ACADEMIC CALENDAR

Friday, January 1
Saturday, January 16 - Monday, January 18
Friday, February 12
Saturday, February 13 - Monday, February 15
Saturday, March 27 – Friday, April 2
Saturday, April 3 - Sunday, April 4
Saturday, May 29 - Monday, May 31
Friday, June 18
Friday, July 3 - Sunday, July 5
Saturday, September 4 - Monday, September 6
Monday, September 6 - Wednesday, September 8
Wednesday, September 15
Saturday, October 9 - Monday, October 11
Thursday, November 25 – Sunday, November 28
Tuesday, December 21 – Sunday, January 2, 2022

New Year’s Day Observed
Martin Luther King Jr Day
Lincoln’s Birthday
Presidents Day Weekend
Spring Break
Easter Weekend
Memorial Day Weekend
Juneteenth
Independence Day Weekend
Labor Day Weekend
Rosh Hashanah
Yom Kippur
Columbus Day Weekend
Thanksgiving Break
Winter Break
Office Closed & No Classes
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**CPS POLICIES**

**HOW TO REGISTER**

**Online** www.cps.ccny.edu/cps

**By Phone** (212) 650-7312

**By Email** ace@ccny.cuny.edu

YOU MAY BE ELIGIBLE FOR TUITION ASSISTANCE OR VOUCHERS FOR MANY OF OUR COURSES

**ENROLLMENT REQUIREMENT**

You must have a High School Diploma/GED to enroll in most of our certificate programs.

**PAYMENT PLANS**

Students may apply for a payment plan on open courses with tuition of $500 or above. Payment plans must be done in person. If interested, please visit the Office of Continuing and Professional Studies. A 50% payment is required for payment plans, some exceptions may apply, and a credit/debit card must be maintained on file. Full tuition must be paid before the course begins.

**REFUND POLICY**

If CPS cancels a course, a 100% refund, including the registration fee, will be given. If a student cancels, a refund request must be submitted in writing (via email or in person) five business days prior to the first day of class. If the student withdraws at least five business days prior to the first day of class, a 100% refund will be given (less the $25 registration fee).

There are no refunds on one or two day workshops, unless class in not offered. Non-attendance does not constitute a withdrawal or request for refund. A refund takes approximately 6 to 8 weeks after the Office of Continuing and Professional Studies receives the request. Refunds are credited to the card charged. Money orders and business check payments are refunded with check mailed 6 to 8 weeks after a course withdrawal or cancellation has been approved. Refunds are not given after the first class session.

**GRANTS AND SCHOLARSHIPS**

**HELENA RUBINSTEIN CAREER SUCCESS SCHOLARSHIP**

This scholarship fund, which is generously supported by the Helena Rubinstein Foundation, is the first program at CUNY for individuals enrolled in continuing education programs. It is open to individuals seeking to advance their careers through education and training, and do not have access to other funding sources.

For more information, please contact The City College of New York, Continuing Professional Studies office or visit http://www2.cuny.edu/academics/cpe/helena-rubinstein-scholarship/how-to-apply/

**INDIVIDUAL TRAINING GRANTS (ITG)**

Advance your Career through Occupational Training ITG vouchers allow you to receive specialized training to find a new job or advance in your career at a very low cost. For more information, visit your local Workforce 1 Center.

**WORKFORCE INVESTMENT ACT**

(WIA) Vouchers may be available for individuals who are unemployed, dislocated, disabled, youth (14 to 21 meeting certain requirements) or displaced workers. For more information, please visit http://www.workforcenewyork.org.

**HUMAN RESOURCE ADMINISTRATION**

WWW.CPS.CCNY.EDU | 212.650.7312 The City College of New York, Continuing and Professional Studies
CPS is a Human Resource Administration (HRA) approved provider. For more information and requirements, please visit www.nyc.gov/html/hra

EMPLOYER REIMBURSEMENT
Vouchers/Tuition reimbursement may be available through your employer. Contact the Human Resources, Personnel or Training department at your place of employment to receive information.

DISCOUNTS
1. Senior citizens receive a discount of $25 for any open course costing $99 or more (except computer courses).
2. CCNY faculty, staff, and students receive a 10% discount on courses (except where exclusions may apply).
3. Receive 10% discount on tuition when your referral registers for a class of equal or greater value.

To receive a tuition discount you must show appropriate ID to demonstrate you are currently studying or working at CCNY. Discounts cannot be combined with other offers. Discounts are not available for all classes.

COURSE CANCELLATION
Continuing and Professional Studies courses are subject to a minimum enrollment. We reserve the right to cancel any class that does not meet the minimum enrollment required. If a course is cancelled, students will receive a full refund or speak to staff for additional options.

CLASSROOM LOCATION
Classroom information will be emailed to students, before the start of class.

CERTIFICATE REQUIREMENTS
Our certificate programs are designed to equip individuals with the appropriate level of skills in the least amount of time possible to prepare for the workforce. Most programs require at least a High School diploma or Test to Assess Secondary Completion (TASC), formally GED, for entry. Please refer to the specific certificate program to determine requirements or visit our website: www.cps.ccny.edu

GRADES
Any Incomplete grades should be resolved with your instructor within 2 weeks of the course finish date. This is not applicable to all courses. All final grades will be submitted 2 weeks after the class finishes by your instructor to our office.

WEATHER CLOSING
CCNY is occasionally closed due to extreme weather conditions. In the event of a blizzard or other hazardous weather conditions, please call 212-650-7000 or visit the CCNY website, https://www.ccny.cuny.edu for more information.
ONLINE CERTIFIED BILLING AND CODING SPECIALIST (CBCS)
CERTIFIED BY THE NATIONAL HEALTHCARE ASSOCIATION (NHA)

PERREQUISITE: High School Diploma or GED/HSE
This new 170-hour synchronous online course includes the process of submitting and following up on claims with health insurance companies in order to receive payment for services rendered by a healthcare provider. This course is designed for anyone who has the desire to work as a Certified Medical Billing and Coding Specialist in any outpatient medical facility such as physicians' offices, clinics, outpatient hospital settings, and other related facilities. MedStar Billing Technology and Resources, the instructional provider, offers over a decade of experience as a healthcare transaction processing service and training provider.

The course has two sections (sections can be taken in any order) Both sections are required to complete the course and satisfy testing requirements.

All instructors are CBCS AAPC- CPC and CPC-I certified with at least 10 years of experience as coders and coding instructors.

Upon completion of the course students are encouraged to take the Certified Billing and Coding Specialist certification examination by the National Health Career Association.

According to the US Department of Labor outlook handbook,
“the employment of medical records and health information technicians is projected to grow 11 percent from 2018 to 2028, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages. The median annual wage for medical records and health information technicians was $40,350 in May 2018.”

TOTAL COURSE HOURS: 170

Part I: Medical Terminology, The Insurance Specialist, The Basics of Medical Insurance, Managed Care
74 Hours
(21 Live Virtual Classroom Hours, 53 Written Assignment and Exam Hours)
SPRING 2021

SAT
APR 24 - JUN 5
FALL 2021

SAT
SEPT 11 – OCT 23

9:00AM – 12:00PM

$999*

$999*

Part II: ICD-10-CM, CPT, CMS 1500 Form, Cloud Based Computerized Billing
96 Hours Total
(27 Live Virtual Classroom Hours, 69 Written Assignment and Exam Hours)
SPRING 2021

SAT
FEB 6 – APR 17, 2021
FALL 2021

SAT
MAY 8 – JUL 10, 2021

OCT 30 – JAN 8, 2021

9:00AM – 12:00PM

$1,249*

$1249*

*25 Non-Refundable Registration Fee, Exam Fee, and Books Not Included in Tuition
Payment Plans Available
THIS CLASS IS BEING OFFERED ONLINE ONLY
WWW.CPS.CCNY.EDU | 212.650.7312 The City College of New York, Continuing and Professional Studies
ONLINE MEDICAL INTERPRETER CERTIFICATE
ACREDITED BY THE INTERNATIONAL MEDICAL INTERPRETERS ASSOCIATION (IMIA)

PREREQUISITE: High School Diploma or GED/HSE

This 102-hour course is designed to train entry-level medical interpreters in English/Spanish and meet the needs of doctors’ offices, hospitals, emergency rooms, and other medical facilities since the need for telephone interpreters is greater.

This Certificate in Medical Interpreting is the only one of its kind to incorporate Telephonic Interpreting as part of its curriculum.

TEXTBOOK AND $25 NON-REFUNDABLE REGISTRATION FEE INCLUDED IN TUITION

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<thead>
<tr>
<th>SPRING 2021</th>
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<tr>
<td>34 Sessions</td>
<td>102 Hours</td>
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<td><strong>MON &amp; WED</strong></td>
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<tr>
<td>**17 Sessions</td>
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<td><strong>$1,649</strong>*</td>
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Interpreters will Experience a 19% Job Outlook increase from 2018 – 2028.
- Source: Bureau of Labor Statistics

“The instructor is beyond excellent. The class is amazing!”
- Mark Bennett
ONLINE PHARMACY TECHNICIAN CERTIFICATE

CERTIFIED BY THE PHARMACY TECHNICIAN CERTIFICATION BOARD (PTCB)

PREREQUISITE: High School Diploma or GED/HSE

This 75-hour certificate program prepares students to follow a rewarding career path in the industry. Topics covered include Pharmacy Law, Human Anatomy and Physiology, Medical Terminology and Pharmacology. (Prior knowledge of arithmetic and pre-algebra required to prepare and dispense drugs.)

Students learn about serving patients, maintaining medication inventory control systems, and managing a pharmacy. Students also prepare for the Pharmacy Technician Certification Examination (PTCE), a nationally recognized certification examination administered by the Pharmacy Technician Certification Board (PTCB).

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<td>FEB 2 – MAY 6</td>
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<td>**15 Sessions</td>
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*$25 Non-Refundable Registration Fee, Exam Fee, and Books Not Included in Tuition
Payment Plans Available

THIS CLASS IS BEING OFFERED ONLINE ONLY

*$25 Non-Refundable Registration Fee Not Included in Tuition
Payment Plans Available
ONLINE CERTIFIED NURSING ASSISTANT (CNA)

PREREQUISITE: High School Diploma or GED/HSE

This 130-hour program is approved by New York State Education Department and provides both classroom instruction and a 30-hour clinical externship. Coursework includes anatomy and physiology, basic life support, and the fundamentals of patient care. During the final six weeks of class, students are assigned to a clinical externship in a nursing home.

CNAs work under the supervision of a registered nurse (RN), licensed practical nurse (LPN), physician assistant (PA), nurse practitioner (NP), medical doctor or other supervisory staff in a healthcare facility. Students will learn how to assist patients with daily living tasks and provide basic care services such as bed making, grooming, and taking vital signs.

If the clinical rotation is not completed in the class for which you registered, you will be required to pay a fee for a newly scheduled clinical rotation. Textbooks, medical exam, uniform, CPR certification, and certification exam fee not included in tuition.

Due to COVID-19, please call us at (212) 650-7312 for updated clinical information.

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22 Sessions | 130 Hours

SAT
APR 10 – SEPT 25
9:00AM - 4:00 PM

$1,199*

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<td>SEPT 13 – NOV 30</td>
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22 Sessions | 130 Hours

SAT
OCT 2 – APR 9, 2022
9:00AM - 4:00 PM

$1,199*

*$25 Non-Refundable Registration Fee, Exam Fee, and Books Not Included in Tuition
Payment Plans Available

THIS CLASS IS BEING OFFERED ONLINE ONLY

WWW.CPS.CCNY.EDU | 212.650.7312
The City College of New York, Continuing and Professional Studies
ONLINE/HYBRID CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)

CERTIFIED BY THE NATIONAL HEALTHCARE ASSOCIATION (NHA)

PREREQUISITE: High School Diploma or GED

This 472-hour online course is designed to prepare students to work as multi-skilled health professionals, and perform administrative and designated clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examinations, drawing blood and administering medications as directed by a physician. With the integration of these two skills students will gain sufficient knowledge to perform a variety of a medical assistant tasks and to prepare individual for the National Health career Association certification examination. Most medical assistants work in physicians’ offices, hospitals, outpatient clinics, and other healthcare facilities.

The clinical part of the course will be in the classroom setting and the administrative part is offered online only which incorporates two innovative software: Moodle.org and Bluejeans.com.

Upon completion of the course students are encouraged to take the Certified Clinical Medical Assistant certification examination by the National Health career Association. **NHA examination fee is not included in tuition**

According to the US Department of Labor outlook handbook, “the employment of medical assistants is expected to grow 23 percent from 2018 to 2028, much faster than the average for all occupations. MA job postings increased at least 9% each year. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.”

Having CCMA accredited certification can help you stand out. MA has laddering opportunities to become a patient coordinator, health coach, health manager and patient navigator.

**FALL 2021**

118 Virtual Live Sessions | 472 Hours

**TUE, WED, THUR**

**$4,499***

AUG 3 – JUN 23, 2022

9:00AM – 12:00PM

**REGISTER EARLY FOR PAYMENT PLAN**

*25 Non-Refundable Registration Fee Not Included in Tuition

**THIS CLASS IS BEING OFFERED ONLINE ONLY**

WWW.CPS.CCNY.EDU | 212.650.7312 The City College of New York, Continuing and Professional Studies
ONLINE CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT (CMAA)

PREREQUISITE: High School Diploma or GED/HSE

CERTIFIED BY THE NATIONAL HEALTHCARE ASSOCIATION (NHA)

This 262-hour synchronous online Certified Medical Administrative Assistant course is designed to prepare students as a multi-skilled allied health professional in any healthcare facility to perform administrative office procedures with the integration of an electronic health record system. This includes tasks in outpatient or ambulatory care facilities such as handling incoming and outgoing calls, scheduling appointments, insurance eligibility verification, follow up denials, accounts receivable, process pre-authorization, referrals, billing, and bookkeeping.

REGISTER EARLY FOR $500/MO PAYMENT PLAN

FALL 2021
66 Virtual Live Sessions | 262 Hours
TUE, WED, THUR
AUG 3 – FEB 2, 2022
$2,499*
5:30PM - 9:30 PM

*$25 Non-Refundable Registration Fee and NHA Examination Fees Not Included in Tuition
Payment Plans Available

THIS CLASS IS BEING OFFERED ONLINE ONLY

ONLINE MEDICAL TERMINOLOGY

PREREQUISITE: High School Diploma or GED/HSE

CERTIFIED BY THE NATIONAL HEALTHCARE ASSOCIATION (NHA)

This course presents a study of medical terminology, anatomy, and physiology. It provides the opportunity to decipher unfamiliar terms, including definitions, abbreviations, usage, and pronunciation. The course focuses on diseases that are frequently diagnosed and treated in the medical office setting. Basic anatomy and physiology, pathology, drug highlights, diagnostic and laboratory tests, as well as pharmacology are presented.

FALL 2021
21 Sessions | 82 Hours
TUE, WED, THUR
AUG 3 – SEPT 29
$895*
6:00PM – 9:00PM

*$25 Non-Refundable Registration Fee Not Included in Tuition
Payment Plans Available

THIS CLASS IS BEING OFFERED ONLINE ONLY
ONLINE / HYBRID HOME HEALTH AIDE (HHA)

Home health aides provides health, safety and personal grooming assistance to clients in their homes or in residential settings. They generally include tasks like monitoring vitals, administering prescribed medications, assisting with personal hygiene, helping patients dress and groom, replacing dressings, and even preparing meals.

16-hour live supervised practical training (SPT) is required and offered at appropriate locations.

**SPRING 2021**
21 Sessions | 82 Hours

MON - THUR
APR 19 – MAY 12 10:00 AM – 4:00 PM

Call us or email us at (212) 650-7312 and ace@ccny.cuny.edu for more information.

THIS CLASS IS BEING OFFERED ONLINE ONLY
The Office of Continuing and Professional Studies (CPS) at The City College of New York (CCNY) is proud to launch its very first “Online Certified Professional Coder course, in partnership with MedStar Billing Technology and Resources, a company that provides healthcare transaction processing services for doctors and an innovator in providing training to healthcare professionals for over a decade. **MedStar is an approved AAPC provider.**

This 200-hour synchronous online Certified Professional Coder course includes the principles of transforming, abstracting and analyzing clinical healthcare diagnosis, procedures, medical services, and equipment into universal medical alphanumeric codes taken from medical record documentation. This integrates with the three main required code books: Current Procedural Terminology (CPT), International Classification of Diseases-10–Clinical Modification (ICD-10-CM) and Healthcare Common Procedure Coding System (HCPCS Level II). Course is designed for anyone who has the desire to work as a medical coder in any outpatient setting and prepare for AAPC’s CPC certification examination.

A Certified Professional Coder works as Medical Coder, Medical Records Technician, Medical Record Field Reviewer, Clinical Documentation Specialists, Clinical Reviewers, Medical Record Coders, Medical Abstractor, Project Field Reviewer, Payment Integrity Auditor (PIA) in any related outpatient setting.

The CPC title is nationally recognized as the gold standard for physician-based medical coding and the most recognized and respected medical coding certification in the healthcare industry.

All instructors are AAPC- CPC and CPC-I certified with at least 10 years of experience as coders and coding instructors.

Upon completion of the course students are encouraged to take the Certified Professional Coder by the American Academy of Professional Coders.

**According to AAPC,**

*passing the CPC exam elevates your earning potential by greater than $20,000 above annual salaries for persons without AAPC’s medical coding certification. And CPC salaries, average $54,401 in 2018, maintain a 9% increase each year. What’s more, the demand for certified medical coders continues to grow, with a 22% rise in jobs projected by 2022.*

Students must pass the class with a minimum grade of 75% to qualify for exam.

**FALL 2021**

200 Hours (100 Live Virtual Classroom Hours, 100 Written course work and Exam Hours) | 25 Sessions

TUE & SAT $1,999.99*

JUN 12 – NOV 13 Tuesdays: 6:00 PM – 9:00 PM

Saturdays: 9:00 AM – 3:00 PM

*$25 Non-Refundable Registration Fee IS Included in above Tuition Price

AAPP examination and membership fees are not included in Tuition

Payment Plans Available

**THIS CLASS IS BEING OFFERED ONLINE ONLY**

WWW.CPS.CCNY.EDU | 212.650.7312   The City College of New York, Continuing and Professional Studies
THE ENGLISH LANGUAGE INSTITUTE (ELI)

ONLINE

The English Language Institute is open to International Students interested in preparing for American College or University studies. It is also open to those who want to study intensive English for personal or professional reasons.

ENGLISH FOR INTERNATIONAL STUDENTS (F-1 VISA)

ONLINE

If you would like to study English in the United States on an F-1 Visa or change your current visa status to F-1, you may apply using immigration form I-20 through The City College of New York Continuing and Professional Studies. Current F-1 Visa students may also transfer from another school. The program prepares students for the academic challenges of an American College or University.

F-1 STUDENTS MUST REGISTER FOR 15 WEEKS. TEXTBOOKS NOT INCLUDED IN TUITION.
TOTAL COST (5 WEEKS): $849 + $25 Non-Refundable Registration Fee.

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<th>SPRING 2021</th>
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<td>20 Sessions</td>
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<td>9:30 AM - 2:30 PM</td>
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MON-THUR

JAN 19 – FEB 23
MAR 1 – APR 8
APR 19 – MAY 20

MAY 24 – JUN 28
JULY 6 – AUG 9

FALL 2021

20 Sessions | 90 Hours

MON-THUR

AUG 16 – SEPT 27
OCT 4 – NOV 8
NOV 10 – DEC 16

THIS CLASS IS BEING OFFERED ONLINE ONLY

WWW.CPS.CCNY.EDU | 212.650.7312 The City College of New York, Continuing and Professional Studies
WEB DEVELOPMENT CERTIFICATE

PREREQUISITE: High School Diploma or GED/HSE

This program will teach students the foundational knowledge needed to create a full stack (browser side & server side) application/website. Through this knowledge, you can start your path to a career in web development. You will be taught the fundamentals that can help you pass a technical interview and gain employment as a Full Stack Web Developer. Once you complete this certificate program, you will be able to build a Social Network type Website, your Portfolio Website, and your own Content Website. You will gain the knowledge to comfortable code in HTML, CSS, and JavaScript files to the Web. You will have a foundational knowledge of website creation and apply it to the planning, design, and development of your own web pages.

The first part of the course will focus on HTML & CSS, with a focus on basic knowledge and proper formatting and responsiveness of web pages. The second part of the course will focus on how JavaScript integrates with HTML & CSS on the browser side. This will go from the basics of JavaScript through learning how to write the JavaScript logic to build a properly functioning webpage. The third part of the course will focus on writing JavaScript from the server side. This will involve how to integrate with a database, how to write your own Application Programming Interface (API), and finally how the Browser Side (HTML, CSS & Front End JavaScript) integrates with the Server Side JavaScript code. In addition, you will learn the basics of the command line, the basics of GitHub (code collaboration website), and how to properly host your website on the internet.

The knowledge students will learn in this certificate will prepare to fully understand the full web development stack and is also essential for technical employment and preparing students with the necessary knowledge to be a proficient web developer in the field.

Technologies/Concepts to be learned:

- HTML (Hypertext Markup Language)
- CSS (Cascading Style Sheets)
- Javascript
- jQuery (Front End Javascript Library)
- Twitter Bootstrap (CSS Library)
- Command Line
- Mac - Terminal
- Windows - Git Bash
- Git (Command Line tool used to collaborate with Github)
- Github (Code Collaboration Website)
- Heroku (Free Hosting tool)
- Shared Hosting with Namecheap (Hosting your own .com Website)
- Google Firebase (Front-End Database)
- Node.js (Server-Side Javascript Engine)
- Mysql (Database Technology)
- Mysql Developer (Database UI)

SUMMER 2021
72 Sessions | 216 Hours

MON. WED & SAT \$2,850*
JUN 7 – DEC 13
Mondays & Wednesdays: 6:00 PM – 9:00 PM
Saturdays: 11:00 AM – 2:00 PM

REGISTER EARLY FOR PAYMENT PLAN

*$25 Non-Refundable Registration Fee Not Included in Tuition
Three Easy Payments of $950.00

THIS CLASS IS BEING OFFERED ONLINE ONLY
WWW.CPS.CCNY.EDU | 212.650.7312 The City College of New York, Continuing and Professional Studies
PROGRAMMING WITH PYTHON
PREREQUISITE: High School Diploma or GED/HSE

Python is a general purpose, cross-platform programming language with clear, readable syntax that makes it an ideal introduction to the logic of programming. This course uses a comprehensive, hands-on curriculum designed to teach students a powerful programming language popular for creating business applications, web applications, and creating and performing data analysis. Learn to design, code, and debug programs using Python 3. No prior knowledge of programming is necessary. At the end of the course, you will have a fundamental understanding of the Python programming language. Learn real skills and apply them on a Python business or academic application as a final project for your portfolio.

SUMMER 2021
20 Sessions | 60 Hours
MON & WED
JUN 7 – AUG 16 6:00PM – 9:00PM
$599*

FALL 2021
20 Sessions | 60 Hours
MON & WED
SEPT 20 – NOV 29 6:00PM – 9:00PM
$599*

"It is a privilege to study on this beautiful and well-equipped campus for such a reasonable price."

- Z. Sanford

*$25 Non-Refundable Registration Fee Not Included in Tuition
Payment Plans Available

THIS CLASS IS BEING OFFERED ONLINE ONLY
SKILL DYNAMICS ONLINE INTERNATIONAL PROCUREMENT CERTIFICATION

PREREQUISITES: Student must be already active in procurement, contract management, or category management due to intense focus on application to your daily work.

The Office of Continuing & Professional Studies at The City College of New York is proud to partner with Skill Dynamics to offer courses for two International Procurement Certifications (CIPP & CIAPP). These courses provide online global certifications for e-learners looking to advance their career by obtaining the skills needed to purchase goods & services, fulfill purchase order creation, order tacking/management and price dispute resolutions. These certifications are ideal for those who are both looking to enter this global career field, and whom are currently in the field, but are looking to advance as well. Build professional and practical knowledge and competencies, while successfully advancing your procurement career.

Skill Dynamics has provided online procurement and supply chain training right from the start of the company in 2011. They offer high-impact digital procurement and supply chain training. To date, they’ve rolled out their personalized programs to over 300,000 delighted students in over 520 companies. The company rebranded in 2021 from Procurement Academy to Skill Dynamics.

Certified International Procurement Professional (CIPP) | 62 Hours

Aimed at career starters who want to take on a more tactical rather than operational responsibility. This is a generalist approach to procurement, concentrating on basics, but focusing on tactical skills. Ideal for junior buyers looking for their first professional certification, it gives you a basic understanding of key procurement processes and helps build the professional knowledge and competencies employers are looking for.

Example subjects covered include:

- RFP Management & eSourcing
- (Advanced) Negotiation techniques
- Legal issues in procurement
- Finance essentials
- Procure to Pay (P2P) management
- Contract or Supplier Performance management
- Introduction to Project management

TUITION: $3,000 + $25 Non-Refundable Registration Fee

Certified International Advanced Procurement Professional (CIAPP) | 105.4 Hours

Designed for more-seasoned procurement professionals wanting to improve hard skills and secure a more-strategic or managerial position. Strategic topics have a more prominent place in the curriculum.

As well as the topics above, this program includes:

- Strategic sourcing
- Legal & Economic aspects of contracts
- Cost management
- Category management
- SRM or Supplier Relationship management
- Value management
- Digital Procurement

TUITION: $3,995 + $25 Non-Refundable Registration Fee
ED2Go

The City College Office of Continuing and Professional Studies, in partnership with ED2Go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. A team of professionals from each respective field, providing you with effective web-based learning programs, designs our programs. Instructors and mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed. Over 300 on-line courses under the categories listed below!

CHOOSE A COURSE AND GET STARTED TODAY!

- Business and Professional
- IT and Software Development
- Management and Corporate
- Media and Design
- College Readiness
- Computer Applications
- Hospitality and Service Industry
- Computer Programming
- Skilled Trades and Industrial
- Software Development

- Sustainable Energy and Going Green
- Education
- Construction and Trades
- Healthcare and Fitness
- Language
- Interactive Poetry Workshop
- Online Human Resources Training
- Legal
- Writing

To register visit: https://careertraining.ed2go.com/ccny

For more information or assistance with registration, call (212) 650-7312
BY TRAIN

#1 local to 137th Street and Broadway. Walk east on 138th Street to Convent Avenue.

“A” or “D” EXPRESS, or the “B” or “C” LOCAL to 145th Street and St. Nicholas Avenue. Walk west one block to 145th Street and Convent Avenue, then south to 138th Street.

#4 or #5 EXPRESS or #6 LOCAL to 125th Street and Lexington Avenue. Change there for the M-100 or M-101 bus to Amsterdam Avenue and 138th Street. Walk east one block to Convent Avenue.

METRO-NORTH to 125th Street and Park Avenue. Change there for the M-100 or M-101 bus to Amsterdam Avenue and 138th Street. Walk east one block to Convent Avenue.

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SHUTTLE BUS

Note: City College operates shuttle buses between the campus and the 125th Street and 145th Street (St. Nicholas Avenue) subway stations.

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BY CAR

FROM THE WESTSIDE HIGHWAY TRAVELING NORTH OR SOUTH:

Exit at 125th Street, cross Broadway, one block; left on to Amsterdam Avenue; right on to 133rd Street one block; left on to Convent Avenue.

FROM THE EAST SIDE: From the FDR or the RFK Bridge to Harlem River Drive, exit at 135th Street to end, turn right on St. Ni-cholas Avenue, then left on to 141st Street, make left on Convent Avenue to campus.

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BY BUS

M-4 or M-5 to Broadway and 137th Street. Walk east three blocks on 138th Street to Convent Avenue.

M-100 or M-101 to Amsterdam Avenue and 138th Street. Walk east one block to Convent Avenue.