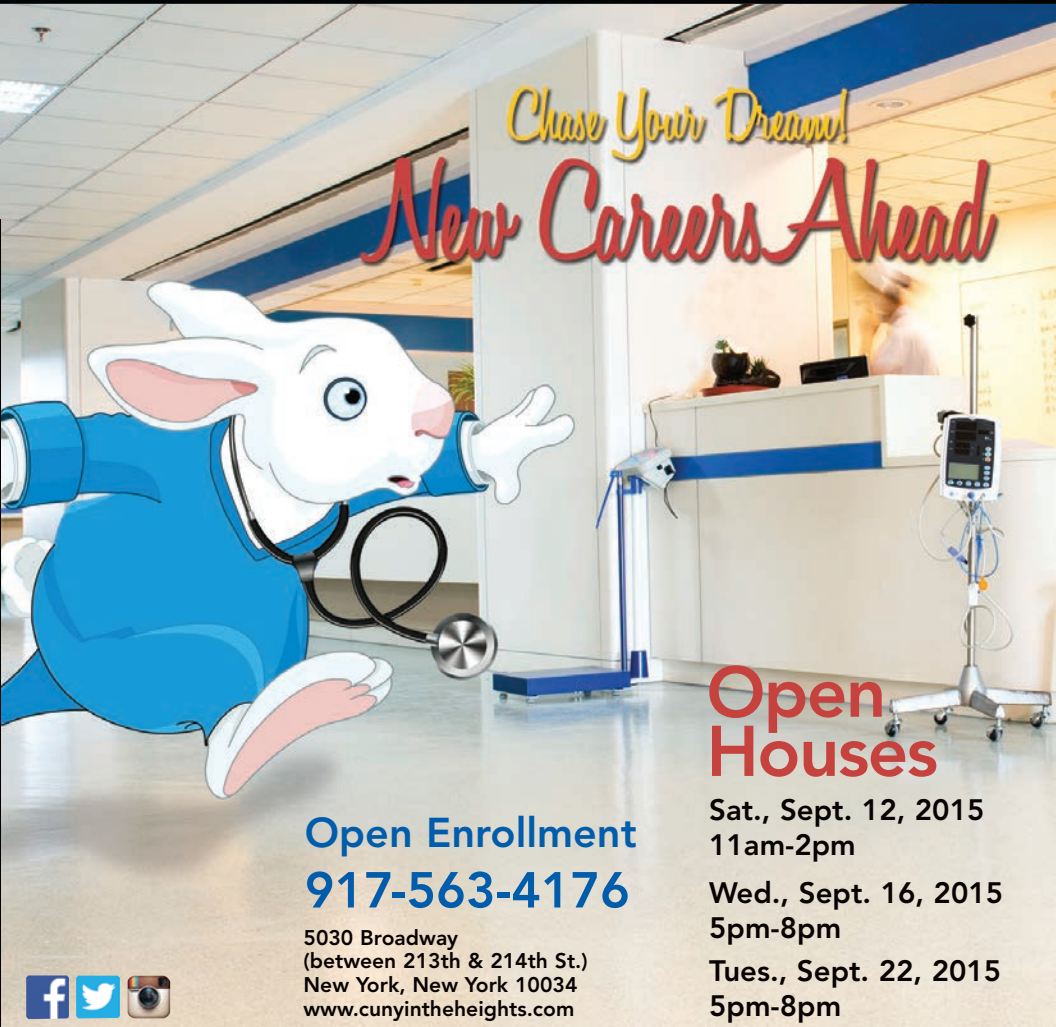


Fall 2015

CUNY

in the Heights



Chase Your Dream!

New Careers Ahead

Open Houses

Sat., Sept. 12, 2015
11am-2pm

Wed., Sept. 16, 2015
5pm-8pm

Tues., Sept. 22, 2015
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Open Enrollment
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5030 Broadway
(between 213th & 214th St.)
New York, New York 10034
www.cunyintheheights.com



Healthcare
Certifications

Education and
Language Arts

Computer Training
Personal Enrichment

Computer Training Certificate Programs

EXPAND YOUR MIND!

Courses can be taken individually and as part of a Certificate Program.

Photoshop: Graphic Design (32 hrs)

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

- How to create photo collages, professionally retouch, manipulate and edit photos
- Create their own graphics, logos, web designs, illustrations and much more

Section	Class	Day	Dates	Time	Price
ACE-0710 CHF01	Photoshop Graphic Design	Sat	9/26-11/14/15	2pm-6pm	\$265

Book Fee: *Adobe Photoshop CS6* \$35

Coding for Web Development (30 hrs)

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

- Make a complete three page website with full interactivity
- Create animations, movies, and more by the end of the course

Section	Class	Day	Dates	Time	Price
ACE-0714 CHF01	Coding for Web Development	T,Th	10/6-11/24/15	7pm-9pm	\$265

Book Fee: *Adobe Coding Web Development CS6 2* \$35

InDesign & Illustrator: Desktop Publishing (40 hrs)

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

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

Section	Class	Day	Dates	Time	Price
ACE-0714 CHF01	InDesign & Illustrator	Sat	9/26-11/14/15	9am-2pm	\$399

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


Certificate in QuickBooks: Computer Applications in Accounting (24 hrs)

Take control of your business and save time with this easy-to-use accounting program.

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

Section	Class	Day	Dates	Time	Price
ACE-0489 CHF01	QuickBooks	Sat	10/3-11/21/15	10am-1pm	\$225

Ps	Photoshop	+	HTML CSS3	Coding for Web Development	=	Certificate in Web Development (60 hrs)
Ps	Photoshop	+	Id Ai	InDesign & Illustrator	=	Certificate in Desktop Publishing (70 hrs)
Ps	Photoshop	+	Ae	After Effects	=	Certificate in Multi-Media Production (60 hrs)



Professional Certificate & License

THE NEW YOU!

Periodismo Práctico, Televisivo y Escrito (40 hrs)

Durante el desarrollo de este curso, se les introducirá a los estudiantes los puntos más importantes del periodismo, tanto escrito como televisivo. El curso está diseñado para motivar a los estudiantes a pensar, analizar y hablar críticamente sobre los acontecimientos más relevantes de la actualidad, así como las tendencias que se vuelven virales en las redes sociales. Esta también está diseñado para que los estudiantes puedan experimentar cómo funciona el mundo real periodístico, promocionándoles las herramientas básicas para desempeñarse en este campo, de manera más eficiente y eficaz.



Section	Class	Day	Dates	Time	Price
ACE-0818 CHF01	Periodismo Práctico, Televisivo y Escrito	Sat	10/10-12/5/15	9am-2pm	\$399

Professional Certificate & License

THE NEW YOU!

Teacher Assistant Certificate* (72 hrs)

This series of (8) courses is designed to help you accomplish the following objectives:



- Obtain a Teacher Assistant Certificate
- Complete NYS mandated workshops on School Violence Prevention and Child Abuse/Maltreatment Identification and Reporting
- Help passing the NYS Assessment of Teaching Assistant Skills test (ATAS) (95)
- Training in harassment, bullying, cyberbullying, and discrimination in schools (DASA)

This program provides the necessary training to work in schools and advance within the field of education and teaching. All students must submit a copy of their H.S Diploma or GED and a \$30 certificate fee.

Section	Class	Day	Dates	Time	Price
ACE-3001 CHF01	Function of Teacher Assistant (6 hrs)	M, W	9/28-9/30/15	6pm-9pm	\$99
ACE-3003 CHF01	Child Development & Learning (12 hrs)	M, W	10/5-10/19/15	6pm-9pm	\$125
ACE-3005 CHF01	Language Art & Math Theories and Practices (12 hrs)	M, W	10/21-11/2/15	6pm-9pm	\$125
ACE-3007 CHF01	Strategies for Supporting (12 hrs) & Managing Behavior (12 hrs)	M, W	11/4-11/16/15	6pm-9pm	\$125
ACE-3009 CHF01	Best Practices (12 hrs)	M, W	11/18-11/30/15	6pm-9pm	\$125
ACE-3041 CHF01	Recognition & Reporting of Child Abuse & School Violence Prevention (6 hrs)	M, W	12/2-12/7/15	6pm-9pm	\$99
ACE-1007 CHF01	CPR/Community First Aid (6 hrs)	M, W	12/9-12/14/15	6pm-9pm	\$99
ACE-3443 CHF01	Prevention & Intervention (DASA)	T, Th	10/6-10/8/15	6pm-9pm	\$99
ACE-3443 CHF02	Prevention & Intervention (DASA)	T, Th	11/3-11/5/15	6pm-9pm	\$99

Security Guard 8-hour & 16-hour Certification Course (24 hrs)



A certification course that will lead to one of the fastest growing fields in security. This is the industry standard 8-hour and 16-hour Security Guard certification approved by the New York State Division of Criminal Justice.

Additional recommended trainings to increase a Security Guard's employability include:

- CPR
- First Aid
- School Violence Prevention

Upon completion there is a State fingerprinting and a State application fee.

Section	Class	Day	Dates	Time	Price
ACE-1003 CHF01	8-hour Certification Course	Sat	10/3/15	9:30pm-5:30pm	\$70
ACE-1003 CHF02	Annual 8- Hour Certification	Sat	10/24/15	9:30pm-5:30pm	\$70
ACE-1003 CHF03	8-Hour Certification Course	Sat	11/14/15	9:30pm-5:30pm	\$70
ACE-1005 CHF05	16-hour On the job Training	Fri,Sat	11/20-11/21/15	9:30pm-5:30pm	\$125

Paralegal Studies (90 hrs)

Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of law in which paralegals are in most demand. There are no prerequisites to take the course, but students will be expected to complete a significant amount of homework for each session. This program will help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills.

Section	Class	Day	Dates	Time	Price
ACE-4035 CHF01	Paralegal Studies	M,W	10/19/15-2/10/16	6pm-9pm	\$1,289

Register Today! 917-563-4176

*Proof of High School/GED diploma required.

Healthcare Certifications & Careers

A HEALTHY CAREER IN HEALTHCARE!

Certified Nursing Assistant Program (CNA)* (130 hrs)



Our program is a NYS Dept. of Health approved training program for individuals seeking employment as nursing assistants in the medical field. Their duties include patient care, taking vital signs, catheter care, assisting with ambulation, range of motion exercises, and moving patients to a bed and from a bed to a wheelchair. This 130 hour course includes:

- Skills Requirements (50 hrs)
- Anatomy and Physiology (50 hrs)
- Nursing Home Clinical Rotation (30 hrs)

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

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

Section	Class	Day	Dates	Time	Price
ACE-0715 CHF01	Nursing Assistant	M-Th	10/5-12/21/15	6pm-9pm	\$995
ACE-0715 CHF02	Nursing Assistant	M-Th	10/5-11/18/15	9am-2pm	\$995

CPR/AED for Professional Rescuers & Healthcare Providers/Basic Life Saving (4 hrs)

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

Section	Class	Day	Dates	Time	Price
ACE-1009 CHF01	Professional Rescue for Healthcare Providers	Sat	10/10/15	10am-2pm	\$99
ACE-1009 CHF02	Professional Rescue for Healthcare Providers	Sat	11/14/15	10am-2pm	\$99

Certified Electrocardiography Technician* (30 hrs)

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

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

Section	Class	Day	Dates	Time	Price
ACE-5011 CHF01	EKG Technician	Sat	10/3-12/12/15	1pm-4pm	\$349
ACE-5011 CHF02	EKG Technician	T,Th	10/13-11/12/15	6pm-9pm	\$349

Certified Phlebotomy Technician* (80 hrs)

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

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

For this course health clearance forms are required. Prerequisite: CNA, LPN or coordinator permission.

Section	Class	Day	Dates	Time	Price
ACE-5011 CHF01	Phlebotomy	M-Th	10/19-12/2/15	6pm-9pm	\$849

Patient Care Certificate Program



Register Today! 917-563-4176



*Proof of High School/GED diploma required.

Healthcare Certifications & Careers

A HEALTHY CAREER IN HEALTHCARE!

Dental Assistant Certificate Program* (80 hrs + 40 hrs Externship)



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

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

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

Section	Class	Day	Dates	Time	Price
ACE-0720 CHF01	Dental Assistant	M,W	10/5/15-1/27/16	6pm-9pm	\$1,299

Pharmacy Technician* (100 hours + 80 hours externship)

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

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

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

Section	Class	Day	Dates	Time	Price
ACE-0717 CHF01	Pharmacy Technician	T,W,Th	10/13/15-1/12/16	6pm-9pm	\$1,499

Clinical Medical Assistant* (140 hrs + 160 hrs Externship)



This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes:

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

Payment plan option available (up to 4 installments).*

Section	Class	Day	Dates	Time	Price
ACE-0704 CHF01	Clinical Medical Assistant	M,T,Th	10/13/15-2/16/16	6pm-9pm	\$2,399

Medical Billing & Coding Specialist (260 hrs) \$2,199 6pm-9pm



The Medical Billing and Coding Specialist Certification program is designed to prepare you for exciting new in-demand career opportunities. Healthcare providers are increasingly transitioning to electronic medical records and billing systems. A Medical Billing and Coding Certification can increase your marketable skills and prepare you for entry-level positions in this expanding field.



Section	Class	Day	Dates	Time	Price
ACE-0703 CHF01	Medical Billing and Coding	T,Th	10/6/15-6/30/16	6pm-9pm	\$2,199

Register Today! 917-563-4176

*Proof of High School/GED diploma required.

Education & Language Arts

OPEN THE DOOR TO EDUCATION!

High School Equivalency Diploma - Formally known as the GED (72 hrs)

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

Section	Class	Day	Dates	Time	Price
ACE-0201 CHF01	HSE English	T,Th	10/6/15-1/12/16	9:30am-12:30pm	\$199
ACE-0201 CHF02	HSE English	T,Th	10/6/15-1/12/16	6:00pm-6:00pm	\$199
ACE-0202 CHF01	HSE Spanish	M,W	10/5/15-1/11/16	9:30am-12:30pm	\$199
ACE-0202 CHF02	HSE Spanish	M,W	10/5/15-1/11/16	6:00pm-9:00pm	\$199

English Links Intensive Weekday (200 hrs) or Weekend (40 hrs)

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

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

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

Section	Class	Day	Dates	Time	Price
Weekday Schedule (200 hrs)					
ACE-0307 CHF01	English Links Foundation	M-F	10/5-12/16/15	9am-1:30pm	\$1,399
ACE-0306 CHF01	English Links Bridge	M-F	11/5-12/16/15	9am-1:30pm	\$1,399
<i>\$100 processing fee for International students.</i>					
Weekend Schedule (40 hrs)					
ACE-0307 CHF01	English Links Foundation	Sat	10/10-12/5/15	9am-2pm	\$299
ACE-0306 CHF01	English Links Bridge	Sat	10/10-12/5/15	9am-2pm	\$299

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

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

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

dia	fecha	hora	dia	fecha	hora
Sábado	septiembre 12	1pm	Martes	septiembre 22	11am y 6pm
Martes	septiembre 15	11am y 6pm	Miércoles	septiembre 23	11am y 6pm
Miércoles	septiembre 16	11am y 6pm	Jueves	septiembre 24	11am y 6pm
Lunes	septiembre 21	11am y 6pm	Martes	septiembre 29	11am y 6pm
			Miércoles	septiembre 30	11am y 6pm

English As A Second Language (60 hrs)

Section	Class	Day	Dates	Time	Price
ACE-0301 CHF01	Basic	M W	10/5-12/14/15	6pm-9pm	\$199
ACE-0303 CHF01	Intermediate	T,Th	10/6-12/15/15	6pm-9pm	\$199
ACE-0304 CHF01	High Intermediate	M,W	10/5-12/14/15	6pm-9pm	\$199
ACE-0305 CHF01	Advanced	T,Th	10/6-12/15/15	6pm-9pm	\$199

Proveedor de Cuidado de Niños (30 horas)

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

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

Section	Class	Day	Dates	Time	Price
ACE-3022 CHF01	Sección de Registración y Evaluación	Sat	9/12/15	12pm-1pm	Gratis
ACE-3022 CHF02	Sección de Registración y Evaluación	Wed	9/16/15	6:30pm-7:30pm	Gratis
ACE-3022 CHF01	Sección de Registración y Evaluación	Tues	9/22/15	6:30pm-7:30pm	Gratis
ACE-3024 CHF01	Certificado de Cuidado Infantil	Sat	10/3-12/12/15	3pm-6pm	\$399

Actuación para Cine (30 hrs)

Nuestro programa de un año de actuación para cine y televisión, dividido en 3 módulos de (3) tres meses es la mejor oportunidad para estudiantes que quieran explorar y dominar los diferentes niveles de actuación en el escenario y delante de la cámara. Los estudiantes profundizarán su conocimiento, ganarán experiencia invaluable a través de nuestras producciones y obtendrán la capacitación necesaria para insertarse en este fascinante mundo.



Section	Class	Day	Dates	Time	Price
ACE-1026 CHF01	Actuación para Cine	Thur	10/1-12/10/15	6pm-9pm	\$269 Monthly

Enrichment Programs

A BETTER YOU!

Event Planning (36 hrs)

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

Section	Class	Day	Dates	Time	Price
ACE-0814 CHF01	Event Planning (36 hrs)	Sat	10/3-12/5/15	1pm-5pm	\$359

Politics & Government:

Becoming a Gladiator: What it takes to work for a Public Official (22 hrs)

Public Officials are only as strong their vision, staff, office structure, and ability to meet deliverables. This course will train and educate you on how government works and what it takes executive staff to prepare those Public Officials you see every-day on the news. It will give you the tools to work for any government or political office—and contribute successfully to its progress.



Each student will be asked to pick a Public Official they are interested in working for—you will choose this public official based on research & your shared personal vision. All class assignments will be developed as if you were employed at your principles government office.



Section	Class	Day	Dates	Time	Price
ACE-0817 CHF01	Politics & Government: Becoming a Gladiator	Wed	10/7-12/16/15	7pm-9pm	\$299

College for Kids – 8 Saturdays

Saturdays – October 3, 2015 through November 21, 2015

Academic Enhancement \$139 (12 hrs)

Cultural & Recreational Enrichment \$119 (9 hrs)

Class	Time	Class	Time
Reading, Writing & Math (Gr. 1)	9:30am-11:30am	Piano for Kids (Ages 5-8)	2:00pm-3:30pm
Reading & Writing (Gr. 2-3)	9:30am-11:30am	Ballet for Kids (Ages 5-8)	2:00pm-3:30pm
Reading & Writing (Gr. 4-5)	9:30am-11:30am	Karate for Beginners	2:00pm-3:30pm
Improving Math (Gr. 2-3)	11:30am-1:30pm	Move It-Kids Fitness (Ages 9-13)	2:00pm-3:30pm
Improving Math (Gr. 4-5)	11:30am-1:30pm	Hip Hop for Kids	3:30pm-5:00pm
Science, Technology, Engineering, Math \$139 (12 hrs)		Piano for Kids (Ages 9-13)	3:30pm-5:00pm
		Ballet for Kids (Ages 9-13)	3:30pm-5:00pm
		Karate (Intermediate)	3:30pm-5:00pm
		Robotics (Gr. 2-3)	9:30am-11:30am
Robotics (Gr. 4-5)	11:30am-1:30pm		
			

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

Transportation: A Train/ BX12 Bus to 207th Street (walk 4 blocks north to 5030 Broadway)

#1 Train to 215th Street (walk 1 block West to 5030 Broadway)

BX7, BX20, M100 Bus to 213th Street (Bus Stop in front of CUNY in the Heights)

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

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

Holiday Schedule: The College is closed on 10/12/15, 11/26/15, 11/27/15, 12/24/15, 12/25/15, 12/31/15, 1/1/16 and 1/18/16.

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

CUNY in the Heights

Division of
Continuing
Education
& Workforce
Development

Fall 2015

Open Houses

Sat., Sept. 12, 2015
11am-2pm

Wed., Sept. 16, 2015
5pm-8pm

Tues., Sept. 22, 2015
5pm-8pm

Register Now
917-563-4176

www.cunyintheheights.com
cunyintheheights@hostos.cuny.edu

Additional continuing education classes
are available at Hostos Community College
718-518-6656
www.hostos.cuny.edu/Continuing-Ed



CUNY in the Heights/Hostos Community College



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Do something *Today* that your future self will thank you for.



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.