide vouchers for qualified applicants who are registered child care providers. For more information: www.tsg.suny.edu

Adult Career and Continuing Education Services - Vocational Rehabilitation (ACCES-VR) is available for students with disabilities. For more information: www.acces.nysed.gov/vr/

Vouchers are also accepted through the GI Bill and Department of Veteran's Affairs. For more information: <http://www.va.gov>

Employment Vouchers may be available through your employer. Contact Human Resources, Personnel or Training Department at your place of employment to receive information on vouchers for tuition reimbursement opportunities.

Check with your Human Resources, Veteran's Affairs, union representative or program case manager for additional funding opportunities.

Accommodations for Individuals with Disabilities

Please contact Monique Pinero at 718-319-7928
or email mpinero@hostos.cuny.edu to discuss your individual needs.

Requests for accommodations must be accompanied by documentation of disability. Please submit requests and documentation in advance of class start date to ensure that reasonable accommodation requests can be processed in a timely manner.

Fall 2015 Certificate Programs



Obtaining a certificate may lead to a higher paying job.

Hostos Community College offers Certificate Programs in many critical fields of study. Individual courses may be selected by students not planning to complete a Certificate Program.

Three easy steps to earning a certificate:

- 1) Satisfy any necessary prerequisites ie: High School Equivalency (HSE)
- 2) Complete the registration process
- 3) Successfully meet all program requirements

Fall 2015 Certificate Programs include:

- AutoCAD Certificate Program **NEW**
- Basic Construction Project Mgmt. Program
- Business Administration Management Certificate Program **NEW**
- CNA Program
- CASAC Program
- Case Management Program
- Child Development Associate Certificate Program **NEW**
- Child Care Provider Training Program
- Cisco Networking Certificate Program **NEW**
- Clinical Case Management for Registered Nurses **NEW**
- Clinical Medical Assistant Program
- CompTIA A+ Certifications
- Culinary Arts Certificate Program **NEW**
- Customer Service Training Certificate Program **NEW**
- CUNY Healthcare Interpreter Program
- ECG Telemetry Technician Certificate **NEW**
- Electrocardiography Technician Program
- Emergency Medical Technician Program
- Food Protection Program
- HIV Counselor Program
- Home Health Aide Certificate Program **NEW**
- Hostos Security Academy **NEW**
- Local Anesthesia & Nitrous Oxide Administration Certificate Program
- Locksmith Certificate Program
- Medical Billing & Coding Program
- Microsoft Certifications
- Patient Care Technician Program **NEW**
- Personal Trainer Program
- Pharmacy Technician Program **NEW**
- Phlebotomy Technician Program
- Real Estate Program
- Teacher Assistant Program
- Security Officer Program
- Sports Nutrition Consultant Certification **NEW**

New Courses

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Special Events



FREE WORKSHOP SERIES

The History of Latin Music and Latin Jazz Part V

This fall seminar series is a tribute to the new Federal Equality Act, Equal Rights movement of the LGBT community.

This free seminar series will highlight the diversity of the music pioneers and their impact on the history of Latin music and jazz. Learn about the musicians and artists like Graciela, known as the First Lady of Latin Jazz, Ceila Cruz, Olga Guiott, Gloria Estefan, Enrique Jorin, Johnny Rodriquez, Julio Guitierrez and many others that helped create and influence the music of this time.

The series is hosted by Joe Conzo Sr., noted music historian, producer and author of *Mambo Diablo: My Journey with Tito Puente*. These seminars will broaden your knowledge of the genres and enlighten you as you hear and learn about the music and how it evolved from the 1930's to now.

The seminar will focus on latin music, the jazz era and the diverse artists who were influential in creating it, including the great Tito Puente. Special guests will periodically attend throughout the seminars series. **The Tito Puente Exhibit is housed at Hostos and is available for viewing.**

All seminars will be hosted at the art gallery at Hostos Community College

Seminars take place on the following Saturdays from 11am to 1pm

October 17, 2015	November 14, 2015
October 24, 2015	November 21, 2015
October 31, 2015	December 5, 2015
November 7, 2015	December 12, 2015

Reserve Your Space Today! Contact us at 718-514-7534 for one or all of the events.

FREE Workshop Series

Underneath the Accent of My Skin

A multidisciplinary project-based series of 7 workshop sessions with emphasis on creative writing, storytelling, photography, collage and air-dry clay sculpting. The workshop will culminate with a public exhibit of the artistic process, a reading and a display of anthology of artwork, poetry and short narrative created by the participants.

The workshop series totaling 14 hours will be hosted by immigrant poet, writer and multidisciplinary artist, Orlando Ferrand. Mr. Ferrand explores the realm of "hyphenated identities" as well as the definitions of "refugee" and "immigrant" through the creative process. Mr. Ferrand believes this allows us to move beyond the traditional prejudices and bias confinements toward a multiethnic and cross cultural approach to the visual and/or written narrative, allowing it to become a permanent record of ancestry, a depository of identity and a catalyst for transformation of both the individual and the community.



All workshops will be held on the following Sundays at Hostos Community College:

Workshop 1:	September 20, 2015	11am-1pm
Workshop 2:	October 4, 2015	11am-1pm
Workshop 3:	October 18, 2015	11am-1pm
Workshop 4:	November 1, 2015	11am-1pm
Workshop 5:	November 15, 2015	11am-1pm
Workshop 6:	December 6, 2015	11am-1pm
Workshop 7:	December 20, 2015	11am-1pm

Participants must register for Workshops. Call 718-514-7534 or visit our office.

HOSTOS FALL 2015 FREE WORKSHOP SEMINARS

Allied Healthcare Industry Insider

October 15, 2015
6:00pm to 7:00pm

Explore A Career in Information Technology (IT)

November 19, 2015
6:00pm to 7:00pm

How to Start Your Own Business

December 17, 2015
6:00pm to 7:00pm

Free



THE SKILLS
TO DO
THE JOB

If you are interested in attending a **FREE** Workshop Seminar, please register by calling 718-514-7534.

All workshops will be held at Hostos Community College.

BRONX TERMINAL MARKET

Shop. Eat. Experience.

FIRST LEVEL

Applebee's
AT&T
BX Sports
Chase Bank
CUNY Hostos
Dollar Discount & Party
GameStop
GNC
Harlem Furniture
Home Depot
Marisco Centro
Sprint
StubHub
Subway
T-Mobile (Corporate)

SECOND LEVEL

BJ's Wholesale Club
Skechers
T-Mobile (Ameritel)

THIRD LEVEL

Burlington Coat Factory
Chuck E. Cheese's
Michaels

FOURTH LEVEL

Babies "R" Us
Raymour & Flanigan
Toys "R" Us

FIFTH LEVEL

Target

SIXTH LEVEL

Bed Bath & Beyond
Best Buy
Marshalls

Like our Facebook page for sales and store updates!



610 Exterior Street • Bronx, NY • Exits 4 & 5 off the Major Deegan • bronxterminalmarket.com

CUNY Language Immersion Program (CLIP)



CLIP is an English language immersion program for non-matriculated CUNY students that need additional English as a Second Language (ESOL) classes prior to matriculating, as determined by the CUNY entrance exams. Students can remain in the program for one semester or up to one year prior to matriculating at CUNY.



Benefits:

- Affordable: \$180 for Fall/Spring or \$75 for Summer (reduced fees for CD and students on public assistance: \$45 for Fall/Spring or \$18 for Summer)
- 6 levels of intensive instruction in English (25 hours per week) with day or evening schedules available
- 5 hours per week of computer-assisted learning including keyboarding, blackboard and other skills
- Opportunity to re-take the CUNY entrance exams to receive higher college placement in Reading and Writing
- Extra support: advising, workshops, tutoring, mandatory teacher/student conferences and much more
- College ID and access to all college services
- Save financial aid money for college credit classes

Program Schedule:

- Day: Mon-Friday: 8:45am to 2:30pm; Evening: 5pm to 10pm

For more information or to register:

Tel: (718) 518-6645 Fax: (718) 518-6745 Office Hours: Mon to Fri: 9am to 7pm

Hostos Community College CLIP, 590 Exterior Street, Building E
Entrance on 150th Street

<http://www.clip.cuny.edu>

CU NY START

CUNY START is an intensive 18-week program that offers both part-time and full-time classes in academic reading, writing and math for students who have not passed one or more of the CUNY placement tests.

Hostos Community College CUNY START
475 Grand Concourse, Room A-016 (Basement)
Bronx, NY 10451

- Save time
- Improve your basic skills
- Save your financial aid dollars for college credit courses

LEARN MORE ABOUT US BY ATTENDING AN INFORMATION SESSION

Telephone: (718) 518-6851
Fax: (718) 518-6745
Email: cunystart@hostos.cuny.edu
Office Hours: Mon. to Fri., 10am to 6pm

Build your Pathway to a Brighter Future with the Skills to Do the Job!



Hostos Community College is one of 32 entities nationwide participating in the Health Profession Opportunity Grants (HPOG) Program administered by the Administration for Children and Families at the U.S. Department of Health & Human Services (HHS). The Allied Health Career Pipeline Program focuses on preparing students for careers in healthcare.

The following occupational training programs are available:

- **Certified Nursing Assistant (CNA)**
Morning and Evening classes are available
- **Community Health Worker**
- **Health Information Technology***
with a certification in Electronic Health Records (EHR)
Afternoon and Evening classes are available

Students that wish to transition to college and meet the criteria to do so will receive assistance and guidance.

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. **The program is FREE.**

To find out if you are eligible to enroll in the Pipeline Program, please call or email
718-664-2537 or 718-664-2540
Pipeline@hostos.cuny.edu

***Please Note:** HPOG is a study funded by the federal government which is being conducted to determine how these training opportunities help people improve their skills and find better jobs. Not all eligible applicants will be selected to participate in these opportunities. This document is supported by Grant #90FX0023 from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.*

H.E.R.O. 4-V

Cultivating Our Community through Education

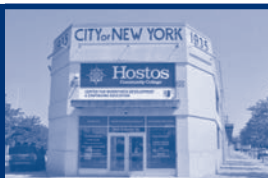
FREE Workshops for Veterans, Reservists, Guard Members and their Families!



Hostos Division of Continuing Education & Workforce Development and H.E.R.O. 4.V is hosting a series of workshops for Veterans and their family members.

Workshops will include:

- Education Benefits 101
- Resumé Development, Winning Interview Skills and Career Preparation



Are you thinking of starting your higher education calling or changing your career?

Don't miss this opportunity to see how Hostos Community College and H.E.R.O.4.V. can assist.

FREE events dates:

- September 15, 2015
- September 29, 2015
- October 13, 2015

Registration is required. Space is limited, so early registration is encouraged.

Please call 718-518-7916
or 718-514-7534 to register



Partnerships

Hostos Work Incentives Planning and Assistance Program (WIPA)

Are You:

- ✓ A Bronx, Manhattan, Staten Island resident receiving Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI)?
- ✓ Between the ages of 14 and retirement age?
- ✓ Considering employment, ready to be employed, or currently employed?
- ✓ Worried about losing your cash benefits and health insurance if you return to work?
- ✓ Eligible for an Individualized Education Plan or 504 Plan at school?
- ✓ Worried about your disability-related benefits for you and your family?

Our certified bilingual benefits counselors will help you learn how to use Social Security special rules and work incentives so as to allow you to maintain your medical insurance and some or all of your cash benefits.

Hostos Work Incentives Planning and Assistance (WIPA) offers benefits analysis, ongoing case management, referrals for job training and other services. There is no cost for this service.

Call for more information 1-800-739-0118 Visit www.hostos.cuny.edu/cewd/programs/wipa.html

Liberty Partnership



At the core of Hostos Community College's Liberty Partnerships Program is a year-round academic and culture-arts enrichment program that is enhanced by a comprehensive support services component. Currently the program serves 300 educationally disadvantaged Latino and African American students per year. Special attention is given to the needs of students with limited English proficiency, which traditionally are not offered enrichment programs.

The Liberty Partnerships Program at Hostos Community College has joined with five local partner high schools, universities and community based organizations, cultural institutions and local businesses to form an innovative educational collaborative. Our college faculty, high school teachers and college tutors challenge and motivate participating youth to remain in school.

Call for more information 718-518-4189 450 Grand Concourse, Room A-016, Bronx, NY 10451

Career Services



The Career Services Office at Hostos provides students with career direction and employment options through individual and group counseling, access to resources, job-readiness preparation and practical work experience. At the same time, we promote independence, professionalism and personal responsibility.

Contact Lisanette Rosario, Director, Career Services at 718-518-4311

Call for more information 718-518-4311 Savoy Building, 120 E. 149th St., Bronx, NY 10451, Rm. D210E

ADULT LEARNING CENTER

The Adult Learning Center (ALC) at Hostos Community College seeks to help adults obtain the necessary skills and/or credentials to transition to college, vocational training or employment. For men and women who have not completed high school and/or have limited English language skills, program services provide students with a chance to build basic skills, strengthen their academic foundation and/or prepare for the high school equivalency exam in an engaging learning environment.



We invite you to join the thousands of individuals who have enjoyed the supportive atmosphere and academic excellence that have made the Adult Learning Center an exceptional place.

COURSE OFFERINGS

- Test Assessing Secondary Completion (TASC™) and High School Equivalency (HSE) preparation - Students must achieve a minimum score of 9.0 in reading and 7.0 in math on the placement exam*
- Basic Education - Students must achieve a minimum score of 6.0 in reading and 5.0 in math on the placement exam*
- Math
- English for Speakers of Other Languages (ESOL) preparation

PROGRAM SERVICES

- Literacy and language skills assessment
- Group instruction in *English and Spanish*
- 1-on-1 and small group tutorial
- Counseling and support services
- College readiness seminar and career planning
- Peer mentoring
- Bridge to College transition services

PROGRAM INFORMATION

- Must be 18 years of age or older to apply
- Morning, afternoon and evening schedules
- Classes meet 2 to 4 days per week
- All classes are FREE

**Registration and placement testing is by appointment only. You are welcome to come in person and place your name on the waiting list today!*

For more information call 718-518-6723 or 718-518-6840

YOUNG MEN'S INITIATIVE(YMI) IMPACT PEER MENTORING PROJECT



We would like to invite you to join the Young Men's Initiative (YMI) IMPACT Peer Mentoring Project at the Adult Learning Center.

For more information call 718-319-7931
or visit us on Facebook at
www.facebook.com/impactat.hostos

The Young Men's Initiative (YMI) IMPACT Peer Mentoring Project at the Adult Learning Center is structured to:

- Improve Test Assessing Secondary Completion (TASC™) and High School Equivalency (HSE) pass rates
- Increase college enrollment & retention
- Provide peer mentoring college support for black and latino males from 18-25 years of age
- Young females are also welcome to apply.

Must be enrolled in the Adult Learning Center HSE class in order to be eligible for services.



Supporting Nonprofit Capacity in the Bronx

About CBNP

The Center for Bronx Nonprofits (CBNP) is a convening, training and resource-sharing organization, which strengthens the capacity of local community leaders and organizations serving the Bronx and other boroughs. CBNP functions as an important support organization to Bronx nonprofits, facilitating opportunities for leadership and organizational development and technical skills training. CBNP brokers dialogue on resource-sharing so that Bronx-based and Bronx-serving nonprofits strengthen their individual and collective effectiveness.



Interested in enhancing your skills and improving your nonprofit organization?

Attend our professional development workshops, networking events, leadership training and co-learning seminars

Workshops

- ✓ Co-Learning Seminars and Capacity Building Workshops
 - Microsoft Excel for Nonprofit Professionals
 - Data Evaluation
 - Effective Grant Writing
 - Transitions & Mergers
 - Board Development

Leadership Development

- ✓ Executive Management Certificate Program
- ✓ Leadership Development Peer Learning Networks
- ✓ Executive Directors Breakfasts and Speaker Series

Public Programs

- ✓ Public TV Show on BronxNet, "Mission Bronx"
- ✓ Bronx Public Conversation Series

For more information contact Eileen Newman, Executive Director for The Center for Bronx Nonprofits at 718-518-6605 or enewman@hostos.cuny.edu



JOBS PLUS

335 East 111th Street
(Parking lot entrance)

New York, NY 10029

<http://jeffersonjobsplus.wordpress.com/about/>

 <https://www.facebook.com/jeffjobsplus>

 Twitter: [Jobspus@jeffjobsplus](https://twitter.com/Jobspus@jeffjobsplus)

Hostos Community College Job-Plus at Jefferson Houses

Your path to employment begins with us. If you are looking for a program that offers you the tools and services to a successful future, contact us.

Job-Plus offers:

- Continuing Education/HSE (formerly GED), ESL, resolving rent issues, legal assistance, interview clothing and much more
- Training and employment
- Resume writing and interview skills
- Free and low-cost training
- Financial Planning: Access to free credit report and credit score, money management, debt reduction, free tax preparation and much more

If you are a Jefferson resident contact us at (917) 492-0274

Test Prep & Language Skills



Get Your H.S. Equivalency Diploma

Learn English,
Spanish,
French
or
American
Sign
Language

High School Equivalency (HSE) Diploma Preparation	14
Preparación para el examen de Equivalencia de la Escuela Secundaria	15
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THE SKILLS TO DO THE JOB

About TASC™

New York State has chosen the TASC-Test Assessing Secondary Completion™ for the High School Equivalency (HSE) exam effective January 2014. This exam, produced by CTB/McGraw Hill, assesses five subject areas: reading, writing, mathematics, science and social studies. TASC is available on-line, as well as in paper and pencil format, in English and Spanish.

For more information about TASC-Test Assessing Secondary Completion™ visit the following website: <http://www.tasctest.com/>

PRE-HSE (High School Equivalency Diploma) Test Prep

The Pre-HSE program focuses on providing basic math, reading and writing skills to adult learners who need additional instruction and time to prepare for the High School Equivalency (HSE) examination. This course will increase students' confidence and improve their study skills in order to better prepare them for the advanced skills they will need to take the HSE examination.

M-Th 9:30am to 12:30pm 10/14-12/8/15
CE1102-F01 32 sessions 96 hrs. \$325

M-Th 6:00pm to 9:00pm 10/14-12/8/15
CE1102-F02 32 sessions 96 hrs. \$325

High School Equivalency (HSE) Diploma Test Preparation (Formerly GED®)

Students will prepare for the High School Equivalency examination by learning test-taking strategies in the five TASC™ content areas and practice sample questions similar to those on the State exam.

T, Th & F 9:30am to 12:30pm 9/22-12/8/15
CE1101-F01 32 sessions 96 hrs. \$325

T, Th & F 6:00pm to 9:00pm 9/22-12/8/15
CE1101-F02 32 sessions 96 hrs. \$325

M, W & F 9:30am to 12:30pm 10/28/15-1/22/16
CE1101-F03 32 sessions 96 hrs. \$325

M, W & F 6:00pm to 9:00pm 10/28/15-1/22/16
CE1101-F04 32 sessions 96 hrs. \$325

T, Th & F 6:00pm to 9:00pm 11/17/15-2/16/16
CE1101-F05 32 sessions 96 hrs. \$325

High School Equivalency (HSE)

Screening Test Schedule



All students who wish to enroll in the High School Equivalency test preparation course are required to take a screening exam. The screening test fee is \$20 (**cash only**) and will take place on the dates listed below.

You must be at least 19 years old to register with appropriate identification verifying your age. No friends or children will be allowed at the testing site. Please be on time for the test.

Tuesday	10:00am & 5:00pm	9/8/15
Tuesday	10:00am	9/15/15
Tuesday	10:00am & 5:00pm	9/29/15
Tuesday	10:00am & 5:00pm	10/13/15
Tuesday	10:00am	10/20/15
Tuesday	10:00am & 5:00pm	11/17/15
Tuesday	10:00am	12/1/15
Tuesday	10:00am & 5:00pm	1/12/16

Sobre TASC™

El Estado de Nueva York ha elegido el TASC-Test Assessing secondary completion™ para el examen de HSE a partir de enero de 2014. Este examen es producido por CTB/McGraw Hill que abarca cinco áreas temáticas que incluyen lectura, escritura, matemáticas, ciencias y estudios sociales. TASC está disponible en línea, así como en formato de papel y lápiz, en inglés y español.

Para obtener más información acerca de TASC-Test Assessing secondary completion™ visite la siguiente página web: <http://www.tasctest.com/>

Preparación para el examen de Equivalencia de la Escuela Secundaria (Formalmente GED®)

Los estudiantes se preparan para el examen de equivalencia de escuela secundaria, aprendiendo estrategias para tomar exámenes en las cinco áreas de contenido TASC™ y preguntas prácticas similares a las de la muestra en el examen estatal.

M, W & F 9:30am to 12:30pm 9/23-12/9/15
CE1103-F01 32 sessions 96 hrs. \$325

M, W & F 6:00pm to 9:00pm 9/23-12/9/15
CE1103-F02 32 sessions 96 hrs. \$325

T, Th & F 9:30am to 12:30pm 10/27/15-1/22/16
CE1103-F03 32 sessions 96 hrs. \$325

T, Th & F 6:00pm to 9:00pm 10/27/15-1/22/16
CE1103-F04 32 sessions 96 hrs. \$325

M, W & F 6:00pm to 9:00pm 11/18/15-2/17/16
CE1103-F05 32 sessions 96 hrs. \$325

Horario de las pruebas de admisión

para el examen de evaluación



Todos los estudiantes que desean matricularse a los cursos de preparación de la Equivalencia de la Escuela Secundaria, deberán de pasar una prueba de admisión. La prueba tiene un costo de \$20 (**solo efectivo**) y será abarcado en los días indicados.

Usted debe de tener 19 años de edad o mas para inscribirse. Traiga un documento de identificación que verifique su edad. No se permiten amigos, ni niños en la sala de prueba. Por favor sea puntual.

Miércoles	10:00am & 5:00pm	9/9/15
Miércoles	10:00am	9/16/15
Miércoles	10:00am & 5:00pm	9/30/15
Miércoles	10:00am & 5:00pm	10/14/15
Miércoles	10:00am	10/21/15
Miércoles	10:00am & 5:00pm	11/18/15
Miércoles	10:00am	12/1/15
Miércoles	10:00am & 5:00pm	1/13/16

Language Skills

English for Speakers of Other Languages / ESOL

Improve your English language skills with our comprehensive offering of English classes. With basic, intermediate and advance level courses available, instruction will target the four basic skills (speaking, listening, reading and writing) to help you improve pronunciation, build fluency and gain confidence in the language.

ESOL (Basic)

(Placement test not required)

Designed for beginning level students with limited or no English language skills. Students will work on building basic competencies and developing “survival” communication skills. Instruction will use real-life situations related to students’ immediate needs and help students acquire basic vocabulary related to their day-to-day activities.

M & W 6:00pm to 9:00pm 10/5-12/14/15
CE1201-F01 20 sessions 60 hrs. \$225

T & Th 9:30am to 12:30pm 10/6-12/15/15
CE1201-F02 20 sessions 60 hrs. \$225

ESOL (Low Intermediate)

(Placement test required)

Designed for students with limited English language skills. Students will work on building oral communication skills by delivering simple presentations, practicing simple dialogues and engaging in face-to-face conversations. Instruction will also focus on developing reading and writing skills.

T & Th 9:30am to 12:30pm 10/13-12/22/15
CE1202-F01 20 sessions 60 hrs. \$225

M & W 6:00pm to 9:00pm 10/14-12/21/15
CE1202-F02 20 sessions 60 hrs. \$225

ESOL (High Intermediate)

(Placement test required)

Designed for students with basic English language skills. Students will learn how to write well-structured paragraphs.

M & W 9:30am to 12:30pm 10/19-12/23/15
CE1203-F01 20 sessions 60 hrs. \$225

T & Th 6:00pm to 9:00pm 10/27/15-1/12/16
CE1203-F02 20 sessions 60 hrs. \$225

ESOL (Advanced)

(Placement test required)

Designed for students who are proficient in the English language and wish to strengthen their skills in order to master basic language structures. Instruction will focus on improving pronunciation, building fluency and accuracy and introducing students to the basics of essay writing.

M & W 6:00pm to 9:00pm 10/26-12/30/15
CE1204-F01 20 sessions 60 hrs. \$225

T & Th 9:30am to 12:30pm 10/27/15-1/12/16
CE1204-F02 20 sessions 60 hrs. \$225

Improving Your Speaking Skills

A course that offers students the opportunity to develop their voice and speaking skills through acting, oral interpretation, public speaking and role-playing. By course end, students will demonstrate articulation, pronunciation and vocal variety leading to a clear speech.

Fri 6:30pm to 9:30pm 10/9-12/18/15
CE1208-F01 10 sessions 30 hrs. \$199

ESOL Screening Test Schedule

Students who enroll in the ESOL program for the first time are required to take the screening exam. All testing takes place at the Division of Continuing Education & Workforce Development, 560 Exterior Street, Bronx, NY. **The screening exam fee is \$20 (cash).**

You must be at least 16 years old to register with appropriate identification verifying your age. No friends or children will be allowed at the testing site. Please bring two #2 pencils and be on time for the test.

Thursday	10:00am or 5:30pm	9/10/15
Thursday	10:00am or 5:30pm	9/17/15
Thursday	10:00am or 5:30pm	9/24/15
Thursday	10:00am	10/1/15
Thursday	10:00am	10/8/15
Thursday	10:00am or 5:30pm	10/15/15
Thursday	10:00am or 5:30pm	10/22/15

Language Skills

Other Languages

If you are up for a challenge, try learning a new language. We offer courses for in-demand languages that cater to the growing need of bilingual/multi-lingual speakers in today's global economy.

Save by registering for more than one!

Conversational Spanish

Habla Español? Learn fundamental Spanish with our conversational classes. This basic course will give you an understanding of the Spanish language by building vocabulary and introducing sentence structures that will get you conversing in simple phrases. Take your Spanish to the next level with our intermediate class that builds reading and writing skills. If you grew up speaking Spanish but never learned how to read or write, our advanced class will allow you to master the grammar of the language and become highly proficient.

T & Th 6:30pm to 9:30pm 10/13-12/8/15
CE1221-F01 16 sessions 48 hrs. \$499

Basic French

Students are introduced to the French language and culture in this basic course. Whether for travel or personal enrichment, this course is designed for students with little or no knowledge of French. It covers grammar and emphasizes conversational skills. This course is also open to high school students wanting to improve their language skills.

Sat 9:30am to 12:30pm 10/17/15-1/9/16
CE1231-F01 10 sessions 30 hrs. \$349

American Sign Language (ASL)

American Sign Language (ASL) is the predominant sign language of deaf Americans and English speaking Canadians. Whether you are a teacher or a human resource professional looking for a continuing education or a professional development course, or you want to learn ASL for business, employment or personal use, this course will introduce you to the deaf culture and their language. You will learn sign vocabulary, expressive/receptive finger spelling skills, ASL grammar, facial/gestural expressions and conversational styles. Fun class projects include learning how to sign a song, poem or story, individual presentations and group discussions of contemporary topics.

M & W 6:30pm to 9:30pm 10/14-12/7/15
CE1241-F01 16 sessions 48 hrs. \$499

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Learn the basics of HTML so you can design, create, and post your very own site on the Web.

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Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Introduction to CSS3 and HTML5

Learn to create state-of-the-art web sites using modern CSS3 and HTML5 techniques.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Mac, iPhone, and iPad Programming

Learn to create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler.

Blogging and Podcasting for Beginners

Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

Small Business Marketing on a Shoestring

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money.

Basic CompTIA® A+ Certification Prep

Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real world PC environment.

Creating WordPress Websites

Discover how to create and maintain dynamic websites and blogs without technical coding using the self-hosted WordPress.org publishing platform.

Explore a Career in a Dental Office

Discover the wide range of dental office careers open to you, master basic dental anatomy and terminology, and learn how dental professionals create healthy smiles.

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

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**Choose
from Over
15 Careers
and
Opportunities
in the
Medical/Health
Field**

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**THE SKILLS
TO DO
THE JOB**

Home Health Aide Certification Program

NEW



There is an ongoing demand for qualified Home Health Aides/Personal Care Aides to work in clients' private homes and in assisted living facilities. Candidates must read at 6th grade level as determined by an assessment test. HHA duties include assisting clients in personal care, escorting clients to medical appointments, shopping, paying bills, etc. Course hours: 75 classroom hours; plus 7 hours of supervised clinical experience. **Textbooks, uniform and exam fee not included in tuition.**



M-Th 9:00am to 2:00pm 10/19-11/16/15 CE2008-F01 85 hrs. 17 sessions \$449

Prerequisites:

1. CPR Certified
2. Complete medical clearance due by the second week of class.

Certified Nursing Assistant Program (CNA)



The increase in longevity and changes in the health care system has created an increased need for educated and skilled Nursing Assistants. Our CNA Program is an excellent opportunity for you to acquire the necessary occupational skills and develop your English literacy and basic study skills in order to secure employment as a CNA. These jobs are ideal for people seeking flexible hours working in nursing homes, hospitals, doctors' offices and health care facilities. Program includes: Anatomy & Physiology, Fundamentals of Patient Care and clinical experience in a residential health care facility. CPR/AED certification is required and is also offered at Hostos. **Textbooks and exam fee not included in tuition. The exam fee will be an additional \$115.**

M-Th 9:00am to 2:00pm 10/13-11/25/15 CE2001-F01 26 sessions 132 hrs. \$995
M-Th 6:00pm to 9:00pm 10/19/15-1/7/16 CE2001-F02 44 sessions 132 hrs. \$995

Prerequisites:

1. Students must have a High School Equivalency (HSE) Diploma
2. Students must attend an orientation session where a screening test will be administered
3. Only students with scores of 8.0 in Reading will be admitted into the program
4. CPR Certified
5. Complete medical clearance due first day of class

Entrance Exam Dates*

September 28, 2015 10:00am
 October 5, 2015 6:00pm
 October 19, 2015 10:00am

Or call to schedule the test any day before 2:00pm

*\$20 cash non-refundable entrance fee

Phlebotomy Technician Certificate

New Standards and Requirements

This introductory course on the basic procedures used for obtaining blood from veins and capillaries is available to students who have a current NYS Certified Nurse Aide certificate, RN or LPN license. Students will learn the skills and responsibilities of the professional phlebotomist. Topics include standard precautions, collecting blood specimens for diagnosis and treatment, performing capillary punctures and more. This course is a combination of theory and practical training that includes 2 hours of class time dedicated to improving study skills to ensure your overall success in the classroom and in the field. **Live veinipunctures**, conducted in class, will be a component of this course. Participating students and volunteer subjects must sign an "Acknowledgement of Risk" form. Upon successful completion, students will be eligible to take the NHA Certification exam. Students with no previous healthcare certification/experience are required to complete Anatomy & Physiology class prior to registering for Phlebotomy or EKG Certificate Programs. **Textbooks and exam fee not included in tuition.**



M & W	5:00pm to 9:00pm	10/19-12/23/15	CE2004-F01	20 sessions	82 hrs.	\$995
Sat	8:00am to 1:00pm	10/24-3/12/16	CE2004-F02	16 sessions	82 hrs.	\$995

Electrocardiography Technician Certificate

The Electrocardiography/Holter Monitoring Technician program will prepare you for a challenging career in cardiac testing.



Electrocardiogram (ECG/EKG) Technicians prepare patients for testing on ECG machines and Holter monitors. The technician takes patient history and administers the actual ECGs for physicians to interpret. Class hours will include 2 hours of class time dedicated to improving study skills to ensure your overall success in the classroom and in the field. Upon completion, the students will be eligible to take the National Health Career Association Certification Exam. **Textbooks and exam fee not included in tuition.**

T & Th	6:00pm to 9:00pm	10/13-11/5/15	CE2005-F01	8 sessions	26 hrs.	\$329
Sat	1:30pm to 4:30pm	10/31-1/9/16	CE2005-F02	8 sessions	26 hrs.	\$329

Employment Opportunities: Hospitals, nursing homes, cardiovascular clinics, medical offices, laboratories. Excellent for: CNA, Home Health Aides and Nurses.

Prerequisites:

1. Anatomy & Physiology or CNA

ECG Telemetry Technician Certificate

NEW



This course is designed to enhance the curriculum of current ECG students or those already EKG certified and is available to all RN's, LPN's, LVN's, Medical Assistants and Certified Nursing Assistants. Students will learn to interpret rhythms such as Atrial Fibrillation, Ventricular Tachycardia, Premature Ventricular and Atrial contractions, Type I, II and III heart blocks and many more. The ECG course will cover the entire anatomy and physiology of the heart muscle and delve into the rhythmicity and excitability of cardiac tissue. Students learn to correlate the different heart medications to specific cardiac rhythms. As a member of the patient care team, the technician is responsible and accountable for proper notification of changes in cardiac rhythms and rates, which may necessitate treatment. Therefore, to ensure your success in the classroom and in the field, 2 hours of class time will be dedicated to improving study skills. **Textbooks and exam fee not included in tuition.**

Fri	9:00am to 2:00pm	10/16-12/11/15	CE2014-F01	8 sessions	42 hrs.	\$549
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Patient Care Technician Certificate

NEW



The Patient Care Technician is a multi-disciplinary technical worker trained to provide basic nursing assistant care as well as other skilled functions. The role of the Patient Care Technician includes duties traditionally performed by the staff from several different departments such as nursing, phlebotomy, EKG and respiratory.

This program not only builds upon the basic nurse aid skills but also includes 2 hours of class time dedicated to improving study skills to ensure your overall success in the classroom and in the field. This is the latest trend in health care re-engineering.

To receive a Patient Care Technician Certificate you must successfully complete the following:

- Certified Nursing Assistant
- Phlebotomy
- Electrocardiogram (EKG)
- Cardio Pulmonary Resuscitation (CPR)

After completing the program, students can take the certification exam from the National Health Career Association (NHA) and become a Certified Patient Care Technician (CPCT).

Textbooks and exam fee not included in tuition.

M-Th 9:00am to 2:00pm 10/26/15-1/21/16 CE2015-F01 48 sessions 242 hrs. \$2,513

First Aid Certification



Learn how to prevent injuries and provide emergency care for infants, children and adults with this American Red Cross certification program.

Course covers sudden illness and injuries including burns, bleeding, poisoning and muscle and bone/joint injuries. Certification is valid for up to two years. Course price includes certification fees.

Fri 9:00am to 12:00pm 10/9/14 CE2009-F01 1 session 3 hrs. \$45

Fri 9:00am to 12:00pm 11/6/15 CE2009-F02 1 session 3 hrs. \$45

Additional classes will be added based on demand.

CPR/AED for Professional Rescuers and Health Care Providers



CPR/AED Course will include the basic techniques of adult and pediatric CPR and use of an Automated External Defibrillator. Upon completion of this course, students receive an American Heart Association Heartsaver CPR/AED Course Completion Card that is valid for two years.

Audience: Responders such as security personnel, health care professionals, teachers, parents, lifeguards, airline personnel, corporate employees, family members of patients at high risk for sudden cardiac death, other rescuers and those who need or want to learn CPR and how to operate an AED.

Fri 9:00am to 2:00pm 10/23/15 CE2006-F01 1 session 5 hrs. \$99*

Fri 9:00am to 2:00pm 11/13/15 CE2006-F02 1 session 5 hrs. \$99*

Fri 9:00am to 2:00pm 12/11/15 CE2006-F03 1 session 5 hrs. \$99*

***Course price include the use of a CPR book from our lending library**

***Course price include the use of a CPR book from our lending library.**

Additional classes will be added based on demand.

Clinical Medical Assistant



The Clinical Medical Assistant program combines 98 hours of classroom training, along with a 120 hour externship to prepare students for employment as professional Clinical Medical Assistants dedicated to patient care management. Graduates will be equipped to assist physicians with examinations and treatments, take medical histories, perform diagnostic tests, expose X-ray films, sterilize instruments and supplies, assist with minor surgery and administer medications. The program is further enhanced with 2 classroom hours dedicated to improving basic math skills as they relate to the course. The goal is to develop competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. Graduates will receive certificates of completion from Hostos after completing 120 externship hours. **Students will take the AMCA (American Medical Certification Association) CMAC (Clinical Medical Assistant Certification) exam and receive three (3) industry certifications upon passing: CMAC, PTC (Phlebotomy Technician Certification) and ETC (EKG Technician Certification).**



and treatments, take medical histories, perform diagnostic tests, expose X-ray films, sterilize instruments and supplies, assist with minor surgery and administer medications. The program is further enhanced with 2 classroom hours dedicated to improving basic math skills as they relate to the course. The goal is to develop competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. Graduates will receive certificates of completion from Hostos after completing 120 externship hours. **Students will take the AMCA (American Medical Certification Association) CMAC (Clinical Medical Assistant Certification) exam and receive three (3) industry certifications upon passing: CMAC, PTC (Phlebotomy Technician Certification) and ETC (EKG Technician Certification).**

Instruction: 98 hours

Clinical Externship: 120 hours

Program Fee: \$3,245 All Inclusive - includes textbooks, supplies and CMAC Exam fee

Sat 9:00am to 4:00pm 10/3/15-2/20/16 CE2100-F01 15 sessions 98 hrs. \$3,245

AMCA Exam Date: Saturday, February 27, 2016 9:00am to 1:00pm

Prerequisites:

1. Students must have a High School Equivalency (HSE) Diploma.
2. Pre-assessment test in Math and Reading required prior to registration

Clinical Case Management for Registered Nurses

NEW



Join the fastest growing nursing specialty! This certificate program prepares you for the American Nurses Association Clinical Case Management Exam by providing you with critical competencies and strategies in the following: client and caregiver education; coordination of services across placement settings; managing risk and legal liabilities; seeking and obtaining interdisciplinary support; collaboration and negotiation; nursing telemedicine strategies; nursing health payer cost and benefit insurance analysis and assessment. In addition, you will learn about innovative and integrated nursing case and care management models.



Sat 9:00am to 2:00pm 10/17/15-2/27/16 CE2016-F01 75 hrs. 15 sessions \$899

Prerequisites:

1. Possess a current, active RN license within a state or territory of the United States or the professional, legally recognized equivalent from another country.
2. Have practiced the equivalent of 2 years full-time as a registered nurse.

Local Anesthesia

& Nitrous Oxide Administration Certificate Program



Registered Dental Hygienists are now permitted, under the direct supervision of a dentist, to administer intraoral and infiltration anesthesia or nitrous oxide analgesia to a patient who is 18 years of age or older. Hostos Community College's Department of Dental Hygiene is offering a course for certification in Local Anesthesia/Nitrous Oxide Analgesia.

In compliance with recent law in New York, this course will facilitate the New York State licensed dental hygienist's application for a Restricted Certificate in Local Infiltration Anesthesia/Nitrous Oxide Analgesia. The program will be comprised of lectures (30 hours) and hands-on clinical application (15 hours) under faculty supervision.

Upon successful completion of this course, the dental hygienist will be able to apply for certification through the New York State Education Department.

Participants who do not meet clinical competency for local anesthesia and nitrous oxide procedures will not be permitted to challenge the written certification exam and will be required to retake the entire course at their own expense.

Students will be provided with a flash drive of all Power Point and written presentations. This course will be taught by James King, DDS.

Participants will serve as patients for each other during the clinical portion of the course. If you are unwilling or unable to be a patient, please do not register for this course. **(Please be advised that if you are pregnant or have uncontrollable high blood pressure, you will be precluded from participating in this course.)** All students are required to take and record blood pressure and follow infection control standards. Attendance is mandatory at all classes (didactic and clinical). No refunds will be issued after the start of the program.

Sat & Sun 9:00am to 7:00pm 9/19, 9/20, 9/26, 9/27
CE2031-F01 4 sessions 45 hrs. \$1,299

Prerequisites:

1. Proof of current CPR/AED Certification for Professional Rescuers and Health Care Providers
2. Proof of New York Dental Hygiene Licensure
3. Proof of current professional liability insurance (\$1,000,000/\$3,000,000)

For a registration form please call 718-514-7534

Emergency Medical Technician Certificate Program



Become an Emergency Medical Technician and be a part of the most exciting division in healthcare services. Learn life-saving techniques and be a true hero in emergency situations.



The EMT-Basic program will provide you with the necessary skills to administer emergency pre-hospital care in common situations such as heart attacks, strokes and automobile accidents. Emphasis is placed on recognizing the symptoms of illness and injury and the application of proper procedures for emergency care.

The curriculum follows the guidelines established by the New York State Department of Health, Bureau of Emergency Medical Service, and includes Basic Life Saving (BLS) trauma care, medical/environmental operations and 7 practical exercises: patient assessment, airway management and oxygen administration, bleeding control and fracture management, traction splinting, spinal immobilization, shock management and defibrillation. The course is further enhanced by dedicating 2 hours of class time to improving study skills to ensure your overall success in the classroom and in the field.

Basic Level

T, W & Th 6:00pm to 9:30pm 10/6/15-1/21/16 CE2071-F01 41 sessions 165 hrs. \$1,199

Prerequisite:

1. Students must have a High School Equivalency (HSE) Diploma.

Students will take the NYS Emergency Medical Services written examination on Thursday, January 21, 2016. Course fee includes textbooks and EMT Equipment Package.

EMT Refresher

T, W & Th 6:00pm to 9:30pm 10/6/15-1/21/16* CE2072-F01 41 sessions 165 hrs. \$395
*Class dates are subject to change.

Pharmacy Technician Certification Program



Build your pharmacy technician career in an industry that is booming. As the healthcare industry grows, the need for pharmacy technicians is also growing. Take advantage of this growing market with our Pharmacy Technician Program. The course introduces the fundamental concepts of the profession, principles of



patient care, pharmacy law, pharmacology, human anatomy, medical terminology and pathophysiology. Students will learn about the top medications dispensed in the United States and be introduced to the basic concepts of pharmacy calculations. Two classroom hours will be dedicated to improving basic math skills in order to properly dispense medication. Learn the skills to work in pharmacies, including those found in grocery and drug stores and in hospitals and become an important part of a rewarding profession. Students are also prepared for the Pharmacy Technician Certification Examination (PTCE), a nationally recognized certification administered by the Pharmacy Technician Certification Board (PTCB). **Textbooks and exam fee not included in tuition. All students must purchase a lab coat prior to class start date (estimated cost of \$15).**

T, W, Th 6:00pm to 9:00pm 10/6/15-1/27/16 CE2012-F01 40 sessions 182 hrs. \$1,475
(3 month payment plan option)

Prerequisites:

1. Students must have a High School Equivalency (HSE) Diploma.
2. Provide proof of a full medical examination performed within the last 12 months
3. Pass a Pre-Assessment Math Exam (please call the office at 718-514-7534 to schedule an assessment time.)

Students with criminal convictions or drug use do not qualify to enroll into this program.

CASAC

Credentialed Alcohol & Substance Abuse Counselor Program



Hostos Community College's Division of Continuing Education & Workforce Development is an OASAS Certified Education and Training Provider. This program provides a series of courses that meets the full 350 hour requirement defined in Part 853 (Credentialing of Alcoholism and Substance Abuse Counselors) Regulations. The course will also include 2 classrooms hours dedicated to improving English and vocabulary skills to ensure success in the field.

All course work/training offered in the CASAC 350-Hour Certificate Program has been approved by OASAS to satisfy the requirements for CASAC initial credentialing and/or renewal.

Total Cost: \$4,389

Vermelle Van Duyne, Coordinator 347-523-9651
vanduyne@hostos.cuny.edu

Prerequisite:

1. Students must have a High School Equivalency (HSE) Diploma.

Elements and Techniques of Counseling (Individual) Part A

Examine the various theories, modalities and techniques used in the field of addiction and the theoretical rationale for counseling.

T & Th 6:00pm to 9:30pm 9/29-10/29/15
CE2057-F01 10 sessions 35 hrs. \$399

Introduction to Alcoholism, Substance Abuse and the CASAC Program

A comprehensive overview of the CASAC program with topics that include effects of substance abuse, concepts of ethics, morality and responsible professional behavior.

Sat 10:00am to 3:00pm 10/24-12/12/15
CE2052-F01 7 sessions 35 hrs. \$399

Elements and Techniques of Counseling (Group) Part B

Focus on group counseling and the ethical and professional responsibilities in the treatment of groups, couples and families. Transference and counter-transference will be discussed.

T & Th 6:00pm to 9:30pm 11/3-12/8/15
CE2058-F01 10 sessions 35 hrs. \$399

Ethics & Professionalism in the Therapeutic Relationship

Learn about the ethics, moralities and boundaries that are interwoven into the professional treatment of alcoholism and other forms of substance abuse. The importance of maintaining a professional relationship will be emphasized.

M & W 6:00pm to 9:30pm 11/16-12/16/15
CE2056-F01 10 sessions 35 hrs. \$399

Drugs Other Than Alcohol

Delve into all the other drugs, both legal and illegal, that are abused. Learn how treatment of these addicts differs from treatment of alcoholism.

M & W 6:00pm to 9:30pm Spring 2016
CE2060-F01 10 sessions 35 hrs. \$399

Human Services and Practicalities of Counseling at the Job Site

Learn the types of places and situations in which CASAC counselors may be employed. This course is designed to prepare the student for the pragmatic tasks of the job.

M & W 6:00pm to 9:30pm Spring 2016
CE2050-F01 10 sessions 35 hrs. \$399

Elements & Techniques of Counseling Part C (Family)

Examine the effects of alcohol and drug addiction on the family, significant others, co-workers, friends and associates of the still suffering alcoholic or addict. Chemical dependency and co-dependency will be explored.

T & Th 6:00pm to 9:30pm Spring 2016
CE2059-F01 10 sessions 35 hrs. \$399

Alcoholism: A Primary Disease

Study the etiology of alcoholism, alcohol dependency and modern screening methods. Evaluate methods of treatment, compare and contrast mental status exams and psychosocial reports.

M & W 6:00pm to 9:30pm Spring 2016
CE2051-F01 10 sessions 35 hrs. \$399

Special Populations and Relapse Prevention

Learn whether chronic relapsers are indeed a special population of substance abusers and if a special treatment plan needs to be formulated for them.

T & Th 6:00pm to 9:30pm Spring 2016
CE2053-F01 10 sessions 35 hrs. \$399

CASAC Internship

The internship will provide hands-on experience in an OASAS Licensed Substance Abuse Treatment facility. Students can acquire up to 2000 work experience hours. Students must have a minimum of a High School Equivalency (HSE) Diploma and have successfully completed 6 courses (210 Educational Hours) towards their CASAC certification.

PLEASE NOTE: The CASAC program consists of eleven courses each worth 35 hours. 350 hours are required to take the CASAC exam.

HIV Counselor Certificate Program

NEW



The role of the HIV Counselor is to enhance the well-being of people impacted by HIV. Students will obtain skills to identify high risk populations and manage barriers by effectively linking clients to appropriate resources.



The HIV Counselor course requires 40 didactic classroom education hours, plus 80 hours of clinical experience. The course is further enhanced by dedicating 4 hours of class time to improving study skills to ensure your overall success in the classroom and in the field. Students who successfully complete the HIV Counselor course will be awarded a certificate.

Sat 10:00am to 4:00pm 10/24-12/19/15 CE2066-F01 8 sessions 44 hrs. \$599

Vermelle Van Duyne, Coordinator 347-523-9651
vvanduyne@hostos.cuny.edu

Prerequisite:

1. Students must have a High School Equivalency (HSE) Diploma.

CUNY Healthcare Interpreter Certificate Program



Prerequisites:

1. All students must attend an Orientation & Free Workshop to prepare for the language diagnostic test to establish fluency in English/Spanish or English/French.
2. Students will be scheduled for the written and oral test after attending the Orientation & Free Workshop session.
3. Students who pass the written and oral test in English/Spanish or English/French will be admitted into the program
4. Cost of diagnostic test is \$20 (cash only), payable at time of testing (non-refundable).



Level One

COURSE A

Introduction to Healthcare Interpreting (45 hrs)

Available in Spanish/English and French/English

An introductory course that offers participants a basic understanding of the role of the bilingual interpreter in healthcare settings.

Culturesmart™ In collaboration with **Culturesmart**, an organization specializing in medical interpreter training instruction, the curriculum will be based on *The Essential Piece*, **Culturesmart's** nationally renowned healthcare interpreter training program which has been widely utilized throughout the US.

Learn and develop basic skills for managing communication; recognize and resolve ethical issues and cultural conflicts; understand clinicians' roles and expectations; comprehend the culture of American healthcare and the health beliefs and practices in the Spanish-speaking community; and, master the importance of interpreted communication to provide access to quality healthcare. Attention is given to basic medical vocabulary and how to build a personal bilingual glossary of words commonly encountered when interpreting health care interactions. **Course fee includes textbooks and oral exam fee.**

**M & W 7:00pm to 9:30pm 10/19-12/16/15
CE2061-F01 18 sessions 45 hrs. \$995**

Level Two

COURSE B

Healthcare Concepts & Terminology for Interpreters (40 hrs)

Course focuses on the specialized vocabulary of health care, including English-language terms used to describe the human body parts and systems, as well as the names of diseases, common medications, treatments, medical equipment and procedures. The textbook for this course will be *Quick and Easy Medical Terminology*, 6th Edition, by Peggy Leonard. This textbook/workbook contains extensive exercises to aid in the learning of the English terms introduced, with an emphasis on recognizing root words from Latin and Greek that recur often in technical terms. **Textbook included.**

**T & Th 6:00pm to 9:00pm 10/20-12/10/15
CE2062-F01 16 sessions 40 hrs. \$799**



Orientation Dates:

Wed., Oct. 7, 2015 6pm to 9pm
Wed., Oct. 14, 2015 6pm to 9pm

Please call

718-514-7534
to register!

Medical Billing and Coding Certificate Program



This series of courses teaches the skills required for employment in the health care business, including nursing homes, physicians' offices, community health groups, insurance companies and billing companies. Since the healthcare industry has an increased need for medical billers and coders, Hostos Division of Continuing Education & Workforce Development offers a Medical Billing/Coding Program that includes an array of different comprehensive courses, each with 2 classroom hours dedicated to improving basic math skills as they relate back to the course. Students are admitted into the program in the Fall and Spring semesters only. Students are required to purchase the necessary textbooks prior to the start of each course.

Total Hours: 195 hrs. Cost: \$2,325

For questions and concerns, you can contact our Medical Billing and Coding Coordinator:
Ms. Diane Gahagan at dianegqc@aol.com

Prerequisites:

1. Submit proof of a High School Equivalency (HSE) Diploma before the start of the second course.
2. Non-refundable registration fee of \$25 per semester.
3. Maintain a 70% or "C" grade average in each course or repeat the course at student's expense.
4. Maintain a 90% attendance rating (no more than one absence per course).

COURSE 1.

Medical Terminology

Learn the different medical terms used in today's healthcare industry (their prefixes, roots and suffixes) enabling students to understand their meanings.

Sat 9:30am to 3:00pm 10/24-11/21/15
CE2041-F01 5 sessions 27 hrs. \$325

COURSE 2.

Anatomy and Physiology

Gain knowledge of the human anatomical structure, body functions and the various diseases that affect the different systems and organs.

Sat 9:30am to 3:00pm 12/5/15-1/9/16
CE2042-F01 5 sessions 27 hrs. \$325

COURSE 3.

Medical Billing for Private Practice

You'll quickly master the basics of the insurance billing process. Become familiar with the forms and information to be maintained and learn how to submit insurance claims following third party reimbursement regulations (and important tips for Medicare and private carriers).

Sat 9:30am to 3:00pm 1/23-2/27/16
CE2043-SP01 5 sessions 27 hrs. \$325

COURSE 4.

Bookkeeping and Accounting for Private Practice

Learn how to manually record charges for medical services, post transactions and payments and manage account receivables from patients and insurance companies.

Sat 9:30am to 3:00pm 3/5-4/2/16
CE2044-SP01 5 sessions 27 hrs. \$325

COURSE 5.

Computerized Medical Billing

Learn the different aspects of billing: data entry of ICD-9 and CPT-4 codes, patient and insurance information and the popular Medical Manager 10.31 computerized billing software. It is recommended that students have basic Windows experience. Basic Windows classes are offered at the College.

Sat 9:30am to 3:00pm 4/9-5/7/16
CE2045-SP01 5 sessions 27 hrs. \$325

COURSE 6.

ICD-9 CM Coding

Become familiar with the national classification for diseases and injuries, which deciphers the clinician's clinical findings into a numeric form.

Sat 9:00am to 3:00pm 5/14-6/11/16
CE2046-SP01 5 sessions 30 hrs. \$350

COURSE 7.

CPT-4 Coding

Common Procedural Terminology is used for reimbursement of the healthcare provider's services to the patient. CPT codes list the descriptions of procedures and services of physicians and other medical professionals. Learn how to use the CPT-4 coding system to eventually become a certified coder.

Sat 9:00am to 3:00pm 8/13-9/10/16
CE2047-SU01 5 sessions 30 hrs. \$350

Culinary Arts Certification Program

NEW



The Culinary Arts Skills Training is an introductory course designed to give students the skills and practical working knowledge to enter the Food Service Industry.



The course focuses on the many tiers of food preparation including: cold food production, knife skills, edible design, sandwich and soup making, recipe creation, customer service, facility maintenance, health and safety factors and a whole host of basic skill sets to help students gain employment and thrive within an expanding industry. Restaurateurs, corporate food service providers and catering institutions all rely on a skilled workforce as the backbone of their businesses. Therefore, the course will also include 2 classroom hours dedicated to improving basic English and math skills to further ensure success in the classroom and in the field.

Within a professional operation setting, students will receive a blend of formal demonstration classes and direct immersion (hands-on) training. Class sessions will be divided into two formats consisting of 99 hours which includes structured class time and immersion hours where students are required to work at a variety of active stations on a rotational basis. Included in the 114 hours is 15 hours of Food Protection Training that will prepare students to take the New York City Department of Health's Food Protection exam. **Exam fee is \$24 and is not included in tuition.**

Upon completion of the course, students will have proficient knife handling skills, proper fundamental cooking techniques, practical knowledge of professional food production, the ability to follow recipes and instructions, capacity to create new recipes and expand on basic culinary concepts, the necessary communication, English and math skills needed to work well as a team player and a working knowledge of Health and Safety Codes. Students will be able to attain entry-level positions as professional food service workers with the solid foundational skills necessary to continue and grow within the industry.

Please call 718-514-7534 for more information.

Monday, Wednesday, Friday Dates TBA 8:30am to 3:30pm
CE2083-F01 25 sessions 114 hrs. \$1,199

Programa Certificación de Protección de Alimentos



Este curso cumple con el Código de Salud que requiere que los supervisores de los establecimientos de servicio de alimentos y establecimientos de servicios de alimentos público estén certificados en la protección de alimentos.

Nuestro programa provee información sobre Protección de Alimentos y Seguridad y prepara a los estudiantes para tomar el Certificado de Protección de Alimentos del Departamento de Salud de la ciudad de Nueva York.

Las pruebas serán impartidas en el City of New York Department of Health and Mental Hygiene, con un costo adicional de \$34.

miércoles, jueves, viernes Primera y tercera semana de cada mes 5:00pm to 10:00pm
CE2082-F01 3 sessions 15 hrs. \$165

Professional Development



Enhance
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Skills
with
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**THE SKILLS
TO DO
THE JOB**

Case Management Certificate Program



Be a part of a career that is self-fulfilling and socially constructive in the field of case management. A case manager's primary role is to act as the link between agencies focused on social wellness and helping individuals. Be an advocate for your clients by helping them overcome barriers, identifying unmet needs and matching those needs with relevant services.

Total Hours: 30 hours

Program Cost: \$499

Sat 10:00am to 3:00pm 11/7-12/19/15 CE4134-F01 6 sessions 30 hrs. \$499

Module 1:

Effective Case Management for Human Service Organizations

Get an in-depth overview on practical definitions of case management, case management core components, process flow, roles and responsibilities of case managers, client populations served by human service organizations and the needs/barriers of diverse populations.

Module 3:

Financial Impact of Effective Case Management

Establish and manage program budgets to ensure funding compliance and maximization of funding revenues in case management documentation, tracking and reporting.

Module 2:

Designing a Client-focused Case Management Service Model

Learn how to develop tools to better service clients with a wide range of needs, abilities, skills and barriers by using an outcome-focused model to promote self-sufficiency. Fundamentals include needs assessment, goal setting, referrals, monitoring, follow-up and documentation.

Business Administration Management Certificate Program

NEW



The Business Administration Management Certificate Program offers an overview of key concepts required to succeed in today's challenging business environment. Students will learn different business principles, such as leadership skills, the essentials of management, business communication and business computing.

Regardless of what industry you work in, the ability to lead and supervise people, communicate effectively and understand how businesses are organized are all valuable skills. A Business Administration Management Certificate will help prepare you for the future.

Topics discussed in this program will include:

- **Business Communication** (9 hrs.)
 - Writing & Speaking
- **Leadership & Management** (9 hrs.)
 - Managing People, Priorities & Project
 - Problem Solving & Decision Making
- **Computer Skills** (24 hrs.)
 - Microsoft Office™ (Word™, Excel™ and PowerPoint™)

M & W 6:00pm to 9:00pm 11/2-12/16/15 CE6029-F01 42 hrs. 14 sessions \$499

Customer Service Training Certificate Program

NEW

Customer Service training will focus on helping participants define and implement **quality** customer service in the workplace environment. Hostos' instructional approach concentrates on student-centered learning, fosters active participation and provides learning in real-life contexts to ensure students acquire the skills needed for the workplace. Course topics will explore personal attitudes and behaviors, effective communication, dealing with challenging customers and co-worker interaction. Participants' personal experiences, case studies and situational activities/role plays will provide the basis for class exploration and discussion. Ultimately, students will learn the best practices and gain practical skills that they can use on the job. **This training is also available for corporate groups.**

Total Hours: 24 hours Cost: \$269 (Individual course fee: \$75)

Register for individual courses or the entire certificate program and receive a 10% discount

Workshop 1: Introduction to Customer Service

This seminar will focus on defining the term "customer service." Students will identify the characteristics of quality customer service. The workshop will explore the idea of customer expectations and perceptions and students will discuss the ways in which these elements direct customer service. Participants will learn general customer service skills and techniques to implement effective practices. Students will engage in independent and group exercises, read and analyze case studies and participate in role-plays, active learning activities and Q&A.

Fri 9:00am to 4:00pm 1/8/16
CE6029-F01 1 session 6 hrs. \$75

Workshop 2: Verbal and Non-Verbal Communication

This seminar will focus on effective communication in the work environment. Participants will learn how to use appropriate, positive language to greet customers, observe customer behavior to determine if assistance is warranted and respond to customers' requests and questions with direct accurate information. The workshop will also explore personal attitudes, compare and contrast common characteristics of someone who transmits a positive attitude versus someone who transmits a negative attitude and explore the importance of non-verbal communication (i.e. body language and facial gestures) while providing quality customer service. Students will engage in independent and group exercises, read and analyze case studies and participate in role-plays, active learning activities and Q&A.

Fri 9:00am to 4:00pm 1/15/16
CE6030-F01 1 session 6 hrs. \$75

Workshop 3: Managing Conflict/Resolving Problems

This seminar will focus on identifying ways to deal with conflict and dissatisfied customers in the workplace. Participants will explore the ways in which their words and body language can help diffuse a conver-

sation with a challenging customer. Students will also practice "filtration" which is an active listening technique that helps employees get beyond a customer's negative attitude and behavior in order to identify and address problems and concerns. Students will engage in independent and group exercises, read and analyze case studies and participate in role-plays, active learning activities and Q&A.

Wed 9:00am to 4:00pm 1/22/16
CE6031-F01 1 session 6 hrs. \$75

Workshop 4: Mastering Your Role as a Manager

This seminar will focus on effective ways to communicate with the workplace team. Students will discuss common sector-specific policies and explore ways to comply with workplace procedures in a consistent and effective manner. This workshop will also provide problem-solving and trouble-shooting skills when problems among the workplace team arise. Participants will learn how to provide support to the workers. Students will engage in independent and group exercises, read and analyze case studies and participate in role-plays, active learning activities and Q&A.

Fri 9:00am to 4:00pm 1/29/16
CE6032-F01 1 session 6 hrs. \$75

Contextualized ESOL/Customer Services (Basic/Low-Intermediate)

This course is designed for students with limited English language skills. Customer service and the workplace environment will be used as a framework for building English language communication and literacy skills. Classroom instruction will help students develop strategies and teach essential communication skills and vocabulary needed to provide effective customer service in the workplace. Authentic materials from the workplace will be utilized to place learning in a real-life context (i.e. circulars, sales notices, signs, employee communications, etc.).

Wed 9:00am to 4:00pm 2/5/16
CE6035-F01 1 session 6 hrs. \$75

Hostos Security Academy

Launch a career in security, the military or law enforcement with instruction from highly trained professionals and the NYPD. This program successfully blends community service and safety training that equips you with the skills needed for a job in the professional security/safety industry or Homeland Defense.

Security Officer Certification 8 & 16 Hours



Begin your training with the mandatory 8 Hour Pre-Assignment Training Course. This general introductory course is required in order to be hired as a security guard. Upon successful completion of this course, you will be issued a training certificate that must be submitted to the Department of State to register as a security officer. Once the application is submitted, you will have 90 days to complete the second training course: 16 Hour On-the-Job Training. The objectives of this course expand upon topics relating to basic functions and responsibilities of the security guard's specific duties, the nature of the workplace and employer requirements. Your analytical thinking will be put to the test with role playing and hands-on training.



8 Hour Pre-Assignment for Security Officer Certificate Program

Fri 9:00am to 6:00pm 11/6/15 CE4303-F01 1 session 8 hrs. \$79

Fri 9:00am to 6:00pm 12/18/15 CE4303-F02 1 session 8 hrs. \$79

8 hour Annual In-Service Training Course available. Call for details.

16 Hour On-the-Job Training Certificate Program

Sat & Sun 9:00am to 6:00pm 11/7-11/8/15 CE4304-F01 2 sessions 16 hrs. \$159

Sat & Sun 9:00am to 6:00pm 12/19-12/20/15 CE4304-F02 2 sessions 16 hrs. \$159

Extra fees: \$99.70 for fingerprints and \$36 for license fee.
Job placement assistance available.

Introduction to Terror & Anti-Terrorism Certificate Program

NEW



Through this program, you will learn about the evolution of terrorism, both domestic and international; how the threats have changed since the September 11, 2001 attacks; the methods that America has chosen to guard against them; examine current and future challenges; and, discourage terrorists from attacking.

Sat & Sun 9:00am to 6:00pm 10/31-11/1/15 CE4305-F01 2 sessions 16 hrs. \$159

Introduction to Homeland Security Certificate Program

NEW



The Homeland Security Program provides you with knowledge of the history and mission of Homeland Security in the US; the foundation of emergency management mitigation, prevention, preparedness, response and recovery; inter-agency and private partnerships; significant natural disasters and accidents; domestic and international terrorism; threat groups; transportation impact; border security globalization; and, the role of intelligent resources in the field of Homeland Security.

Sat & Sun 9:00am to 6:00pm 12/5-12/6/15 CE4306-F01 2 sessions 16 hrs. \$159

Introduction to Security and Loss Prevention Certificate Program

NEW



This course will introduce students to the field of security and loss prevention and will teach them the techniques that can potentially prevent others from experiencing insurmountable cash and property loss. Since it is estimated that billions of dollars in property and cyber information are misappropriated each year, students will not only learn techniques to reduce loss, but they will also examine the effects of cyber loss and how this new phenomenon is as damaging as cash and property loss.

Sat & Sun 9:00am to 6:00pm 12/11-12/12/15 CE4308-F01 2 sessions 16 hrs. \$159

F-03 & F-04 Fireguard Test Prep Certificate

NEW



This program prepares you for the following F.D.N.Y exams: the F-03 Indoor Place of Assembly Safety Personnel Certificate of Fitness and the F-04 Temporary Place of Assembly Safety Personnel Certificate of Fitness. As a student, you will learn about obstructions and classes of fires, storage of fire extinguishers, sprinkler systems existence and standpipes, as well as basic fire situations, medical emergencies and notification of the proper authorities.

Fri 9:00am to 6:00pm 11/13/15 CE4307-F01 1 session 8 hrs. \$79

Note: The F.D.N.Y mandates that all high rise buildings and business structures, as well as outdoor events, have available personnel who have earned an F-03 or F-04 Certification.

Locksmith Certificate Program



Unlock the key to your success by becoming a certified locksmith. This comprehensive 90 hour course will equip you with the necessary skills to perform a number of locksmith jobs from making keys and broken key extractions to installation of various locks. As a growing essential trade, locksmith training could lead to your own business or employment with a locksmith, home improvement store, automotive center, security firm and more. This course is taught by licensed locksmiths.

Please call 718-518-6662 for more information.

Locksmith I (30 hrs)

Prerequisite: High School Equivalency (HSE) Diploma, appropriate reading level.

This course is designed to introduce students to locks and cylinders used in commercial and residential buildings. Troubleshoot common pin tumbler cylinder problems and simple master key systems and cross-reference key blanks. Gain hands-on experience with cam, lever, mortise and secondary locks.

Fri 6pm to 9pm & Sat 10am to 1pm 10/2-11/6/15 CE5001-F01 10 sessions 30 hrs. \$499

Locksmith II (30 hrs)

Prerequisite: Locksmith I

Perform master pinning and keying techniques, broken key extractions and work with mortise locks. Apply these techniques to several brands and types of locks.

Sat 6pm to 9pm & Sat 10am to 1pm 11/7-12/18/15 CE5002-F01 10 sessions 30 hrs. \$499

Locksmith III (30 hrs)

Prerequisite: Locksmith II

Install mortise locks and door strikes and learn how to shim hinges. Become familiar with the features, functions and installation of high security locks such as Medeco® and Mul-T-Lock®.

Fri 6pm to 9pm & Sat 10am to 1pm 1/8-2/6/16 CE5003-F01 10 sessions 30 hrs. \$499

Basic Electrical Residential Wiring

This 30 hour course of electrical instruction includes safety and hands-on practice in residential wiring. The course will focus on combining electrical theory with practice to help students develop safety skills required to perform electrical work. Installation and basic electrical repairs will be covered.

Students will be required to purchase proper electrical tools and materials to be used in the classroom. Tool and material list will be made available on the first day of class.

Fri 6:00pm to 9:00pm 10/9-12/18/15 CE5201-F01 10 sessions 30 hrs. \$499

Preparation for the Notary Public Exam

The New York State Notary Exam is a thorough test of your knowledge of the New York State Notary Public License Requirements and Procedures of a Notary Public.

This course is designed to refresh your knowledge of the procedures and practices pertaining to Affidavits, Oaths, certifications and acknowledgements, as well as the vocabulary, definitions of terms and various notary forms or templates used in the process.

New York State residency is required.

Sat 1:30pm to 3:30pm 11/7 & 11/14/15 CE1111-SP01 4 hrs. 2 sessions \$85

Sat 1:30pm to 3:30pm 12/12 & 12/19/15 CE1111-SP02 4 hrs. 2 sessions \$85

Professional Development

Real Estate Certificate Program

Real Estate Salesperson's License



This real estate pre-licensing course provides an overview of the principles and practices of New York real estate. Thorough discussions of real estate fundamentals, accompanied by practical examples, give students the information they need to pass the state licensing exam. **This course satisfies the 75 hour requirement as mandated by New York State Division of Licensing Services.**

M-Th 6:00pm to 9:00pm Open Enrollment* CE4201-F01 27 sessions 75 hrs. \$399

In collaboration with the New York Real Estate Institute.

***Open enrollment: Students can register for classes any time.**

Basic Construction Project Management Certificate Program



This is a New York State approved 22.5 hour continuing education course exploring the construction project management field with a concentration on basic construction methods, renovation planning and real estate development. **Optional textbook at an additional cost. Class manuals will be provided.**



Sat 9:00am to 5:00pm October 2015 CE4206-F01 3 sessions 22.5 hrs. \$349

Basic Property Management Certificate Program



This New York State approved continuing education course provides a level of study geared towards individuals that are involved in or interested in construction and development and real estate management industries.

Sat 9:00am to 5:00pm September 2015 CE4204-F01 3 sessions 22.5 hrs. \$349

Sun 9:00am to 5:00pm November 2015 CE4204-F02 3 sessions 22.5 hrs. \$349

Landlord Tenant Law Part I & II Certificate Program



Know the facts about New York Landlord/Tenant Law! Landlords, tenants and prospective investment property owners will learn about leases, obligations of the tenant and the landlord, fair housing laws and rent regulations, pets, Section 8, non-payment and procedure for termination of the landlord/tenant relationship.

Class schedule is TBA, if you are interested additional information for this class please call 718-514-7534 or contact professor Sal Rozenberg at sroze661@hotmail.com

Project Management Certificate Program

This project management class is designed for those professionals working with profit or nonprofit companies, the healthcare industry or IT and are seeking professional designation with PMI.org. Project Management is an important and necessary skill for all team leaders and managers. You will master the skills needed to complete future business projects within the defined scope, to the highest possible quality and within time and budget constraints. This is a 13 week program.

Class schedule is TBA, if you are interested additional information for this class please call 718-514-7534 or contact professor Sal Rozenberg at sroze661@hotmail.com

CompTIA Certifications



Computing Technology Industry Association (CompTIA) is a nonprofit industry trade association that provides technology-neutral and vendor-neutral certifications for people in the IT industry. Begin your career with one of the most widely recognized certifications as a computer technician with CompTIA A+, which we offer based on demand. This entry point into the technology field will allow you to continue building on your A+ knowledge by adding network technician to your resume via CompTIA Network+ Certification and continuing with advanced courses leading to Microsoft Certified Professional Certifications.



CompTIA A+® Certification

CompTIA A+® Certification validates foundation-level knowledge and skills necessary for a career in PC support. Obtaining certification proves competence in areas such as installation, preventative maintenance, networking, security and troubleshooting. This course will prepare you to take the 2 requisite exams, CompTIA A+ Essentials and CompTIA A+ Practical Application. Exam prices not included.

Prerequisites:

1. High School Equivalency (HSE) Diploma
2. Fluency in English
3. Working knowledge of PC & Windows interface

M & W 6:00pm to 9:30pm TBA
CE3021-F01 20 sessions 80 hrs.

\$1,599* (includes textbooks)

***9 in-class plus 12 online sessions**

CompTIA Network+® Certification

CompTIA Network+® Certification is a globally recognized certification attesting to competency in managing, maintaining, installing, troubleshooting, operating and configuring basic networking infrastructures. This course prepares you for the requisite exam. Exam prices not included.

Prerequisites:

1. At least six months of experience in network support or administration
2. Adequate academic training along with a CompTIA A+ Certification.

T & Th 6:00pm to 9:30pm TBA
CE3022-F01 19 sessions 98 hrs.

\$1,899* (includes textbooks)

***17 in-class plus 7 online sessions**

Cisco Networking Certificate Program

NEW

As the IT needs for business, institutions and other organizations continue to grow, a cross-industry need develops for trained individuals for the administration, implementation and repair of their network infrastructures. This course focuses on the Interconnecting Cisco Networking Devices (ICND) module I of the standard Cisco Networking Academy curriculum, in order to prepare you to take the Cisco Certified Entry Networking Technician (CCENT) exam. **Holders of this certification go on to employment as:**

- Network Administrators
- Network Engineers
- Systems Administrators



Contact Alex Seki at Aseki@hostos.cuny.edu for more information on this program

AutoCAD Certificate Program

NEW

AutoCAD (computer-aided design) is an application used across a wide range of industries, especially in the fields of construction, engineering, graphic design and architecture. The objective of this course is to train students in the basics of orthographic projection theory and allow students to gain proficiency in creating engineering layouts through many hands-on exercises.

- Setting up grids and snaps; create geometry using different coordinate systems
- 2-D geometric construction; creating working drawings
- Creating front view, top view and the right-side view of an object
- Adding and modifying text



Contact Alex Seki at Aseki@hostos.cuny.edu for more information on this program

Microsoft Office Certificate Program



Every organization and business needs office personnel who are computer literate. Our Microsoft Office Certificate Program will provide students with the technical skills needed in today's workforce. This class can be customized to meet your organization's needs.



The following topics will be covered in this class

- 12 hrs Basic Computers** – Learn the fundamentals of computers and the operating system.
- 12 hrs Basic Keyboarding Skills** – Learn basic techniques and build you speed and accuracy.
- 12 hrs Microsoft Word** – Learn to create letters and other documents. Learn to enter and edit text, cut, copy, paste and move data.
- 12 hrs Microsoft Excel** – Learn how to create and edit spreadsheets that are used by businesses to present financial information for analysis and decision making.
- 12 hrs Power Point** – Learn how to create presentations by using pictures, music or graphics slides.

M & W 6:00pm to 9:00pm 10/14-12/23/15 CE3010-F01 20 sessions 60 hrs. \$569
Sat 10:00pm to 3:00pm 10/17-1/30/16 CE3010-F02 12 sessions 60 hrs. \$569

Certificado de Tecnología



Los adelantos de la tecnología y los requerimientos de las organizaciones y los negocios, conllevan a las personas a prepararse dentro del campo de las computadoras. Es por eso que estamos ofreciendo un curso de Certificado de Tecnología, donde se proveerá a los estudiantes, con poco o ningún conocimiento la destreza necesaria para configurar, desenvolverse através de los programas de Microsoft, así como destreza en el teclado. Esta es una gran oportunidad para usted prepararse en su propio idioma.

**Introducción al Teclado
Computadora Básica
Microsoft Word**

**Microsoft Excel
Microsoft PowerPoint**

T & Th 6:30pm to 9:30pm 10/6-12/22/15 CE3011-F01 20 sessions 60 hrs. \$569

Professional Development

Child Care Provider Training Certificate Program



If you are interested in starting a home-based child care business, this certificate program provides you with the necessary tools to become a registered Child Care Provider in the State of New York, as set forth by the Office of Children and Family Services. Each registered Child Care Provider must complete 15 hours of training every two years. A minimum of 15 hours of such training must be completed during the first six months of registration. Our certificate program encompasses the complete 42 hour training.

Total Cost: \$1,199 42 hours

Program Policy Changes:

New York State Office of Children and Family Services requires that all individuals taking this class must have a program application, registration or license number.

10% Discount when classes are paid in full (save over \$50).

Payment Plan available with no discount (classes must be paid in full by start date).

\$25 Registration fee applies.

Child Care Provider Training Certificate Program Required Courses:

1. Intake and Screening Session (9am to 12pm)
2. Health & Safety
3. Principles of Early Childhood Development
4. Roles and Responsibilities of the Child Care Provider
5. Basic Skills for Children
6. Strategies for Managing Behavior
7. Nutritional Development for Children
8. Business Record Maintenance and Management
9. Child Day Care Program Management

Sat 9:00am to 3:00pm 10/17-12/19/15 CE4001-F01 8 sessions 42 hrs. \$1,199

This course is also available in Spanish at our CUNY in the Heights location:
Este curso también está disponible en español en la CUNY en la ubicación Heights:
212-567-7132 5030 Broadway New York, NY 10034 www.cunyintheheights.com

Training in the Recognition & Reporting of

Child Abuse & School Violence Prevention

A workshop for teachers, physicians, dentists, nurses and school administrators, who are applying or renewing a license, registration, certificate or a limited permit as required by Chapter 544 of the New York State Laws of 1998. Topics covered will include physical and behavioral indicators of child abuse and maltreatment, environmental and behavioral characteristics of abuse and identifying who is responsible for reporting abuse and when and how to report it.

Sat 9:30am to 3:30pm 2/6/16 CE4027-SP01 1 session 6 hrs. \$99

Child Development Associate Certificate

NEW



The Child Development Associate (CDA) Certificate was created in response to new educational mandates, as well as the need for early childhood professionals to master the knowledge and skills needed to create effective learning environments for children.

The program prepares students to communicate effectively, learn and use new technology, think critically and creatively and demonstrate cultural awareness. The courses are designed for students who intend to pursue advanced study in early childhood education or a related discipline and for those who will seek employment or career advancement upon completion of an undergraduate degree program. The structure and curriculum of the CDA Certificate are designed to complement the Child Development Associate (CDA) National Credentialing Program's Competency Standards.



Sat 9:00am to 3:00pm TBA CE4003-F01 20 sessions 120 hrs. \$1,449

DASA (Dignity for All Students Act) Seminar

NEW

This 6 hour course is designed to fulfill the training required for the prevention and intervention of harassment, bullying, cyber-bullying and discrimination for certification and licensure under the Dignity for All Students Act (DASA). The course will address the social patterns of harassment, bullying and discrimination. You will gain an understanding of how school climate and culture affect student achievement and behavior. Participants will leave with concrete ideas that they can implement in their work environment. Interactive strategies, discussion and media will be used to meet the certification requirements. Note: Late students will not be admitted (per NYS requirement).

Sat 9:30am to 3:30pm 2/20/16 CE4030-SP01 1 session 6 hrs. \$99

Summer Professional Development in the Dominican Republic

Learn about the language, history, education and culture of the Dominican Republic.

June 27 – July 7, 2016
In New York and in the Dominican Republic

2016

Hostos Study Abroad 2016



- 10 days of cultural immersion and studies for education professionals, post-graduate and undergraduate students in education and related fields
- Visits to historical sites, museums and educational institutions in the Dominican Republic
- Meet with policymakers, dignitaries and educational decision-makers of the Dominican Republic
- 100 professional development hours

June 7 – June 19, 2016
Orientation & Pre-Workshops
Hostos Community College

June 27 – July 7, 2016
Classes and Workshops
Universidad Autónoma de Santo Domingo,
The Ministry of Education of the Dominican Republic and Instituto de Educación Superior Salome Ureña de Henríquez

Total Program Cost: \$2,500
Includes hotel, round-trip airfare, transportation to and from airports, ground transportation, classes, course materials, admission to historical sites and museums, guided tours, amenities



Please call
718-514-7534
for more information

Teacher Assistant Certificate Program



The Teacher Assistant Certificate program will ensure that students acquire the skills needed to work in an educational setting under the supervision and direction of a teacher. Students will explore and apply theory into practice in accordance with New York State standards in teaching. They will gain the knowledge and the skills to incorporate the techniques necessary for communicating specific standards in teaching, such as the Common Core Standards and The Danielson Framework. They will also discover and evaluate the most effective and comparative school based laws, policies and procedures. With 2 classroom hours dedicated to improving basic English proficiency, students will strengthen their writing abilities, as well as their oral communication skills, to ensure success in the workplace.

Total Cost: \$899 66 hours

Textbook required: *Educational Psychology Theory and Practice*, 8th Edition, Robert E. Slavin.

10% Discount when classes are paid in full (save over \$50)

Payment Plan available with no discount (classes must be paid in full by start date)

NYC Board of Education Requirements:

1. Students must have a High School Equivalency (HSE) Diploma
2. CPR certification (See page 22)
3. Training in the Recognition & Reporting of Child Abuse (See page 40)
4. DASA (See page 41)

Teacher Assistant Certificate Program Required Courses:

1. Functions of the Teacher Assistant
2. Child Development & Learning
3. Best Practices
4. Language Arts and Math Curricula Theories & Practices
5. Strategies for Supporting and Managing Behavior
6. Basic Writing for Adults

Sat	9:30am to 3:30pm	10/17/15-1/9/16	CE4021-F01	11 sessions	66 hrs.	\$899
M & W	5:30pm to 8:30pm	10/19-12/30/15	CE4021-F02	22 sessions	66 hrs.	\$899

Enhance Your Skills

Teacher Assistant Test Prep – NYSATAS

This course is for individuals who have completed the requisite course work and are interested in taking the New York State Assessment of Teacher Assistant Skills Test. Core areas of the NYSATAS

(reading, writing, math and instructional support) will be reviewed and multiple-choice questions similar to those presented in the examination will be practiced.

Sat 9:30am to 2:30pm 1/23/16 & 1/30/16
CE4026-SP01 2 sessions 10 hrs. \$125

Professional Development

Manage Your Money

Accounting & Bookkeeping Basics

Learn the fundamentals of bookkeeping and accounting. Instruction includes recording entries, posting, making a trial balance, adjusting entries, worksheet, balance sheet and income statements. Level II covers accounts payable and receivable, purchases, credit card sales, sales tax, inventory control and an introduction to payroll. Analyze and journalize business transactions, prepare a trial balance, make year-end adjustments and produce financial statements.

T & Th 6:30pm to 9:30pm 10/27-12/26/15
CE6014-F01 16 sessions 48 hrs. \$499

QuickBooks

An overview of the QuickBooks accounting practices for a small business, including invoicing estimates, purchase orders, time cards, accounting, vendors, inventory and customer data base.

M & W 6:30pm to 9:30pm 11/16-12/7/15
CE6016-F01 7 sessions 21 hrs. \$225

Income Tax Preparation

Income Tax Preparation is designed to acquaint students with various components of the Federal Income Tax structure, as it affects individuals. Students will be able to identify the different taxes imposed by the government and appreciate some of the ethical guidelines involved in tax practice.

This class will teach you how to prepare your own personal income tax returns.

Sat 10:00am to 1:00pm 10/24-12/19/15
CE6011-F01 8 sessions 24 hrs. \$349

New York Tax Course

Introduction to the current Income Tax Code and the Internal Revenue Service's role in taxation. Effect of both the Federal and New York Income Tax on individuals and their tax liability will be explained and discussed.

Sat 10:00am to 1:00pm 1/9-2/6/16
CE6013-SP01 4 sessions 12 hrs. \$175

Personal Trainer Certification



Become a certified personal trainer in one day with American Aerobics Association International/International Sports Medicine Association (AAAI/ISMA) course. This Personal Trainer Certification is widely accepted in health clubs around the nation. Order your study materials, *Exercise Science* (\$20) and *Supplement* (\$15), from AAAI/ISMA by calling 609-397-2139. A written and

practical test will be administered at the end of the course. Students must purchase books in advance.

Sat 9:00am to 5:00pm 10/3/15 CE2091-F01 1 session 8 hrs. \$119
Sat 9:00am to 5:00pm 11/7/15 CE2091-F02 1 session 8 hrs. \$119



Earn your CPR/AED Certification for an additional \$99. See Page 22 for details.

Sports Nutrition Consultant Certification

NEW

The AAAI/ISMA Sports Nutrition Certification is designed to help people understand basic and advanced nutrition concepts and equip them with the tools needed to discuss this information with others.



Upon successful completion of the course participants will be able to:

- Understand the roles proteins, fats and carbohydrates play in the body
- Discuss how proteins, fats and carbohydrates influence exercise
- Understand and discuss the role of vitamins and minerals in the body
- Understand how to read food labels
- Be able to discuss pro/con research for various dietary supplements
- Be able to distinguish fact from fiction with respect to dietary supplements
- Recognize side effects of dietary supplements

Fitness professionals, as well as the general public, will gain knowledge and understanding of nutrition and its affects through this certification program.

Sat 9:00am to 5:00pm 10/24/15 CE2091-F02 1 session 8 hrs. \$119
Sat 9:00am to 5:00pm 11/21/15 CE2091-F02 1 session 8 hrs. \$119

Students can order the Nutrition Essentials by Joe Cannon (\$29) from aaai-ismafitness.com

College for Kids



**Multiple
Choices
for Enrolling
your Child
in Academic
and
Personal
Enrichment
Programs**

College for Kids Saturday Academy	46
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<i>English Language Arts (ELA)</i>	50
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**THE SKILLS
TO DO
THE JOB**

Personally design your child's Saturday education with academic and enrichment classes!

Hostos College for Kids

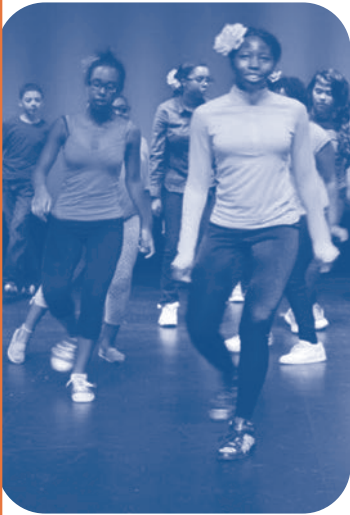
SATURDAY



ACADEMY

Not Just Another Kids Program!

Improve academics! Play the piano! Dance!
Swim! Learn a foreign language! And so much more!



Select classes from **College for Kids Academic Courses** and **College for Kids Personal Enrichment** (pages 47-49) to create an entire day of learning (9am to 4pm), or select an individual class that supports your child's individual needs. The Academy is structured to fit every child's personal requirements!

Academic Courses are offered in the morning, as early as 9am. **Personal Enrichment** classes begin at 1:30pm, allowing you the flexibility to send your child to morning classes, afternoon classes or both!

The more classes you select, the bigger the discount! Sign up for any 4 classes and **save over \$100**.

Don't forget to take advantage of **High School Tutorial Prep - Regents Review** (page 50) designed to prepare your teen for Regents Exams.

Saturday Academy is in session from
October 24, 2015 - January 9, 2016 9am - 4pm

Call to register now! 718-514-7534

Please call for more information on discounts or if you need assistance in planning your child's day.





COLLEGE FOR KIDS ACADEMIC COURSES

As schools and districts organize, incorporate and formulate the Common Core Standards into practice, educators are laying out instructional plans that emphasize what is core for our learner. There are key Common Core levels for all grades. The focus on the core practices is to support the mission to provide students the basis for college and career readiness.

Hostos College for Kids Saturday Academy academic classes offer a review to help students improve their reading, writing and math skills. In addition, third and fifth grade exam intensive classes in reading and math are offered to prepare students for their upcoming Common Core testing. Emphasis will be placed on Core Reading for Meaning/Writing to Learn, Compare and Contrast and Math, developing critical thinking skills that will help students tackle the challenges of the future.

**ALL CLASSES
\$209
EACH**

Improving Reading/Writing Skills Sat. 9:00am to 11:00am 10/24/15-1/9/16

Improving Math Skills Sat. 11:15am to 1:15pm 2/21-5/2/15

Kindergarten

CE8011-F01 20 hrs. 10 sessions

Grade 1

CE8012-F01 20 hrs. 10 sessions

Grade 2

CE8013-F01 20 hrs. 10 sessions

Grade 4

CE8014-F01 20 hrs. 10 sessions

Grade 6-8

CE8015-F01 20 hrs. 10 sessions

Third Grade Exam Intensive (Reading)

CE8016-F01 20 hrs. 10 sessions

Fifth Grade Exam Intensive (Reading)

CE8026-F01 20 hrs. 10 sessions

Kindergarten

CE8021-F01 20 hrs. 10 sessions

Grade 1

CE8022-F01 20 hrs. 10 sessions

Grade 2

CE8023-F01 20 hrs. 10 sessions

Grade 4

CE8024-F01 20 hrs. 10 sessions

Grade 6-8

CE8025-F01 20 hrs. 10 sessions

Third Grade Exam Intensive (Math)

CE8017-F01 20 hrs. 10 sessions

Fifth Grade Exam Intensive (Math)

CE8027-F01 20 hrs. 10 sessions

Call to register now! 718-514-7534

Seats are Limited.



COLLEGE FOR KIDS

PERSONAL ENRICHMENT

Languages

Conversational Spanish for Kids

This class will introduce grammar and vocabulary as well as the structure of the language. Learn to speak Spanish using age-appropriate interactive materials, games and activities.

(Ages 7 to 15)

Sat 1:30pm to 2:30pm 10/24/15-1/9/16
CE8101-F01 10 sessions 10 hrs. \$159

Conversational French for Kids

Learn to speak French in a fun and relaxed setting using pictures, text and interactive games. Children will be introduced to basic conversational topics such as greetings, weather, counting and more.

(Ages 7 to 15)

Sat 2:45pm to 3:45pm 10/24/15-1/9/16
CE8102-F01 10 sessions 10 hrs. \$159

The Arts

Vocal Training for Kids

Love to sing and want to improve? Elevate your shower singing to center stage by learning how to sing the right way. Learn basic breathing, breath control and vocal exercises that will improve your singing and be fun at the same time!

(Ages 7 to 11)

Sat 1:30pm to 2:30pm 10/24/15-1/9/16
CE8204-F01 10 sessions 10 hrs. \$159

Learning Through Drama

Learn how to act and write through improvisation. The class will be organized like a sports game where two theatre teams will compete by acting out situations and presenting short skits using suggestions from the class, visual arts and words as a springboard.

Sat 3:30pm to 4:30pm 10/24/15-1/9/16
CE8201-F01 10 sessions 10 hrs. \$159

Piano for Kids

Even virtuosos need to learn the fundamentals of how to play the piano. This group class will get beginners off to the right start by introducing them to the basics of music. Students will learn rhythm, timing signatures, how to read music and how to play simple five-finger position melodies. A combination of class activities such as rhythm/flashcard drills, creative work, playing/listening games and ensemble playing will ensure steady progress, making this an enjoyable first musical experience.

(Ages 7 to 9)

Sat 2:45pm to 3:45pm 10/24/15-1/9/16
CE8206-F01 10 sessions 10 hrs. \$159

(Ages 10 to 13)

Sat 1:30pm to 2:30pm 10/24/15-1/9/16
CE8207-F01 10 sessions 10 hrs. \$159

Modeling for Kids

Confidence. Rhythm. Timing. These are all prerequisites to enter the world of runway modeling and theatre work. Learn walking techniques to different types of music. Practice group and individual improvisation exercises. Receive dramatic coaching to prepare for stagework and learn the various ways of walking that fashion designers and theatre directors in the business consider desirable.

Sat 3:45pm to 4:45pm 10/24/15-1/9/16
CE8202-F01 10 sessions 10 hrs. \$159

Etiquette for Kids

Good manners never go out of style. You can be more self-confident in social situations when you know the basics of good manners. Learn and practice etiquette and social graces such as table manners and which fork to use; how to answer the telephone politely and greeting people properly; shaking hands and making other people comfortable in your company.

(Ages 7 and up)

Sat 2:30pm to 3:30pm 10/24/15-1/9/16
CE8203-F01 10 sessions 10 hrs. \$159

Health & Fitness

Self Defense for Kids

Self-defense class for kids offers a course on avoiding physical confrontations especially when dealing with bullies. Our class will focus on techniques to enhance confidence and martial arts training in Karate and Jiu-jitsu. We also include meditation to help our students relax and concentrate. We lecture our students on the do's and don'ts when a bad situation presents itself.

(Ages 11 to 16)

Sat 2:45pm to 3:45pm 10/24/15-1/9/16
CE8306-F01 10 sessions 10 hrs. \$159

Hip Hop for Kids

The goal of this class is to introduce our students to the basic moves of hip hop and give them a proper dance foundation. Classes will cover the fundamentals of hip hop dance: popping, locking, funk, boogaloo and some break'n. Each class starts with warm up exercises. A different set of moves will be taught every week and broken down step by step then practiced with music.

(Ages 5 to 14)

Sat 1:30pm to 2:30pm 10/24/15-1/9/16
CE8304-F01 10 sessions 10 hrs. \$159

Belly Dancing for Kids

Learn the exciting art form of Middle Eastern belly dancing and get a great workout at the same time. Enjoy a natural aerobic activity that tones the body and increases energy while adding grace, confidence and self esteem.

Sat 1:30pm to 2:30pm 10/24/15-1/9/16
CE8301-F01 10 sessions 10 hrs. \$159

Ballet for Kids

Have you ever wanted to do a split or a vault through the air like a gazelle? Ballet is a wonderful discipline that will teach you how to gain flexibility, poise and grace. Learn the basics from proper foot positions to body alignment in a fun, creative and supportive environment. The class will focus on encouraging students to discover their strengths and work on improving overall alignment and flexibility through the fundamentals of ballet.

(Ages 5 to 10)

Sat 2:30pm to 3:30pm 10/24/15-1/9/16
CE8302-F01 10 sessions 10 hrs. \$159

(Ages 11 to 16)

Sat 3:45pm to 4:45pm 10/24/15-1/9/16
CE8303-F01 10 sessions 10 hrs. \$159

Karate for Kids

To quote the famous Mr. Miyagi, "wax on, wax off," students learn that they can apply the physical and mental skills of martial arts training into all aspects of everyday life. The course is jam-packed with excitement and fun to keep students interested and motivated so they can enjoy the long term benefits of training and perhaps, be the next karate kid!

(Ages 5 to 10)

Sat 1:30pm to 2:30pm 10/24/15-1/9/16
CE8305-F01 10 sessions 10 hrs. \$159

Swimming for Kids

This course is designed to help beginners learn how to swim and enjoy the water. Fundamental elements of swimming will be covered: breathing, floating and basic strokes.

(Ages 6 to 16)

Sat 3:00pm to 4:00pm 10/24/15-1/9/16
CE8307-F01 10 sessions 10 hrs. \$219

Sat 4:00pm to 5:00pm 10/24/15-1/9/16
CE8307-F02 10 sessions 10 hrs. \$219

COLLEGE FOR KIDS TEST PREP ACADEMY FOR NYS ELA AND MATH EXAM

Teachers will provide test-taking tips and strategies along with advice on note-taking and studying. These methods are then applied on daily practice tests. Test results will be reviewed with students, providing them with important feedback.

This course provides excellent preparation for Elementary & Intermediate school students (3rd-8th grade) that are scheduled to take the English Language Arts (ELA) exam on April 5 - April 7, 2016 and the Mathematics exam on April 15, 2016.

M-F 9:00am to 3:00pm 2/15-2/19/16 CE8018-SP01 5 sessions 30 hrs. \$349

HIGH SCHOOL TUTORIAL PREP REGENTS REVIEW



A high school diploma expands career and education opportunities for high school graduates. In New York City, high school students must successfully complete Regents exams to graduate. When they pass these exams, they earn a local Regents or Advanced Regents Diploma. High school students begin to fulfill their graduation requirements in the 9th grade. They must receive a minimum score of 65 on all five of the required exams: English Language Arts, Global History, U.S. History, Science and Algebra. Students who earn a score of 90 or above on their exams will receive an Advanced Regents Diploma.

Our High School Tutorial Prep courses present a review of course curriculum for each of the above disciplines. Emphasis will be placed on strategies for answering multiple-choice and essay questions, as well as open-ended critical thinking questions. In addition, our small class setting allows us to address diverse learning styles.

ALL CLASSES
\$249
EACH

Integrated Algebra/Algebra I

Sat 9:00am to 11:30am 11/7/15-1/9/16
CE8401-F01 8 sessions 20 hrs.

Geometry

Sat 12:00pm to 2:30pm 11/7/15-1/9/16
CE8403-F01 8 sessions 20 hrs.

Living Environment: Biology

Sat 12:00pm to 2:30pm 11/7/15-1/9/16
CE8405-F01 8 sessions 20 hrs.

Global History

Sat 3:00pm to 5:30pm 11/7/15-1/9/16
CE8406-F01 8 sessions 20 hrs.

English Language Arts (ELA)

Sat 9:00am to 11:30am 11/7/15-1/9/16
CE8404-F01 8 sessions 20 hrs.

SAT Preparation Course

Sat 9:30am to 3:30pm 10/17-11/21/15
CE8408-F01 6 sessions 30 hrs.

Textbook \$20

Exam date: December 5, 2015

The New SAT/ACT Preparation Course

Sat 9:30am to 3:30pm TBA
CE8409-F01 6 sessions 30 hrs.

Textbook \$20

Specialized High School Admissions Test (SHSAT)

Sat 9:30am to 3:30pm TBA
CE8409-F01 6 sessions 30 hrs.

Exam dates: October 24 & 25, 2015

Enroll now! Seats are Limited.

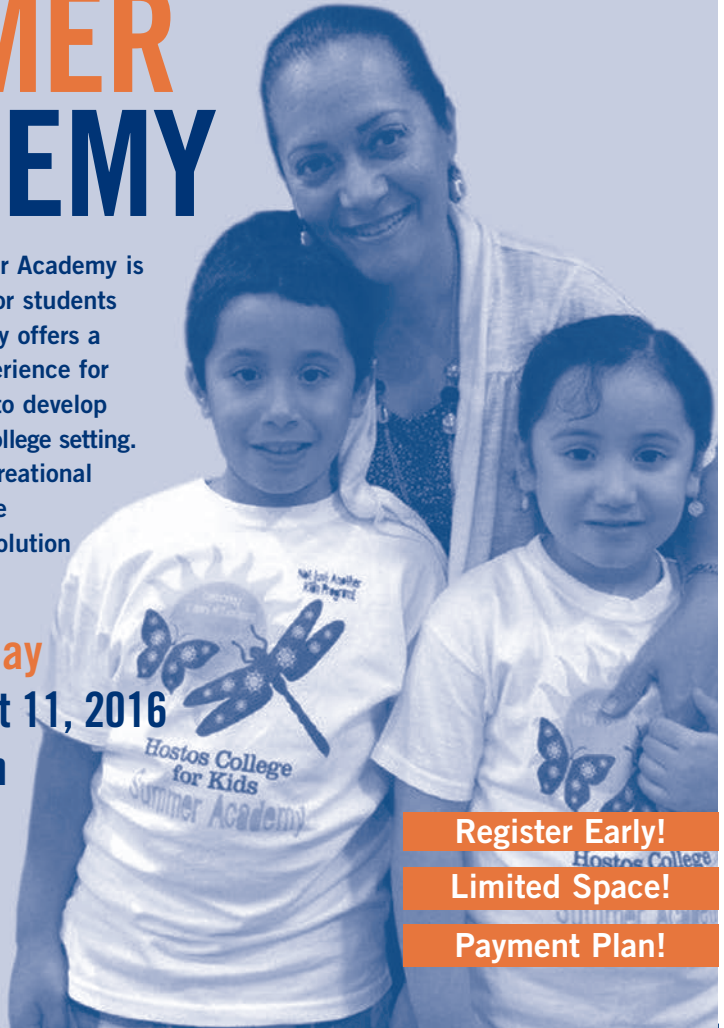
Call to register now! 718-514-7534

Special group rates are available for schools!

COLLEGE FOR KIDS SUMMER ACADEMY

College for Kids Summer Academy is a seven week program for students ages 5-14. The Academy offers a unique educational experience for students in grades K-8 to develop their literacy skills in a college setting. In addition, it offers recreational activities that emphasize core values, conflict resolution and leadership skills.

Monday-Thursday
June 26 - August 11, 2016
8:00am-6:00pm



Register Early!

Limited Space!

Payment Plan!

Early Bird Registration

\$1449* per child (\$150 savings)

When paid in full before May 14, 2016.

*Childcare for as little as \$5.35 an hour!

\$1599* per child

When paid after May 16, 2016.

*Childcare for as little as \$5.90 an hour!

Final payments are due by Friday, June 24, 2016.

25% sibling discount off regular registration (\$400 savings)
Hostos Students, Faculty and Staff Discount 15%
(Cannot be combined with any other discount)

Academics

Reading, Writing & Math

The Arts

Drama, Music, Dance,
Vocal & more

Health & Fitness

Martial Arts, Soccer,
Volleyball, Recreational
Swimming & more

Call to register now! 718-514-7534

Policies & Procedures

Tuition Discount:

Register for 2 or more classes: 5% discount. Seniors (62 years or older) and Hostos Retirees: 15% discount. HCC students, staff and alumni with valid ID card: 15% discount. **Note: Only one discount applies.**

Registration Fee:

There is a non-refundable **\$25 registration fee** per person, per semester.

Tuition and Fees:

Registration is done on a first come first served basis. Students are not considered officially registered until they have completed their tuition payment. Most courses require the purchase of books. Students must pay in full when registering. **No personal checks accepted.**

Changes in Program:

The Continuing Education Program reserves the right to cancel courses, make substitutions in faculty and change the days, times and locations of classes, if necessary.

We are not responsible for misprints in catalogues, brochures and/or advertisements. In the event of an error, we will make every effort to provide you with the correct information. All courses depend on sufficient registration to operate. If a course is cancelled by the College, all registrants will receive a full refund.

Session Guarantee:

Bad weather or other unforeseen circumstances may cause the cancellation of a class session. For bad weather cancellation information, call the Continuing Education Department at 718-514-7534 or Public Safety Office at 718-518-6888. We guarantee that the number of sessions and/or number of hours specified for each course will be allotted.

Refund/Withdrawal:

Request for a refund must be submitted in writing together with a copy of the registration receipt. Your refund will be mailed **within three weeks** of submission. Lack of attendance does not constitute withdrawal and eligibility for a refund. There will be a 100% refund if a class is cancelled by the College. Registration fees are non-refundable unless class is cancelled by the College. **Refunds will not be issued after the end of the first day of class.**

Course Cancellation:

Courses are subject to minimum enrollment. When courses are cancelled, students may transfer to another course or receive a full refund. It is the student's responsibility to call the day before class starts to confirm if class will or will not meet as scheduled.

Transcripts and Letters of Attendance:

To obtain a transcript or a letter confirming attendance write to: (Do not call)

Hostos Division of Continuing Education & Workforce Development
560 Exterior Street Bronx, NY 10451

The College reserves the right to withhold information regarding the record of any students who owes money to the College.

Affirmative Action Policy: We follow all CUNY policies.

www.hostos.cuny.edu/Administrative-Offices/Office-of-Compliance-and-Diversity/Affirmative-Action-Policy

Certificate Programs:

Certificates of successful completion are issued to all students who satisfactorily complete a Certificate Program. Certificates are withheld pending receipt of all outstanding tuition and fees.

Non-Discrimination Notice:

Hostos Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or any other category protected under Federal, State and City laws in its programs and/or activities. Inquiries regarding the College's non-discrimination policies can be directed to:

Interim Compliance Officer Michele Dickinson, Esq. (Room A-336) at 718-518-4284 or mdickinson@hostos.cuny.edu.

Descuentos en la matrícula:

Si se matricula a dos o más clases: 5% de descuento. Para personas mayores (de 62 años de edad o más) Jubilados Hostos: 15% de descuento. Para estudiantes, personal y alumnos de HHC que presenten una tarjeta de identificación válida: 15% de descuento. **Solamente se permite un tipo de descuento para cada persona.**

Tarifa de Registración:

Hay una **tarifa sin devolución de \$25** para cada persona, cada semestre.

Matricula y costos:

Los estudiantes se matricularán por orden de llegada. Los estudiantes no se consideran oficialmente matriculados hasta que no hayan pagado el precio total. La mayoría de cursos requieren la compra de libros. Los estudiantes deben efectuar el pago total al matricularse. **No se aceptan cheques personales.**

Cambios en el programa:

El programa de formación continuada para adultos se reserva el derecho de cancelar cursos, sustituir profesores, cambiar los días, horas y lugares de clases si fuera necesario.

No somos responsables de errores de imprenta en el catalogo ni en los anuncios. En caso de error haremos todo lo posible para proporcionarle la información correcta. La realización de los cursos depende de que haya un numero suficiente de matriculas. Si Hostos cancela algún curso, todos los alumnos matriculados recibirán el reembolso completo de la tarifa.

Sesión Garantizada:

El mal tiempo o otra circunstancia inesperada podría causar la cancelación de alguna sesión del curso. Para informarse de la posibilidad de cancelación ante un día de mal tiempo, puede llamar al Departamento de Formación Continuada para adultos al 718-514-7534, o Oficina de Seguridad al 718-518-6888. Le garantizamos que el numero de sesiones y horas especificas para cada curso estarán cubiertos en su totalidad.

Devolución/ Cancelación:

Para recibir una devolución deberá presentar una aplicación de devolución junto con una copia de su recibo de matricula. Le enviaremos su devolución por correo a las tres semanas de haber presentado su aplicación de devolución. La falta de asistencia no constituye una cancelación ni el derecho a reembolso. 100% si Hostos cancela la clase. Las tarifas de matricula no se reembolsarán a no ser que Hostos cancele la clase. **No se consideraran reembolsos después del final del primer día de clase.**

Cancelación de clases:

Los cursos están sujetos a un mínimo de estudiantes matriculados. Cuando se cancele algún curso, los estudiantes pueden transferirse a otro curso o recibir un reembolso total. Los estudiantes son responsables de llamar para confirmar si la clase comenzará o no según el programa.

Certificaciones y cartas de asistencia:

Para obtener un certificado o carta de asistencia por favor escriba a: (No llame, por favor)

Hostos Division of Continuing Education & Workforce Development
560 Exterior Street Bronx, NY 10451

Hostos se reserva el derecho a retener la información de cualquier estudiante que le deba dinero.

Política de Acción Afirmativa:

Seguimos el reglamento de CUNY.
www.hostos.cuny.edu/Administrative-Offices/Office-of-Compliance-and-Diversity/Affirmative-Action-Policy

Certificados de los Programas:

Se expedirán certificados de los cursos a todos los estudiantes que completen el Programa satisfactoriamente. Los certificados se retienen en caso de que haya gastos de matricula u otras tarifas pendientes.

Aviso de No Discriminación:

Hostos Community College no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad, edad o cualquier otra categoría protegida por las leyes federales, estatales y municipales leyes en sus programas y / o actividades. Las preguntas sobre las políticas de la universidad de no discriminación se pueden dirigir a: Oficial de Cumplimiento Provisional Michele Dickinson, Esq. (Sala A-336) en el 718-518-4284 o mdickinson@hostos.cuny.edu.

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Staff & Contact Information

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Executive Director **Evelyn Fernandez-Ketcham**
Assistant Director **Alex Seki**

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Yobani Ramos 718-518-6743

Office Hours

Monday to Thursday 8:30am to 6:30pm
Friday 8:30am to 5:00pm
Saturday 8:30am to 4:00pm
Sunday CLOSED

Contact

Telephone 718-514-7534
Fax 718-518-6744
Email cedu@hostos.cuny.edu
Web www.hostos.cuny.edu/Continuing-Education



Hostos Community College Division of Continuing Education & Workforce Development

Tel 718-514-7534 Fax 718-518-6744

560 Exterior Street, Bronx, New York 10451
cedu@hostos.cuny.edu www.hostos.cuny.edu/Continuing-Education

TRANSPORTATION

- Subway:** Take #2, #4, or #5 train to 149th Street & Grand Concourse
- Bus:** Take the Bx #1 or #19 to 149th Street & Grand Concourse
- Car:** Major Deegan Expressway, take E. 153rd Street exit, Exit 6, toward River Avenue. Keep left at the fork on ramp. Go to Exterior Street and E. 149th Street.

TRANSPORTACIÓN

- Trenes:** Número 2, 4 ó 5 hasta la parada de la calle 149 y Grand Concourse
- Autobús:** Bx 1 ó Bx 19 hasta la parada de la calle 149 y Grand Concourse
- Automóvil:** Autopista Major Deegan, tome la salida E. 153rd Street, salida 6, hacia River Avenue. Manténgase a la izquierda en la rampa. Busque las calles Exterior y 149.

Division of Continuing Education & Workforce Development

560 Exterior Street

(E. 149th St. between Exterior St. and River Ave.)

Bronx, New York 10451

tel 718-514-7534

fax 718-518-6744

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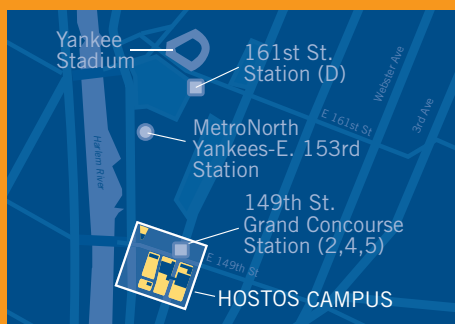
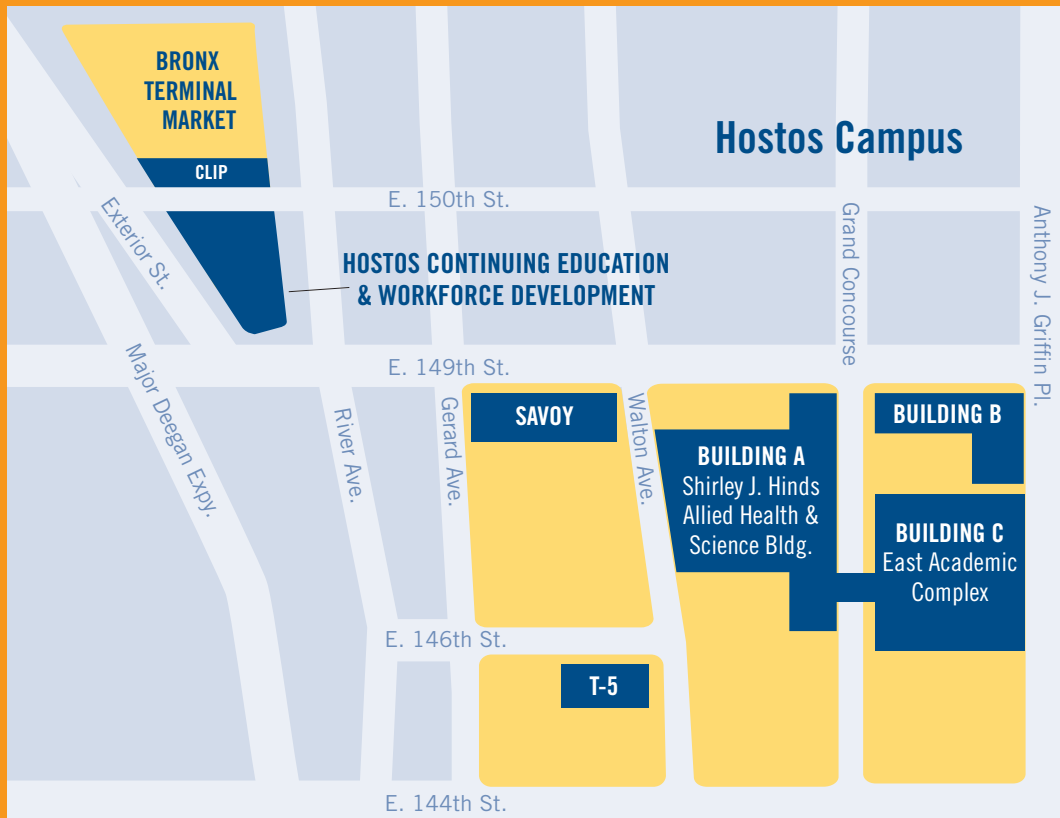
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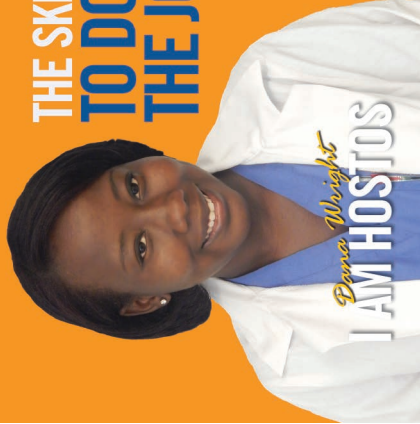
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NEW CERTIFICATE PROGRAMS

- AutoCAD
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- Cisco Networking
- Clinical Case Management for Registered Nurses
- Culinary Arts
- ECG Telemetry Technician
- Electrocardiography Technician
- Home Health Aide
- Hostos Security Academy
- Patient Care Technician
- Pharmacy Technician
- Sports Nutrition Consultant
- Basic Construction Project Management
- Certified Nursing (CNA)
- CASAC
- Case Management
- Child Care Provider Training
- Clinical Medical Assistant
- Comp TIA A+ Certifications
- CUNY Healthcare Interpreter
- Emergency Medical Technician
- Food Protection Program
- HIV Counselor Program
- Local Anesthesia & Nitrous Oxide Administration
- Locksmith Certificate
- Medical Billing & Coding
- Microsoft Office Program
- Personal Trainer
- Phlebotomy Technician
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