

Division of

Spring 2016

Continuing Education & Workforce Development



Hostos Community College

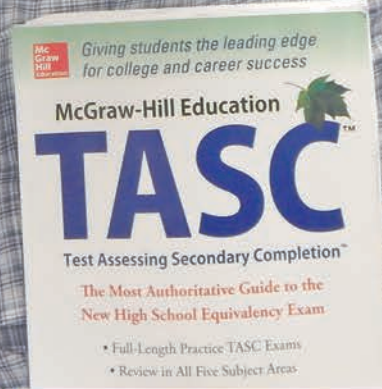
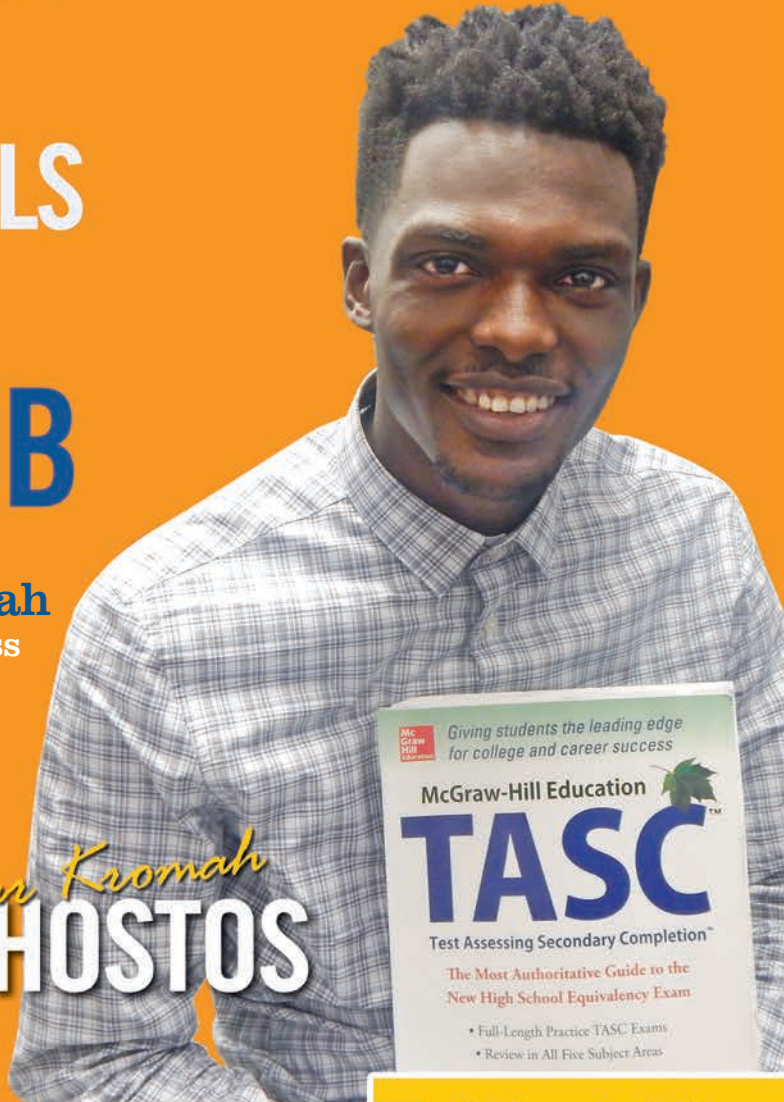
THE SKILLS TO DO THE JOB

Abubar Kromah

Pathway to Success

See inside

Abubar Kromah
I AM HOSTOS



Certifications

High School Equivalency (HSE)
& ESOL

College for Kids

OPEN HOUSES

Saturday, January 30

Wednesday, February 10

Wednesday, February 17

Wednesday, March 2

11am–1pm

6pm–8pm

6pm–8pm

6pm–8pm

See back cover for Open House details

STUDENT SPOTLIGHT



Beneath his soft-spoken exterior lies a quiet strength and resolve that speaks volumes. Born on the Ivory Coast, West Africa, Abubar Kromah is the third of six children. At the age of 16, he immigrated to the United States with his family in search of better opportunities.

Though fluent in French, Mandingo and Susu, Abubar struggled with the language barrier when he first arrived in this country. Gradually, he began improving his English and dreamed of being the first in his family to pursue a college education, while he worked part-time as a taxi driver to assist his parents and help support his siblings.

Abubar was introduced to the Hostos Young Men's Initiative (YMI) by a friend. He entered the program in 2013, where he achieved his High School Equivalency Diploma and attended the Division's college readiness program. In the fall of 2015, Abubar enrolled at Hostos Community College. He maintains a part-time position as a college assistant at the Division and gives back to the community by volunteering as an advocate and mentor to new members of YMI.



“ With English not being my first language, I have accomplished a huge goal in my life. This is of great importance to myself and my family as I am the first to pursue a college education. I want to thank my mentor, Darryl Rogers, and my Hostos family for believing in me and giving me the continuous support and resources to make a successful change in my life. It is now my time to pay it forward and help my community the way the Division has helped me. “I AM HOSTOS”.

Abubar Kromah, 25
Young Men's Initiative (YMI) Graduate 2014
Hostos Community College - Freshman 2015
CUNY ASAP Program
Hostos College Assistant/YMI Volunteer

Hostos Continuing Education & Workforce Development

The Skills To Do The Job

As the spring 2016 semester begins, we would like to highlight a few of our students' achievements. Dana Wright, who completed our Patient Care Technician (PCT) Certificate Program, was selected as the recipient of the Outstanding Continuing Education Student Award in Region South of New York State presented by the Continuing Education Association of New York. Despite many personal obstacles, Ms. Wright completed her PCT certificate at Hostos in Fall 2015, earning four certifications in the healthcare industry along the way. She is now employed at Montefiore Health System as a Patient Transporter and will enroll in an Associate Degree Program at Hostos next fall.



Peter Mertens



Evelyn Fernandez-Ketcham

In June 2015, 120 students earned their High School Equivalency (HSE) diploma and participated in a graduation ceremony where they were recognized for achieving this critically important milestone in pursuit of their academic and career goals. For those HSE graduates who completed our *College & Career Readiness Seminar* and chose to enroll in an Associate Degree Program at Hostos, the Division of Continuing Education and Workforce Development paid their application fee. The HSE graduates who decided not to apply to college, enrolled in our job training programs, such as Certified Nursing Assistant, Emergency Medical Technician, Pharmacy Technician, Teacher Assistant, Microsoft Office and Accounting & Bookkeeping. Every year, over 13,000 students enroll in one of our 49 job training and professional development certificate programs.

If you are seeking employment in a new field or career advancement, please review the affordable high-quality training programs available this semester at Hostos. We also invite you to contact us at 718-514-7534. Our staff members are ready to assist you.

Cordially,

Peter Mertens, Assistant Dean, Continuing Education & Workforce Development
Evelyn Fernandez-Ketcham, Executive Director, Workforce Development

Fall 2015 Highlights of Accomplishments

- **The CEWD faculty honored by The Continuing Education Association of New York:**
 - Exemplary Marketing Program – **Lourdes Mangual de Delgado**
 - Outstanding Continuing Educator – **Darryl Rogers**
 - Outstanding New Continuing Education Professional – **Alexander Seki**
- **The largest grant in the College's history awarded to CEWD.**

We received a five-year \$10.7 million Health Profession Opportunity Grant from the U.S. Department of Health and Human Services' Administration for Children and Families. This allows us to continue operating the Allied Health Career Pipeline Program, which provides training for in-demand healthcare occupations to low-income New Yorkers.
- **A \$441,425 grant** awarded by The City University of New York to implement the CUNY Fatherhood Academy, which aims to help young fathers prepare for and enroll in college and/or training programs.
- **CEWD awarded more than \$1M in contracts in 2015 and 2016** to provide 628 incarcerated and formerly incarcerated individuals with job training, in partnership with CUNY/Riker's Program, The Center for Employment Opportunities, Strive/Riker's Program, Osborne/Hunts Point Prison Barge Program, Osborne/Riker's Program and the Bronx Reentry Community Forum.
- We created a new monthly television program, **Mission Bronx**, a partnership between the Hostos Center for Bronx Nonprofits and BronxNet Television, aimed at informing the community about the nonprofit organizations that play a critical role in the lives of Bronx residents.



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 Fatherhood Academy
- CUNY Language Immersion Program
- CUNY Start
- H.E.R.O. 4-V
- 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)



Hostos Division of Continuing Education Wins Four CEANY Achievement Awards

Hostos was represented in eight categories for the Continuing Education Association of New York (CEANY) Awards. We are proud to announce that three of our outstanding Hostos colleagues and one remarkable student were selected for the following CEANY Achievement Awards:

Region South Student
Dana Wright, Career Network

Exemplary Marketing Program
Lourdes Mangual de Delgado

Outstanding Continuing Educator
Darryl Rogers

Outstanding New Continuing Education Professional
Alexander Seki



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Division of
**Continuing Education &
Workforce Development**



**Hostos Division of
Continuing Education
& Workforce Development**

560 Exterior Street
Bronx, New York 10451

718-514-7534
cedu@hostos.cuny.edu

Open Houses

Saturday, January 30, 2016*
11am–1pm

Wednesday, February 10, 2016*
6pm–8pm

Wednesday, February 17, 2016
6pm–8pm

Wednesday, March 2, 2016
6pm–8pm

*120 E. 149th St., Savoy Multi-Purpose Room

**CUNY in the Heights
(CITH)**

5030 Broadway (between 213th & 214th St.)
New York, New York 10034

212-567-7132
www.cunyintheheights.com

Open Houses

Saturday, January 16, 2016
11am–2pm

Wednesday, January 20, 2016
5pm–8pm

Saturday, January 23, 2016
11am–2pm

Saturday, February 6, 2016
10am–3pm



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THE SKILLS TO DO THE JOB



Calendar

SPRING 2016 CALENDAR



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

Friday, January 1, 2016	New Year's Day
Saturday, January 2, 2016	New Year's Day
Sunday, January 3, 2016	New Year's Day
Saturday, January 16, 2016	Martin Luther King, Jr. Day
Sunday, January 17, 2016	Martin Luther King, Jr. Day
Monday, January 18, 2016	Martin Luther King, Jr. Day
Friday, February 12, 2016	Lincoln's Birthday
Saturday, February 13, 2016	Presidents Day
Sunday, February 14, 2016	Presidents Day
Monday, February 15, 2016	Presidents Day
Saturday, March 26, 2016	Pass Over
Sunday, March 27, 2016	Easter
Saturday, May 28, 2016	Memorial Day
Sunday, May 29, 2016	Memorial Day
Monday, May 30, 2016	Memorial Day

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.

Individual Training Grants (ITGs): ITGs help qualified jobseekers get the specialized training needed to obtain or advance in employment as a Certified Nursing Assistant (CNA), Clinical Medical Assistant (CMA) or Armed Security Guard. (8 and 16 Hour Training)

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

Accommodations for Individuals with Disabilities

For prospective students that are interested in a Hostos Continuing Education course and/or program, requests for reasonable accommodation must be accompanied by documentation of disability which will help us evaluate the limitations of the disability and determine an appropriate reasonable accommodation. Students should submit requests and documentation to program coordinators as soon as possible and no later than two weeks prior to the class start date. We will review and evaluate the request and arrange for a reasonable accommodation that would be appropriate.

Reasonable accommodation requests (with accompanying documentation of disability) should be submitted prior to registering for any class or program. Program coordinators will contact students to provide information about the status of reasonable accommodation requests.

Spring 2016 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

Spring 2016 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
- 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
- Recovery Coach Program **NEW**
- Teacher Assistant 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 VI

This spring seminar series is a tribute to the history of Latin music and jazz and the musicians and artists who helped create it from the 1930's to the present.

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 Jorrin, Johnny Rodriquez, Julio Gutiérrez 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

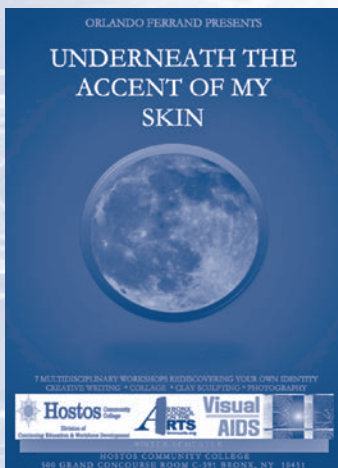
February 27, 2016	April 9, 2016
March 5, 2016	April 16, 2016
March 12, 2016	April 23, 2016
April 2, 2016	April 30, 2016

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.

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

Session #1:	February 7, 2016	11am-1pm
Session #2:	February 21, 2016	11am-1pm
Session #3:	March 6, 2016	11am-1pm
Session #4:	March 20, 2016	11am-1pm
Session #5:	April 3, 2016	11am-1pm
Session #6:	April 17, 2016	11am-1pm

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

HOSTOS SPRING 2016 FREE WORKSHOP SEMINARS



Discover a Career in Cosmetology

Thursday, February 4, 2016

6:00pm-7:00pm

Allied Healthcare Industry Insider

Thursday, March 10, 2016

6:00pm-7:00pm

Explore A Career in Information Technology (IT)

Thursday, April 7, 2016

6:00pm-8:00pm

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

Partnerships

CUNY Language Immersion Program (CLIP)

CLIP is an English language immersion program for students already admitted into CUNY but require additional English as a Second Language (ESL) classes prior to matriculating in the College, as determined by the CUNY entrance exams. Students can remain in the program for one cycle or up to one year prior to matriculating in CUNY.

Benefits:

- Affordable – Fall/Spring \$180; Summer \$75; Low cost CD; Reduced fees for students on public assistance (Fall/Spring \$45; Summer \$18)
- Intensive English Instruction – 6 levels; 25 hours p/week; Day and evening classes available
- Computer-Assisted Learning – 5 hours p/week; Includes keyboarding, blackboard and other skills
- Readiness to re-take CUNY entrance exam and score higher in reading and writing
- Extra support, services and benefits
- Save Financial Aid funds for college credit classes

Program Schedule:

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

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-016B (Basement) Bronx, NY 10451

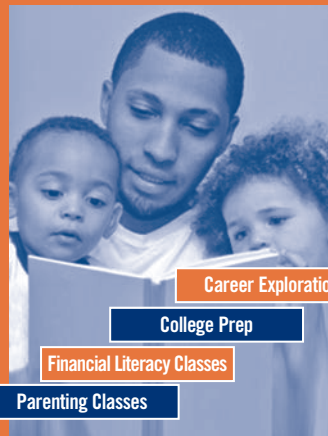
- Save time
- Improve your basic skills
- Save your financial aid dollars for college credit courses

LEARN MORE ABOUT US BY ATTENDING AN INFORMATION SESSION

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

THE SKILLS TO BE AN EFFECTIVE FATHER

Take this opportunity to create a brighter future for you and your family!



Career Exploration

College Prep

Financial Literacy Classes

Parenting Classes

CUNY Fatherhood Academy

- Are you a father or expectant father between the ages of 18 and 24?
- Are you unemployed or underemployed?
- Are you ready to take charge of your life?

The CUNY Fatherhood Academy is a FREE program that can help you:

- Earn a High School Equivalency (HSE) diploma while focusing on academic and personal growth
- Explore career options and participate in job readiness classes
- Enhance parenting skills, learn about personal health & financial literacy
- Envision a better tomorrow for you and your child

If you have a High School or HSE diploma, join the College Prep Program to help you prepare for college.

Note: The HSE program meets 3 days a week for 16 weeks.
The College Prep meets 2 days a week for 12 weeks.

Recruiting Now!

For young fathers or expectant fathers who live in the New York City area!

Call Today 718-319-7931

or e-mail drogers@hostos.cuny.edu if you are interested in the program.

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



Hostos Community College is participating in a nationwide 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)
- Clinical Medical Assistant (CMA)
- Community Health Work (CHW)
- Home Health Aide (HHA)
- Health Information Technician (HIT)
*with a certification in Electronic Health Records (EHR)
- Patient Care Technician (PCT)

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. During the study, all new eligible applicants will be selected by lottery to participate in these training opportunities. Not all eligible applicants will be selected to participate in these opportunities. This document is supported by Grant #90FX0039 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!



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:

- February 24, 2016 6pm-7pm
- March 16, 2016 6pm-7pm
- April 6, 2016 6pm-7pm

Registration is required.
Reserve your seat today.
Space is limited.

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

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



Partnerships

Hostos Work Incentives Planning and Assistance Program (WIPA)

Are You:

- ✓ A Bronx or Manhattan resident receiving Social Security Disability Insurance (SSDI) or Social Security Supplemental Income (SSI)?
- ✓ Between the ages of 14 and retirement age?
- ✓ Currently employed, ready to be employed or considering your employment options to increase your income?
- ✓ Currently a student between the ages of 14 and 25 seeking information to help you succeed in completing your educational plan or work options?
- ✓ Concerned about losing your cash benefits and your Medicare/Medicaid health insurance if you return to work?

Social Security's Ticket to Work program and the Hostos Work Incentives Planning and Assistance Program (WIPA) can help you:

- ✓ Decide what type of work is right for you and understand your options if you chose to work.
- ✓ Utilize Social Security Administration Work Incentives and student support programs to gauge the benefits of working.
- ✓ Reduce the fear of losing your cash benefits and receive the guidance needed in order for you to maintain your Medicaid/Medicare while you work.
- ✓ Understand the options available to students should they choose to work; and, introduce students to resources and support services that enable them to achieve and sustain their employment and educational goal.

To receive information on
Ticket to Work Employment Services and Work Incentives Planning and Assistance Services (WIPA)
call 1-866-968-7842

Liberty Partnership

At the core of Hostos Community College's Liberty Partnerships Program is a high school accredited, year-round academic and culture-arts enrichment program that is enhanced by career and support services components.

Currently, the program serves 300 students yearly. The students are comprised of all nationalities, but are primarily Latino and African American. Special attention is given to students at-risk of graduating late or dropping out and those with limited English proficiency.

The Liberty Partnerships Program at Hostos Community College has joined with two 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 718-518-4188 450 Grand Concourse, Room C-491, 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 718-518-4471

Call for more information 718-518-4471 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 8.0 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
- Pre-College 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 Black and Latina 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

- ✓ 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



335 East 111th Street
(Parking lot entrance)
New York, NY 10029

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Hostos Community College Jobs-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.

Jobs-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

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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 9:00pm to 11:00am 3/28-6/1/16
CE1102-SP01 38 sessions 76 hrs. \$349

M-Th 6:50pm to 8:50pm 3/28-6/1/16
CE1102-SP02 38 sessions 76 hrs. \$349

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 12:10pm 2/18-5/10/16
CE1101-SP01 35 sessions 84 hrs. \$349

T, Th & F 6:50pm to 9:30pm 2/18-5/10/16
CE1101-SP02 35 sessions 84 hrs. \$349

M, W & F 9:30am to 12:10pm 3/23-6/15/16
CE1101-SP03 35 sessions 84 hrs. \$349

M, W & F 6:50pm to 9:30pm 3/23-6/15/16
CE1101-SP04 35 sessions 84 hrs. \$349

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	1/26/16
Tuesday	10:00am & 5:00pm	2/9/16
Tuesday	10:00am & 5:00pm	2/23/16
Tuesday	10:00am	3/8/16
Tuesday	10:00am & 5:00pm	3/15/16
Tuesday	10:00am	4/12/16
Tuesday	10:00am	4/26/16
Tuesday	10:00am & 5:00pm	5/10/16
Tuesday	10:00am & 5:00pm	5/24/16

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 avlúa cinco áreas temáticas que incluyen lectura, escritura, matemáticas, ciencias y estudios sociales. TASC está disponible en line, 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 12:10pm 2/17-5/9/16
CE1103-SP01 35 sessions 84 hrs. \$349

M, W & F 6:50pm to 9:30pm 2/17-5/9/16
CE1103-SP02 35 sessions 84 hrs. \$349

T, Th & F 9:30am to 12:10pm 3/22-6/10/16
CE1103-SP03 35 sessions 84 hrs. \$349

T, Th & F 6:50pm to 9:30pm 3/22-6/10/16
CE1103-SP04 35 sessions 84 hrs. \$349

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 acabo 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	1/27/16
Miércoles	10:00am & 5:00pm	2/10/16
Miércoles	10:00am & 5:00pm	2/24/16
Miércoles	10:00am	3/9/16
Miércoles	10:00am & 5:00pm	3/16/16
Miércoles	10:00am	4/13/16
Miércoles	10:00am	4/27/16
Miércoles	10:00am & 5:00pm	5/11/16
Miércoles	10:00am & 5:00pm	5/25/16

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 6:50pm to 9:20pm 2/24-5/16/16
CE1201-SP01 24 sessions 60 hrs. \$249

T & Th 9:30am to 12:00pm 3/1-5/19/16
CE1201-SP02 24 sessions 60 hrs. \$249

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.

M & W 6:50pm to 9:20pm 3/7-5/25/16
CE1202-SP01 24 sessions 60 hrs. \$249

T & Th 9:30am to 12:00pm 3/10-5/31/16
CE1202-SP02 24 sessions 60 hrs. \$249

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 6:50pm to 9:20pm 3/14-6/6/16
CE1203-SP01 24 sessions 60 hrs. \$249

T & Th 9:30am to 12:00pm 3/22-6/9/16
CE1203-SP02 24 sessions 60 hrs. \$249

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 6:50pm to 9:20pm 3/21-6/13/16
CE1204-SP01 24 sessions 60 hrs. \$249

ESOL

(Reading & Writing-College Bridge)

Designed for students with advanced level language skills who wish to improve their English in order to enroll in college. Instruction will focus on building academic skills and helping to prepare for the CUNY entrance exam. At the end of the course, students will receive assistance with the Hostos enrollment process.

T & Th 9:30am to 12:00pm 3/29-6/16/16
CE1206-SP01 24 sessions 60 hrs. \$249

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 & Sat 9:30am to 12:30pm 2/26-5/13/16
CE1208-SP01 20 sessions 60 hrs. \$249

Language Skills

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.

Monday	10:00am or 5:00pm	1/11/16	Thursday	10:00am or 5:00pm	2/25/16
Thursday	10:00am or 5:00pm	1/14/16	Monday	10:00am or 5:00pm	2/29/16
Thursday	10:00am or 5:00pm	1/21/16	Thursday	10:00am or 5:00pm	3/3/16
Monday	10:00am or 5:00pm	1/25/16	Monday	10:00am	3/7/16
Thursday	10:00am or 5:00pm	1/28/16	Thursday	10:00am	3/10/16
Monday	10:00am or 5:00pm	2/1/16	Monday	10:00am	3/14/16
Monday	10:00am or 5:00pm	2/8/16	Monday	10:00am	3/21/16
Thursday	10:00am or 5:00pm	2/18/16			

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 6:50pm to 8:50pm 2/23-5/12/16
CE1221-SP01 24 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 10:00am to 1:00pm 2/27-5/7/16
CE1231-SP01 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.

T & Th 6:50pm to 8:50pm 2/23-5/12/16
CE1241-SP01 24 sessions 48 hrs. \$499

Contextualized ESOL

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.).

Fri 9:00am to 4:00pm TBA
CE6035-SP01 1 session 6 hrs. \$75



Learn from the comfort of home!

24-Hour Access

Discussion Areas

6 Week Format

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Complete any of these courses entirely from your home or office and at any time of the day or night.

Prices start as low as: **\$89**



INSTRUCTOR-LED ONLINE COURSES

Creating Web Pages

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

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.

Mac, iPhone, and iPad Programming

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

Creating WordPress Websites

Learn how to use WordPress, a free and popular Web design tool, to quickly and easily create attractive blogs and interactive websites.

Resume Writing Workshop

Discover the secret for transforming your tired and boring resume into a powerful tool that will get you interviews.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate and acquire the tools for solving problems and resolving conflicts.

HIPAA Compliance

Learn how to comply with the duties, rights and responsibilities of HIPAA, ARRA & HITECH.

LSAT Preparation - Part 1

Learn about law school entrance procedures, develop your analytical reasoning skills and improve your test-taking skills (course 1 of 2).

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.

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns and prepare proposals.

Using Social Media in Business

Learn how to use the five most popular social media platforms (Facebook, Twitter, LinkedIn, Pinterest and Google) to grow and promote your business.

Introduction to Microsoft Word 2013

Master the basic features of this powerful wordprocessing program to professionally type, edit and format text, spell check and print documents.

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Medical & Health



**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.**



English

M-Th 9:00am to 2:00pm 2/29-3/28/16 CE2008-SP01 17 sessions 85 hrs. \$449

Spanish

M-Th 9:00am to 2:00pm 3/7-4/4/16 CE2008-SP02 17 sessions 85 hrs. \$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 2/8-3/24/16 CE2001-SP01 26 sessions 130 hrs. \$995

M-Th 6:00pm to 9:00pm 2/23-5/9/16 CE2001-SP02 44 sessions 130 hrs. \$995

M-Th 9:00am to 2:00pm 3/14-4/26/16 CE2001-SP03 26 sessions 130 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

*The course tuition does not include the textbooks and the industry-recognized credential exam (C.N.A State Exam), through the NY Commissioner of Health, NYNA. The exam fee will be an additional cost of \$115.00.

Entrance Exam Dates*

January 15, 2016 at 10:00am

January 21, 2016 at 5:00pm

February 19, 2016 at 10:00am

To schedule or reschedule your test date, please call before 2:00pm Monday through Friday.

*\$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.**



Sat 8:00am to 1:00pm 2/6-6/18/16 CE2004-SP01 16 sessions 80 hrs. \$995
M & W 5:00pm to 9:00pm 2/8-4/20/16 CE2004-SP02 20 sessions 80 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 2/23-3/17/16 CE2005-SP01 8 sessions 24 hrs. \$329
Sat 1:30pm to 4:30pm 3/5-4/30/16 CE2005-SP02 8 sessions 24 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 3/4-4/29/16 CE2014-SP01 8 sessions 40 hrs. \$549

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).

Prior to registering all students must take an CNA entrance exam.

M-Th 9:00am to 2:00pm 2/29-5/19/16 CE2015-SP01 48 sessions 240 hrs. \$2,399

*The course tuition does not include the textbooks and the industry-recognized credential exam (C.N.A State Exam), through the NY Commissioner of Health, NYNA. The exam fee will be an additional cost of \$149.

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 2/26/16 CE2009-SP01 1 session 3 hrs. \$35

Fri 9:00am to 12:00pm 5/20/16 CE2009-SP02 1 session 3 hrs. \$35

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 2/19/16 CE2006-SP01 1 session 5 hrs. \$99*

Fri 9:00am to 2:00pm 3/18/16 CE2006-SP02 1 session 5 hrs. \$99*

Fri 9:00am to 2:00pm 4/22/16 CE2006-SP03 1 session 5 hrs. \$99*

*Course price includes 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).**

Instruction: 98 hours Clinical Externship: 120 hours

Program Fee: \$3,245 All Inclusive - Includes textbook, supplies and CMA exam fee.
Uniform is not included.

Sat 8:30am to 4:00pm 3/5-6/18/16 CE2100-SP01 14 sessions 98 hrs. \$3,245

Prerequisites:

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

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 4/2-5/7/16 CE4134-SP01 6 sessions 30 hrs. \$499

Module 1:

Effective Case Management for Human Service Organizations

Get an in-depth overview of the 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 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.

Module 3:

Financial Impact of Effective Case Management

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

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 1/30-1/31/16 & 2/6-2/7/16 CE2031-SP01 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

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 2/20-4/23/16 CE2066-SP01 8 sessions 40 hrs. \$599

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

Prerequisite:

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

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 2/2-6/16/16 CE2071-SP01 41 sessions 164 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, June 16, 2016. Course fee includes textbooks and EMT Equipment Package.

EMT Refresher

T, W & Th 6:00pm to 9:30pm 2/2-6/16/16 CE2072-SP01 41 sessions 164 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 2/23-5/26/16 CE2011-SP01 40 sessions 120 hrs. \$1,499
(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.)
4. Maintain a 80% attendance rating.

*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.

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 1/4-2/8/16
CE2060-SP01 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 1/5-2/4/16
CE2059-SP01 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 2/9-3/10/16
CE2053-SP01 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 2/20-4/16/16
CE2052-SP01 7 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 2/22-3/23/16
CE2050-SP01 10 sessions 35 hrs. \$399

MICA Patient

Course covers the treatment of substance abuse, alcoholism and mental illness of the Mentally Ill Chemically Addicted (MICA) patient.

T & Th 6:00pm to 9:30pm 3/15-4/14/16
CE2055-SP01 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 3/28-4/27/16
CE2051-SP01 10 sessions 35 hrs. \$399

Elements and Techniques of Counseling Part A (Individual)

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 4/19-5/19/16
CE2057-SP01 10 sessions 35 hrs. \$399

Medical, Biological, Physiological & Pharmacological Aspects of Substance Abuse and Alcoholism

Investigate the physical effects of alcoholism and substance abuse on the human body, including fetal alcohol effect, STD and HIV.

M & W 6:00pm to 9:30pm 5/2-6/1/16
CE2054-SP01 35 hrs. 10 sessions \$399

Elements and Techniques of Counseling Part B (Group)

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 5/24-6/23/16
CE2058-SP01 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 6/6-7/6/16
CE2056-SU01 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.

Recovery Coaching Program

NEW

Recovery Coaches support positive change by helping individuals re-entering society from treatment or the criminal justice system. Our goal is to assist in the avoidance of relapse, the building of community support for recovery and cultivating life goals such as relationships, work and education. Focusing on building the client's strengths, coaches do not address past traumas, but rather provide expertise on future achievement.

Similar to Life and Business Coaching, Recovery Coaching (also known as peer mentoring), provides assistance to clients in accessing clinical services. Recovery Coaching is non-clinical and does not involve the diagnosis or treatment of addiction or any mental health issues, as is the case for licensed addiction counselors.

Tuition does not cover the \$44 textbook cost.

Sat 10:00am to 5:00pm 4/30-6/4/16 CE2068-SP01 5 sessions 30 hrs. \$199

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 3/14-5/11/16
CE2061-SP01 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 3/15-5/5/16
CE2062-SP01 16 sessions 40 hrs. \$799



Orientation Dates:

Wed., February 24, 2016 6pm to 9pm

Wed., March 2, 2016 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 2/20-4/2/16
CE2041-SP01 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 4/9-5/7/16
CE2042-SP01 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 5/14-6/18/16
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 8/20-9/24/16
CE2044-SU01 5 sessions 27 hrs. \$549

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 10/1-11/5/16
CE2045-F01 5 sessions 27 hrs. \$325

COURSE 6.

ICD-10-CM/PCS Coding

This ICD-10-CM/PCS course is a necessary introductory class for both program students and current medical personnel, who assign diagnostic codes for medical billing and medical charting purposes. The International Classification of Diseases (ICD) arranges diseases and injuries into coded groups. Together with CPT-4 codes, insurance companies interpret ICD-10-CM/PCS codes in order to pay claims, prioritize patient diagnoses for medical record purposes and record statistical data for health care entities. Textbooks required.

Sat 9:30am to 3:00pm 11/12/16-1/21/17
CE2049-F01 7 sessions 38.5 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 9:30am to 3:00pm 1/28-3/18/17
CE2047-SP01 7 sessions 38.5 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. Kitchen curriculum subject to change based on availability of ingredients. 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.

Orientation Dates:

February 17, 2016 at 6:00pm

February 19, 2016 at 9:00am

***Attendance at one orientation is mandatory**

M, W & F 8:30am to 3:30pm 2/22-4/11/16 CE2083-SP01 21 sessions 114 hrs. \$1,199
(Times and number of sessions subject to change)

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 \$24.

miércoles, jueves, viernes Primera y tercera semana de cada mes 5:00pm to 10:00pm
CE2082-SP01 3 sessions 15 hrs. \$165

Professional Development



**Enhance
Your
Professional
Development
Skills
with
Over 20
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**THE SKILLS
TO DO
THE JOB**

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 2/29-4/18/16 CE6036-SP01 42 hrs. 14 sessions \$499

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.

**Sat 9:30am to 1:30pm 2/27-5/21/16
CE6014-SP01 12 sessions 48 hrs. \$549**

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.

**T & Th 6:45pm to 9:45pm 5/31-6/21/16
CE6016-SP01 7 sessions 21 hrs. \$249**

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 2/27-4/16/16
CE6011-SP01 8 sessions 24 hrs. \$399**

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 4/30-5/21/16
CE6013-SP01 4 sessions 12 hrs. \$199**

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: \$279

Customer Service Training Certificate Program Workshops

1. Introduction to Customer Service
2. Verbal and Non-Verbal Communication
3. Managing Conflict/Resolving Problems
4. Effective Interaction in the Workplace

Fri 9:00am to 4:00pm 4/29-5/20/16 CE6029-SP01 4 sessions 24hrs. \$279

Improve your English Language skills in the workplace with our Contextualized ESOL/Customer Services (Basic/Low-Intermediate). See below for details.

Contextualized ESOL/Customer Service (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.).

Fri 9:00am to 4:00pm TBA CE6035-SP01 1 session 6 hrs. \$75

INFORM, ENGAGE,

**INSPIRE
YOUR TEAM**



Corporate Training

Division of Continuing Education & Workforce Development Corporate Training develops and delivers customized on-site employee training workshops for a variety of organizations in various industries. Training is designed to best address the needs of your organization, enhance employee skills and increase employee productivity.

To start planning a training program customized to your specific goals and needs, please call 718-514-7534 or send your inquiry to CEDU@hostos.cuny.edu

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	4/8/15	CE4303-SP01	1 session	8 hrs.	\$79
Fri	9:00am to 6:00pm	5/13/16	CE4303-SP02	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	4/9-4/10/16	CE4304-SP01	2 sessions	16 hrs.	\$159
Sat & Sun	9:00am to 6:00pm	5/14-5/15/16	CE4304-SP02	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 4/16-4/17/16 CE4305-SP01 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 4/23-4/24/16 CE4306-SP01 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 4/30-5/1/16 CE4308-SP01 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 5/6/16 CE4307-SP01 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 2/26-3/26/16 CE5001-SP01 10 sessions 30 hrs. \$549

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.

Fri 6pm to 9pm & Sat 10am to 1pm 4/1-5/7/16 CE5002-SP01 10 sessions 30 hrs. \$549

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 5/13-6/17/16 CE5003-SP01 10 sessions 30 hrs. \$549

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 2/26-5/6/16 CE5201-SP01 10 sessions 30 hrs. \$549

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 Open Enrollment* CE4201-SP01 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 2/13, 2/20 & 2/27/16 CE4206-SP01 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 TBA CE4204-SP01 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.

Sat 9:30am to 4:30pm TBA CE4208-SP01 1 session 7.5 hrs. \$99

Contact Professor Rozenberg at Sroze661@hotmail.com for additional information regarding the certificate programs above.

CompTIA Certifications



Computing Technology Industry Association (CompTIA) is a non-profit 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 6:15pm to 9:30pm 2/1-4/27/16

CE3021-SP01 26 sessions 78 hrs.

\$1,499 * (Textbook is not included in tuition)

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 6:15pm to 9:30pm 5/3-8/18/16

CE3022-SP01 32 sessions 96 hrs.

\$1,799 * (Textbook is not included in tuition)

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

Sat 10:00am to 4:00pm 1/23-6/25/16 CE3027-SP01 20 sessions 100 hrs. \$1,499*

***(Textbook is not included in tuition)**



AutoCAD Certificate Program

NEW

AutoCAD (computer-aided design) is a software program 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.

- Set up grids and snaps; create geometry using different coordinate systems
- 2-D geometric construction; use of command line; create working drawings
- Add and modify text

By course end, students will have mastered the use of the CAD software and developed skills in 2D geometric construction. Students also will be able to complete quality projects within prescribed deadlines, as well as communicate effectively using graphic standards.

Sun 10:00am to 4:00pm 1/24-6/26/16 CE3027-SP01 16 sessions 80 hrs. \$1,399*

***(Textbook is not included in tuition)**



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.

Sat 10:00am to 3:00pm 2/27-5/21/16 CE3010-SP01 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**

M & W 6:30pm to 9:30pm 2/29-5/4/16 CE3011-SP01 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.

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 2/27-4/9/16 CE4001-SP01 7 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
Sat	9:30am to 3:30pm	3/12/16	CE4027-SP02	1 session	6 hrs.	\$99
Sat	9:30am to 3:30pm	4/9/16	CE4027-SP03	1 session	6 hrs.	\$99
Sat	9:30am to 3:30pm	5/14/16	CE4027-SP04	1 session	6 hrs.	\$99
Sat	9:30am to 3:30pm	6/11/16	CE4027-SU01	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-SP01 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
Sat 9:30am to 3:30pm	4/16/16	CE4030-SP02	1 session	6 hrs.	\$99
Sat 9:30am to 3:30pm	5/21/16	CE4030-SP03	1 session	6 hrs.	\$99
Sat 9:30am to 3:30pm	6/18/16	CE4030-SU01	1 session	6 hrs.	\$99

Summer 2016 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

Joint Certificate Program Professional Development Credit for Educators



- 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 18 – June 24, 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 Urefia de Henriquez

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



For additional information, please contact
Natalie Espino, Professional Development,
CUNY in the Heights
212-567-7132

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.

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 24)
3. Training in the Recognition & Reporting of Child Abuse (See page 42)
4. DASA (See page 43)

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	9:15am to 3:15pm	2/27-5/14/16	CE4021-SP01	11 sessions	66 hrs.	\$899
M & W	5:30pm to 8:30pm	2/29-5/11/16	CE4021-SP02	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 1/23-1/30/16
CE4026-SP01 2 sessions 10 hrs. \$125

Sat 9:30am to 2:30pm 5/21-6/4/16
CE4026-SP02 2 sessions 10 hrs. \$125

Professional Development

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), by calling AAAI/ISMA at 609-397-2139 or online at aaai-ismafitness.com.**



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	2/6/16	CE2091-SP01	1 session	8 hrs.	\$119
Sat	9:00am to 5:00pm	3/5/16	CE2091-SP02	1 session	8 hrs.	\$119

Earn your CPR/AED Certification for an additional \$99. See below 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	2/27/16	CE2093-SP01	1 session	8 hrs.	\$119
Sat	9:00am to 5:00pm	3/26/16	CE2093-SP02	1 session	8 hrs.	\$119

Students can order *Nutrition Essentials* by Joe Cannon (\$29) by calling AAAI/ISMA at 609-397-2139 or online at aaai-ismafitness.com.

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	2/19/16	CE2006-SP01	1 session	5 hrs.	\$99*
Fri	9:00am to 2:00pm	3/18/16	CE2006-SP02	1 session	5 hrs.	\$99*
Fri	9:00am to 2:00pm	4/22/16	CE2006-SP03	1 session	5 hrs.	\$99*

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

Additional classes will be added based on demand.

Hostos College for Kids

Hostos College for Kids

SATURDAY



ACADEMY

Not Just Another Kids Program!

The new Saturday Academy has been customized to fit your child's needs and interests. Select any one of our four packages that range from exclusively academic to totally non-stop fun. Whether learning Spanish, refining those reading, writing and math skills or Hip Hop dancing, your child and you will be amazed at how much fun school can be!

**Saturday Academy is in session from
February 27, 2016 - May 14, 2016**

Package **A**cademics

Saturdays Feb. 27- May 14, 2016
9:00am – 1:15pm \$399

Package A includes:

Improving Reading/Writing and Math Skills
* Add any enrichment classes for \$209.00 each

Package **B**right

Saturdays Feb. 27- May 14, 2016
9:00am – 4:45pm \$625

Package B includes:

Improving Reading/Writing and Math Skills
Vocal Training
Piano for Kids
Conversational Spanish

Package **C**lassy

Saturdays Feb. 27- May 14, 2016
9:00am – 4:45pm \$625

Package C includes:

Improving Reading/Writing and Math Skills
Learning Through Drama
Etiquette for Kids
Ballet for Kids

Package **D**ynamic

Saturdays Feb. 27- May 14, 2016
1:15pm – 4:45pm \$429

Package D includes:

Karate
Piano
Hip Hop

Call to register now! 718-514-7534



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 4:00pm to 5:00pm 2/27-5/14/16
CE8307-SP01 10 sessions 10 hrs. \$219

Sat 5:15pm to 6:15pm 2/27-5/14/16
CE8307-SP02 10 sessions 10 hrs. \$219

* Students must be escorted by Parent/Guardian.

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 3/12-5/21/16
CE8401-SP01 8 sessions 20 hrs.

Geometry

Sat 11:15am to 1:15pm 3/12-5/21/16
CE8403-SP01 8 sessions 20 hrs

Living Environment: Biology

Sat 1:30pm to 3:30pm 3/12-5/21/16
CE8405-SP01 8 sessions 20 hrs

Global History

Sat 1:30pm to 3:30pm 3/12-5/21/16
CE8406-SP01 8 sessions 20 hrs

English Language Arts (ELA)

Sat 9:00am to 11:30am 3/12-5/21/16
CE8404-SP01 8 sessions 20 hrs.

The New SAT/ACT Preparation Course

Sat 9:30am to 3:30pm 2/27-4/9/16
CE8409-SP01 6 sessions 30 hrs.

Test date: Sat., May 7, 2016 (Textbook \$20)

Sat 9:30am to 3:30pm 4/16-5/21/16
CE8409-SP02 6 sessions 30 hrs.

Test date: Sat., June 4, 2016 (Textbook \$20)

Call to Enroll now! 718-514-7534

Special group rates are available for schools! Seats are limited.

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.

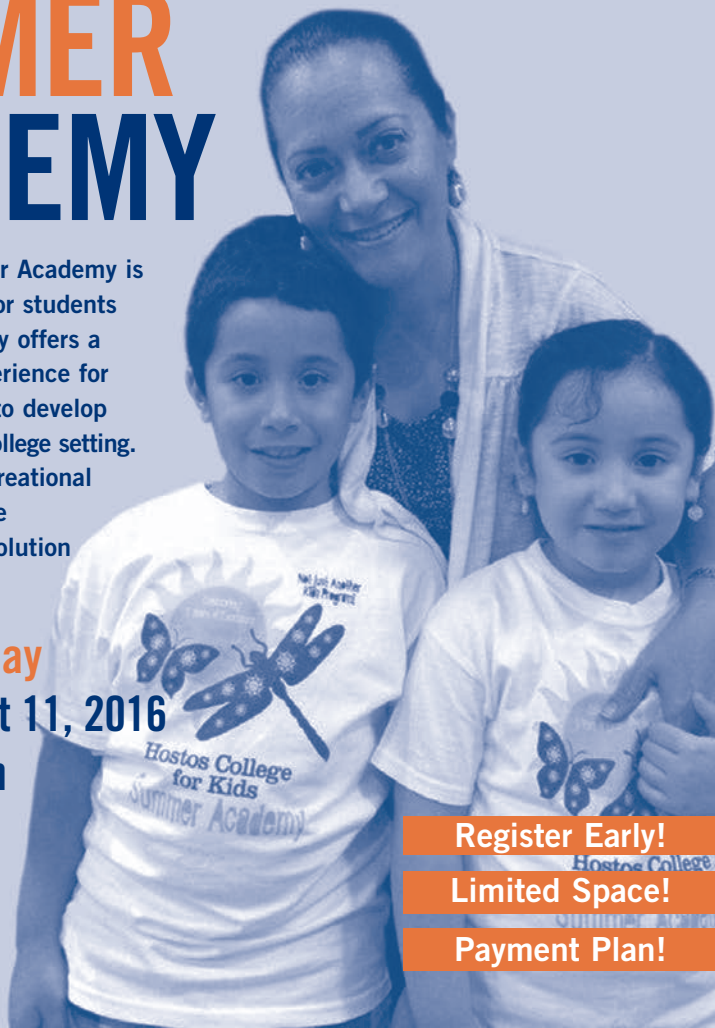
This course provides excellent preparation for Elementary & Intermediate school students (3rd-8th grade) that are scheduled to take the English Language Arts (ELA) exam on April 5 - April 7, 2016 and the Mathematics exam on April 13-15, 2016.

Tue-Fri 8:30am to 4:00pm 2/16-2/19/16 CE8018-SP01 4 sessions 30 hrs. \$349

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 29 - 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

Training that gives you

THE SKILLS TO DO THE JOB



Learn new skills for
high-growth career fields
in 12 months or less.

You can choose from intensive
certification programs to customized
short-term training, online or on-site.



In 2 months ↓

you can become
Certified in Culinary Arts
page 32

In 3 months ↓

you can become
Certified as a
Patient Care Technician
page 24

Certified as a
Pharmacy Technician
page 27

In 4 months ↓

you can become
Certified as an Emergency
Medical Technician
page 27

In 6 months ↓

you can become
Certified in CompTIA A+
page 40

Certified in
Cisco Networking & AutoCAD
page 40

In 12 months ↓

you can become
Certified as a Credentialed
Alcohol & Substance
Abuse Counselor
page 28

Certified in
Medical Billing & Coding
page 31

3

Easy Ways To Register!



Online

<http://www.hostos.cuny.edu/Continuing-Ed>

By Phone

718-514-7534



In person

560 Exterior Street
Bronx, NY 10451

Monday through Thursday 8:30 am - 6:30 pm
Fridays 8:30 am - 5:00 pm Saturday 8:30 am - 4:00 pm

Registration

All students are encouraged to register no later than one week before class start date.

Payment

Payment is required at time of registration. Any unpaid registrations will be cancelled one week prior to the class start date. Payment can be made online, by phone and in person at 560 Exterior Street Bronx, NY 10451. We accept major credit cards (MasterCard/Visa/Discover/American Express), money orders or cash as form of payment.

Discounts

The Division of Continuing Education & Workforce Development (CEWD) offers discounts to the following groups: 15% tuition discount is offered to alumni association members, Hostos under-graduates, senior citizens (65+ years) and faculty/staff. Register for two or more classes and receive 5% discount. Only one discount can be applied per registration.

To receive a tuition discount, you must register in person, with appropriate identification, no more than three working days prior to the start of the selected course. All discounted registrations are subject to space availability. Call (718) 514-7534 for more information.

Delinquent Payments

The College reserves the right to withhold the privileges of class attendance, use of facilities and services and access to certificates of completion from students with delinquent payments.

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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Executive Director	Evelyn Fernandez-Ketcham
Assistant Director	Alex Seki

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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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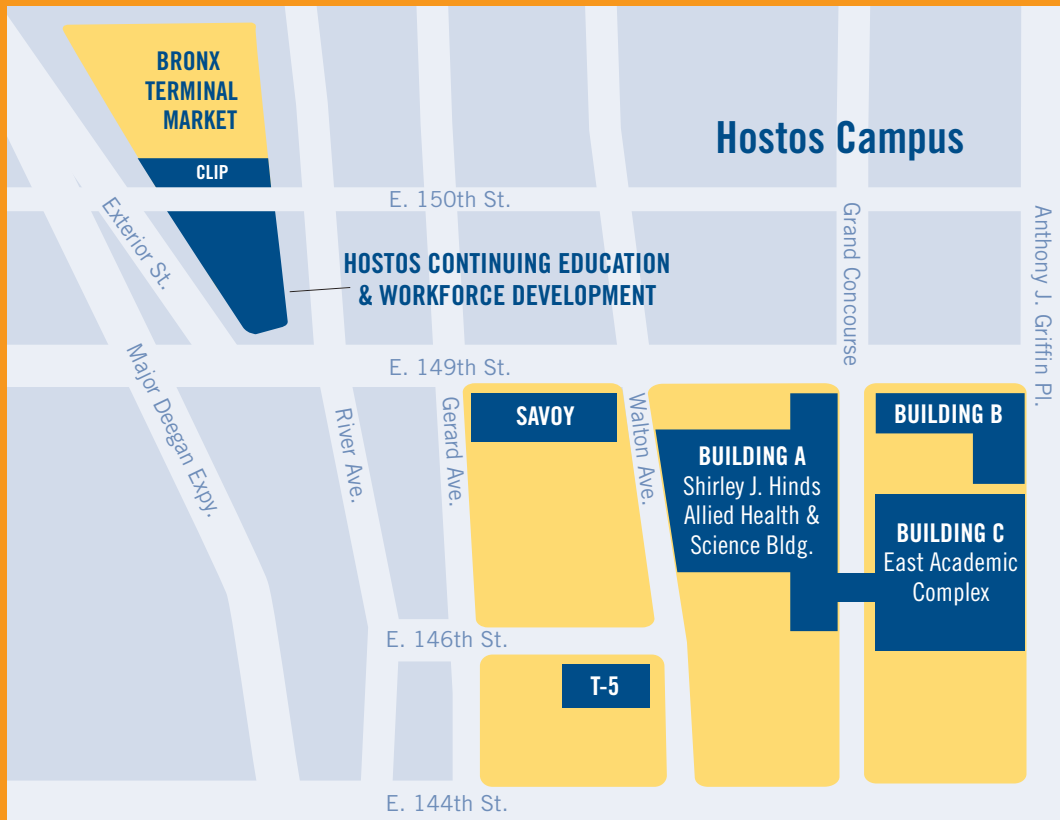
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