THE CITY COLLEGE OF NEW YORK
CONTINUING AND PROFESSIONAL STUDIES

2016

‘Steeped in Education, Rooted in the Community’
Welcome to the 2016 catalog of Continuing and Professional Studies of The City College of New York. City College carries the flagship torch, as it is the first CUNY school. In addition, it is strategically located in a neighborhood filled with rich history, cultural artistry, world-famous landmarks and dining destinations. It is the perfect place to offer provocative programs and vital certifications. So, take the train uptown and let the resounding history become an integral part of your educational experience.

Whether you want to learn to **Produce on Broadway** with a famous Broadway producer, or become a **Registered Nursing Assistant** or **Construction Management**, this is your destination. And if you are looking for additional certifications you can become a **Certified Clinical Medical Assistant (CCMA)** or **Certified Medical Administrative Assistant (CMAA)**, by leaders in the health training industry; or enrich your human resources skills and competencies with the new **2016 SHRM Learning System**.

We continue to develop community partnerships and are proud of our newest partners, West Harlem Assistance, Inc. and Envirolutions. Our partners keep us on the pulse of innovative training models and community needs.

We welcome feedback for additional partnerships and training, and want to be the training destination of Harlem.

Please peruse the catalog for additional course offerings that will enhance your skills, and create infinite possibilities in 2016!

Sharon Mackey-McGee,
Executive Director

**HOLIDAY CALENDAR 2016**

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

GRANTS AND SCHOLARSHIPS

The Helena Rubinstein Continuing Education Fund for Career Advancement

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 who seek 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 https://cunysud.formstack.com/forms/hrf_spring_2016

INDIVIDUAL TRAINING GRANTS (ITG) Advance your Career through Occupational Training

I.T.G.s 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

DEPARTMENT OF VETERANS AFFAIRS

Vouchers are accepted through the GI Bill and the Department of Veterans Affairs. For more information and requirements, please visit www.va.gov/

VOCATIONAL AND EDUCATIONAL SERVICES FOR INDIVIDUALS WITH DISABILITIES

ACCES-VR (formerly VESID) vouchers are accepted for certificate training programs. For more information and requirements, please visit www.vesid.nysed.gov

HUMAN RESOURCE ADMINISTRATION

We are 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 on vouchers for tuition reimbursement.

PAYMENT PLAN

Students may apply for installment plans on open courses tuitioned $500 or above. Payment plans do not apply to online registrations. If interested please visit the Continuing and Professional Studies office.

FINANCING YOUR EDUCATION

HOW TO REGISTER

Online: www.cps.ccny.edu

By Phone: (212) 650-7312 with payment by MasterCard/Visa/Discover/American Express/Debit Card

By Fax: (212) 650-6614 with payment by MasterCard/Visa/Discover/American Express/Debit Card

In person: 259 Convent Avenue (near 140th St.) Shepard Hall Room 2

PAYMENT MUST BE MADE AT THE TIME OF REGISTRATION. PAYMENT MUST BE IN THE FORM OF MASTERCARD/VISA/DISCOVER/AMERICAN EXPRESS/DEBIT/MONEY ORDER/BANK CHECK

WE DO NOT ACCEPT CASH/ PERSONAL CHECKS
DISCOUNTS
Discounts are offered to the following groups: Senior citizens receive a discount of $25 off the price of any open course costing $99 or more (except computer courses). CCNY faculty, staff, and students receive a 15% discount on courses (except where exclusions may apply). Discounts cannot be combined with other offers.

To receive a tuition discount you must register in person and show appropriate ID. All discounted registrations are subject to space availability.

AMBASSADOR DISCOUNT PROGRAM
Receive 10% off a class when your referral registers for a class of equal or greater value!

CLASSROOM ASSIGNMENTS
Classroom information will be posted in Shepard Hall, Room 2, on the first day of class.

TEXTBOOK/MATERIALS INFORMATION
Books and other materials are not included in the cost of a course unless otherwise noted. Students are expected to bring required textbooks on the first day of class. Textbook requirements are printed on all receipts.

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 may receive a full refund or speak to staff for additional options.

REFUND POLICY
All requests for refunds must be submitted in writing, by mail, fax, email or in person. Non-attendance does not constitute a withdrawal or request for refund. A refund takes approximately 4-5 weeks after the Office of Continuing Education receives your request. Refunds are made to the credit card charged or by check only to the payer of record. 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 fax, 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. Credit/Debit card refunds are credited to the card used to register. Money order and business check payments are refunded via a check mailed four to five weeks after a course withdrawal or cancellation. No refund will be given after the first class session.

CERTIFICATE REQUIREMENTS
Continuing and Professional Studies 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

CERTIFICATE PROGRAMS
Our Certificate Program classes can be taken individually for personal enrichment or as part of a Certificate Program requirement. In order to receive a certificate, students must meet the following requirements: (a) at least 80% attendance (b) proof of having attained minimum competency in each course (c) completion of all required courses in the certificate program.

FOR REGISTRATION FORM, SEE PAGE 32
ONLINE/HYBRID CERTIFIED BILLING AND CODING SPECIALIST (CBCS)

PREREQUISITE: High School Diploma, TASC, GED, or HSE

The Office of Continuing and Professional Studies at The City College of New York has partnered with MedStar Billing Technology and Resources, a lead provider of medical healthcare transaction processing services for medical doctors’ offices, to train individuals who aspire to be certified medical billers and coders.

U.S. Department of Labor Indicates
- "Employment of medical records and health information technician is expected to increase by 22% through 2022."
- This is faster than the average for all other occupations!
- Be trained by professional medical Billers and Coders from a top medical billing company!

This new 170 hour online/hybrid course is designed for anyone who wants to be a certified medical coding specialist in any health related facility, such as clinics, doctor’s office, hospitals, etc.. Test preparation included.

This course is NHA Certified!

REQUIREMENTS:
- Computer (Desktop or Laptop), Smartphone or Tablet
- Internet Connection
- Active email address
- Free Blue Jeans App (provided by the College)
- Ability to be on campus one day a week or remotely
- Students will be contacted within one week of start date of class with access instructions

AFFORDABLE PAYMENT PLANS AVAILABLE

118 ONLINE CLASS HOURS + 52 CLASSROOM HOURS
ON SITE OR REMOTELY
170 HOURS $2,100

SPRING 2016
FRIDAY 9:00 AM-12:00 PM
FEBRUARY 26-JUNE 22 ME700-1FD

SUMMER 2016
FRIDAY 9:00 AM-12:00 PM
JUNE 24-OCTOBER 12 ME700-1FD

FALL 2016
FRIDAY 9:00 AM-12:00 PM
OCTOBER 29-FEBRUARY 27 ME700-1FD

REGISTER NOW!
5 EASY PAYMENTS OF $420
ALLIED/HEALTH ADMINISTRATION

NEW! ONLINE/HYBRID ICD 10 - CM
PREREQUISITE: Anatomy and Physiology with Medical Terminology

This 51 hour online hybrid ICD-10-CM course enables healthcare professionals to become familiarized with the organization and structure of ICD-10-CM, coding conventions, and guidelines. Using a combination of lecture, interactive course work and coding exercises, this course will help students learn how to apply knowledge of coding principles by assigning accurate and precise codes to diagnoses that pertain to all body systems.

REQUIREMENTS:
- Computer (Desktop or Laptop), Smartphone or Tablet
- Internet Connection
- Active email address
- Free Blue Jeans App (provided by the College)
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SUMMER 2016
472 HOURS $4,499
FRIDAY 9:00AM-12:00PM
JULY 15, 2016-APRIL 14, 2017 ME602-1FD

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SUMMER 2016
472 HOURS $4,499
FRIDAY 9:00AM-12:00PM
JULY 15, 2016-APRIL 14, 2017 ME602-1FD

ONLINE/HYBRID CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)
PREREQUISITE: High School Diploma, TASC, or HSE (formerly GED)

This 472-hour online hybrid 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 clinical and administrative skills (Medical Terminology, EKG, Phlebotomy, Vital Signs, CPR, Electronic Health Record, Medical Billing and Coding, test preparation) students will have sufficient knowledge to perform a variety of tasks, to become a successful multi-skilled Certified Medical Assistant Specialist.

Why should you take this course?
- Certified by the National Healthcare Association (NHA)
- 98% pass rate on NHA exam
- Course offers dual skills: administrative and clinical, giving you the “edge” to earn top of the salary range

REQUIREMENTS:
- Computer (Desktop/Laptop), Smartphone or Tablet
- Internet Connection
- Active email address
- Free Blue Jeans App (provided by the College)
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ONLINE/HYBRID CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)
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- Ability to be on campus one day a week or remotely
- Students will be contacted within one week of start date of class with access instructions
CERTIFIED NURSING ASSISTANT (CNA) CERTIFICATE PROGRAM

PREREQUISITE High School Diploma, TASC, or HSE (GED); CNA orientation (first day of class); BOOKS, MEDICAL EXAM, UNIFORM AND EXAM FEE NOT INCLUDED IN TUITION.

A Certified Nursing Assistant (CNA) works under the supervision of a Registered Nurse, LPN, Physician Assistant, Nurse Practitioner, Medical Doctor, Resident, or other supervisory staff as designated by the health care facility, or supervisor. A CNA provides assistance to patients with daily living tasks and works closely with patients. A CNA is responsible for basic care services such as bed making, grooming and vital signs. A CNA may also assist doctors and nurses with medical procedures.

New York State approved 130-hour program provides both classroom instruction and a clinical internship. Course work includes Anatomy and Physiology, Basic Life Support (CPR card included) and Fundamentals of Patient Care. Last two weeks of class, students are assigned to clinical externships.

**SPRING 2016**
33 SESSIONS; 130 HOURS $1,199
MONDAY - THURSDAY 6:00PM-9:00PM
APRIL 4- JUNE 16 ME209-1MTWHE

**SUMMER 2016**
33 SESSIONS; 130 HOURS $1,199
MONDAY - THURSDAY 6:00PM-9:00PM
JULY 5-SEPTEMBER 19 ME209-1MWE

**FALL 2016**
33 SESSIONS; 130 HOURS $1,199
MONDAY - THURSDAY 6:00PM-9:00PM
OCTOBER 17-DECEMBER 16 ME209-1MWE

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**4 EASY PAYMENTS OF $299.75**

*I AM HAPPY AND GRATEFUL TO THE AMAZING CPS TEAM OF CITY COLLEGE NEW YORK AND BRONX LEBANON HOSPITAL SPECIAL CARE CENTER. THE TRAINING THAT I RECEIVED PREPARED ME TO HIT THE GROUND RUNNING FROM DAY ONE AT THE JOB. THANK YOU GUYS AGAIN!*

- SIMON
PHARMACY TECHNICIAN CERTIFICATE PROGRAM

PREREQUISITE High School Diploma, TASC, or HSE (GED)

This one semester certificate program prepares students to follow a rewarding career path in the industry. Topics covered include, Pharmacy Law, Human Anatomy and Physiology, Medical Terminology, 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). Pharmacy Technician employer will visit and recruit from class.

TEXTBOOKS AND EXAM FEE NOT INCLUDED IN TUITION

SPRING 2016
DAY SECTION
15 SESSIONS; 75 HOURS $699
SATURDAY 10:00AM-3:00PM
MARCH 5-JUNE 25 ME106-1SD

SUMMER 2016
EVENING SECTION
25 SESSIONS; 75 HOURS $699
TUESDAY & THURSDAY 6:00PM-9:00PM
JULY 5-SEPTEMBER 27 ME106-1THE

FALL 2016
EVENING SECTION
25 SESSIONS; 75 HOURS $699
TUESDAY & THURSDAY 6:00PM-9:00PM
SEPTEMBER 22-DECEMBER 15 ME106-1THE

3 EASY PAYMENTS OF $233
INTRODUCTION TO MICROSOFT OFFICE AND THE INTERNET

Develop introductory skills in the Microsoft Office Suite (Word, Excel, Access, and PowerPoint while reinforcing the students' knowledge of computer concepts, file management, Internet through demonstrations and lab exercises. Students must possess basic keyboarding, mouse, and Windows skills. The Microsoft Office training program is intended to increase and update the computer skills of participants. Course is designed for beginners and intermediate-level users of MS Office software.

Part I - Content Includes

• Introduction to Windows – Manipulate and customize windows to suit your needs.
• Introduction to Word – Create and save documents, open to edit and apply formatting using tools available, insert ClipArt and Print.
• Introduction to PowerPoint – Create a presentation, add slides, modify layout, edit text, apply formatting to slides, insert clipart and run a slideshow.
• Introduction to Outlook – Use Outlook to send and receive email communications, use a Calendar to manage appointments, add Tasks, enter Contacts and make Notes.
• Online Help – Use Help within an application.

SPRING 2016
9 SESSIONS; 27 HOURS $279
WEDNESDAY 6:00PM-9:00PM
MARCH 9-MAY 4 CLO100-1WE

SUMMER 2016
9 SESSIONS; 27 HOURS $279
WEDNESDAY 6:00PM-9:00PM
JUNE 1-JULY 27 CL0100-1WE

FALL 2016
9 SESSIONS; 27 HOURS $279
WEDNESDAY 6:00PM-9:00PM
OCTOBER 12-DECEMBER 14 CL0100-1WE

Part II - Content Includes

• Introduction to Excel – Create a spreadsheet, edit, format and use simple formulas for calculations.
• Introduction to Access – Create a simple database, create tables and forms to enter data, edit and modify data and tables, filter records, create reports and print.

SPRING 2016
9 SESSIONS; 27 HOURS $279
WEDNESDAY 6:00PM-9:00PM
MAY 11-JULY 6 CLT100-1WE

SUMMER 2016
9 SESSIONS; 27 HOURS $279
WEDNESDAY 6:00PM-9:00PM
AUGUST 3-SEPTEMBER 28 CLT100-1WE

FALL 2016
9 SESSIONS; 27 HOURS $279
WEDNESDAY 6:00PM-9:00PM
JANUARY 4-MARCH 1 CLT100-1WE
NEW! PROGRAMMING WITH C++

This course concentrates on programming concepts using C++. Students will learn how to build C++ programs that can access and manipulate data. This course is an introduction to object-oriented programming using the C++ programming language. Students will become familiar with the concepts of objects and classes, inheritance, polymorphism, and encapsulation. You will learn the skills required to write code and build programs and applications. You will also get an opportunity to use Structured Programming concepts. By the end of the session, the students will have an understanding of programming logic.

SUMMER 2016
8 SESSIONS; 24 HOURS $359
MONDAY & WEDNESDAY 6:00PM-9:00PM
JUNE 21-JULY 14 CP600-1MWE

FALL 2016
8 SESSIONS; 24 HOURS $359
MONDAY & WEDNESDAY 6:00PM-9:00PM
OCTOBER 17-NOVEMBER 9 CP600-1MWE
CERTIFICATE IN WEB DEVELOPMENT

The Web Development Certificate program gives the background and foundation required to develop and implement websites.

In this program, you will:

- Be introduced to the fundamentals of Web development and programming.
- Learn server side programming and database-driven Web applications.
- Study Internet commerce, interactive design, and multimedia development.

Two part class is designed to teach the principles and mechanics underlying the design and use of HTML and CSS for website development. It is open to beginners with the goal of teaching general skills that can be applied to any web development project. Topics covered in this course include HTML, CSS, JAVA SCRIPT, and TWITTER BOOTSTRAP.

About the instructor: Cornell Green is a Business Development Specialist, who has been involved in web development for over a decade.

PART I: HTML & CSS

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PART II: JAVASCRIPT & TWITTER BOOTSTRAP

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“I THANK EVERYONE RESPONSIBLE FOR THIS COURSE AND WOULD RECOMMEND IT TO MY FRIENDS AND FAMILY MEMBERS”

- JOAN
NEW! ADVANCED CODING CONCEPTS & WEB DEVELOPMENT

Course uses a comprehensive, hands-on curriculum designed to teach students to create and maintain a full-featured website on the Internet or corporate Intranet. This expert-led class teaches advanced coding skills in software programs, and App Development, that the modern web developer professional must know to succeed. Programs include: Node.js, Ruby, and Python.

PRE-REQUISITE: Basic Computer programming such as HTML, CSS, Javascript, C++, or JQuery.

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ANY OF THESE COURSES, 2 EASY PAYMENTS OF $249.50
HOW TO BE A BROADWAY PRODUCER: FROM SCRIPT TO STAGE

Course is designed to help you take a theater project from inception to the Broadway stage. Included is a comprehensive overview of the business of first class theater on Broadway, as well as an introduction to the key figures and institutions in the industry. Many of the two-hour sessions will include guest lecturers who are industry experts. The course is for individuals who want to understand how Broadway works, and those who want to develop an effective production roadmap to mount their show.

ABOUT THE INSTRUCTOR Alia Jones-Harvey, an Olivier Award winning producer, joined Front Row Productions eight years ago to bring classic works featuring actors of color to the Broadway stage. In her Broadway debut, she co-produced the first African American revival of *Cat on a Hot Tin Roof*, the biggest grossing play on Broadway in spring 2008, featuring James Earl Jones, Phylicia Rashad, Terrence Howard, Anika Noni Rose and director, Debbie Allen. Jones-Harvey also co-produced the play in London, yielding record-breaking numbers of a new audience to the West End, which lauded the 2010 Laurence Olivier Award for Best Revival of a Play. Her next production, *A Street Car Named Desire*, directed by Emily Mann, with original music by Terence Blanchard, completed its 16-week run on Broadway featuring Blair Underwood, Nicole Ari Parker, Daphne Rubin-Vega and Wood Harris. She has most recently produced *The Trip to Bountiful*, for which Cicely Tyson won the 2013 Tony Award for Best Actress in a Play, and *Romeo & Juliet* starring Orlando Bloom and Condola Rashad.

SPRING 2016
6 SESSIONS; 12 HOURS $359
WEDNESDAY 5:30PM-7:30PM AR504-1WE
APRIL 6-MAY 18

FALL 2016
6 SESSIONS; 12 HOURS $359
WEDNESDAY 5:30PM-7:30PM AR504-1WE
OCTOBER 7-NOVEMBER 11

2 EASY PAYMENTS OF $179.50

“THE KNOWLEDGE I GAINED FROM THE PRODUCING FOR BROADWAY COURSE HELPED ME PRODUCE A FULL LENGTH PLAY THAT MADE IT TO THE MIDTOWN INTERNATIONAL THEATER FESTIVAL. IT ENDED UP BEING NOMINATED FOR THREE AWARDS! THANKS ALIA! “

-FRED R.
NEW! INTERACTIVE POETRY WORKSHOP

From Page to Stage: Everyone Has a Story to Tell--What’s Yours? This interactive, innovative poetry workshop will be facilitated by four dynamic authors and educators as part of an exciting collaboration between CCNY CPS and Women Writers in Bloom Poetry Salon (WWBPS). The workshop welcomes writers of all levels and backgrounds. Previous writing experience is not required, but is welcome. This writing workshop will help you to refine your creative voice and prepare you for sharing your work with a larger audience. The four-part workshop will employ writing prompts on a wide variety of poetic themes. Selected student poems will be published in a chapbook at the conclusion of the course, and students will be invited to perform work produced in class at a culminating event at Aaron Davis Hall, that will also showcase renowned poets.

ABOUT THE SERIES FACILITATORS: JP Howard aka Juliet P. Howard and Keisha-Gaye Anderson are both published poets who received their MFA degrees in Creative Writing from CCNY.

FALL 2016
5 SESSIONS; 13 HOURS $224
THURSDAY 6:30PM-8:30PM
SEPTEMBER 22
OCTOBER 13
NOVEMBER 13
DECEMBER 1

FINAL PERFORMANCE:
DECEMBER 8 6:00PM-9:00PM
FOOD SERVICE MANAGEMENT

MANAGEMENT FIRST PROGRAM (MFP) CERTIFICATION COURSES

The Management First Program (MFP) is a national certification awarded by the National Restaurant Association through The City College of New York, Continuing and Professional Studies. The certification is designed to teach the highest level of professional competencies in the food service industry. All courses are taught by National Restaurant Association certified instructors. NYC Business Solutions offers Continuing and Professional Studies’ Food Service Management students job placement assistance, and small business development.

CERTIFICATION REQUIREMENTS (Tuition includes Textbooks)

FOOD SERVICE HUMAN RESOURCE MANAGEMENT AND SUPERVISION

Course covers the concepts of management, training and the development process, recruitment, selection, employee relations and legal requirements.

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CONTROLLING FOOD SERVICE COSTS

Through classwork applications, this course will examine cost ratios, recipe conversions, labor costs, budgets production analysis, menu pricing, food cost control systems, and menu product mix.

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HOSPITALITY & RESTAURANT MANAGEMENT

Course examines the dynamics of leadership in the foodservice industry, effective communication, and goal setting techniques.

**SPRING 2016**

4 SESSIONS; 20 HOURS
MONDAY-THURSDAY
APRIL 18-APRIL 21
CERTIFICATION EXAM:
APRIL 28
9:00AM-2:00PM
RL103-1MTWH
9:00AM-11:00PM

$396

**FALL 2016**

4 SESSIONS; 20 HOURS
MONDAY-THURSDAY
NOVEMBER 7-NOVEMBER 10
CERTIFICATION EXAM:
NOVEMBER 17
9:00AM-2:00PM
RL103-1MTWH
9:00AM-11:00PM

$396

EACH FOOD SERVICE COURSE
4 EASY PAYMENTS OF
$99

“When I applied for a higher end job in the restaurant field, the supervisor saw the hospitality and restaurant management courses on my resume and gave me a new job. My job profile was so much stronger because of the food service management courses I took at Continuing and Professional Studies. Thanks!”

-M. Edwards
Spanish: The City’s Second Most Popular Language  
The Essential Second Language at the Workplace

Speaking a second language has become a necessary skill. This Spanish class is designed to help you communicate in Spanish whether you are a beginner or an intermediate student, you will speak Spanish with confidence.

Spanish

Program focuses on effective, basic, customer service skills to communicate with Spanish speaking staff, customers and friends. You will learn how to greet, ask and answer basic questions and express job related requests or commands. Lessons will cover present, past and future tenses, distinctive language sounds, idiomatic expressions and practical vocabulary. Lessons are driven by students’ workplace needs and experiences. Vocabulary lessons will target all professions.

Spring 2016
10 Sessions; 30 Hours $279
Saturday 10:00AM-1:00PM
May 2-June 1 LA109-1SD

Spanish for the Workplace, Life and Travel

Program focuses on effective, basic, customer service skills to communicate with Spanish-speaking staff, customers and friends. You will learn how to greet, ask and answer basic questions and express job related requests or commands. Lessons will cover present, past and future tenses, distinctive language sounds, idiomatic expressions and practical vocabulary. Lessons are driven by students’ workplace needs and experiences. Vocabulary lessons will target all professions.

Fall 2016
10 Sessions; 30 Hours $279
Monday and Wednesday 6:00PM-9:00PM
October 3-November 3 LA109-1MWE
ACCENT REDUCTION LEVEL 1
Course designed for intermediate and advanced English language learners. Students will learn to self-correct errors and develop speech clarity. Upon successful course completion, students will communicate more confidently in English. Class covers all areas of pronunciation and accent reduction, including linking, pausing, stress, and intonation.

SPRING 2016
10 SESSIONS; 25 HOURS  $239
MONDAY AND WEDNESDAY  6:00PM-8:30PM
APRIL 4 - MAY 4  ES104-1MWE

ACCENT REDUCTION LEVEL 2
If the goal in the Level 1 Accent Reduction Class is to learn, then Level 2 will focus on practice.

In the 2nd level of Accent Reduction, students will be applying the mechanics learned in Level 1 within the context of real life situations. Contextual exercises such as business presentations, interviews and even conversations in a coffee shop will be the practice model. Students will be asked to add personal issues of context to be deconstructed in class.

A large percentage of the class will include one on one tutelage.

Supplementary resources will introduce idioms, musicality and lists of difficult sounds to practice.

SPRING 2016
10 SESSIONS; 25 HOURS  $239
MONDAY AND WEDNESDAY  6:00PM-8:30PM
MAY 9-JUNE 13  ES104B-2MWE
TOEFL INTENSIVE

Students learn test structure and test-taking strategies; including keyword methods for mastering reading and writing sections. Program will help students maximize their TOEFL score to get into first-choice college. **EXAM FEE NOT INCLUDED IN TUITION.**

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THE ENGLISH LANGUAGE INSTITUTE

ENGLISH FOR INTERNATIONAL STUDENTS AND RESIDENTS

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 improve English for personal or professional reasons.

ENGLISH FOR INTERNATIONAL STUDENTS (F-1 VISA)

If you would like study English in the United States on an F-1 Visa or change your current visa status to a F-1 Visa, you may apply for 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 you for the academic challenges of an American college or university. Course meets 18 hours per week fulfilling the F-1 Visa requirement.

**F-1 STUDENTS MUST REGISTER FOR 15 WEEKS, TEXTBOOKS NOT INCLUDED IN TUITION.**

**TOTAL COST (15 WEEKS): $2,700.00 PLUS $25 Registration fee.**

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PRACTICAL ENGLISH
This program is ideal for second-language learners who wish to improve their English skills at an intensive level. The course facilitates student’s English comprehension, reading, writing, listening and speaking in an advance academic program of 18 hours per week. This ELI program is perfect for professionals and soon to be American college or university students.

COST PER 5-WEEK SESSION: $900.00 + $25.00 REGISTRATION FEE. TEXTBOOKS NOT INCLUDED IN TUITION.

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SATURDAY ENGLISH SKILLS PROGRAM
Intensive program developed to improve second-language learners’ English skills. Course covers English writing, grammar and pronunciation skills designed for the needs of students planning to enroll in college or advance in their careers. Program tailored to levels 5 and 6 only. A diagnostic test is administered to assess student level.

About the instructor: Olvin Caba

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EVENING ENGLISH SKILLS PROGRAM
This intensive course is designed to teach non-native English language learners various techniques that will help them develop their reading, writing, speaking and listening skills. Practice Standard American English vocabulary, grammar and pronunciation to build confidence, fluency and accuracy in spoken and written English through interactive activities, language-based games and use of technology. To be successful in this course, students must: understand basic greetings, simple phrases and everyday commands; be able to say, read and write the alphabet, numbers and some common words and phrases; and be able to understand and answer simple questions about their personal lives and personal information e.g. name, address, telephone number, marital status both verbally and in writing. A diagnostic test is administered to assess students’ level of English ability.

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HOLISTIC WELLNESS OPTIONS FOR BABY BOOMERS

This four week course will focus on natural wellness options that can improve the quality of life for those who are in the 40+ population. Mediation, Special Exercises and Energy Movements, Diet recommendations, Natural Sexual Retention Strategies, Natural Wellness Supplements Options for Health will be some of the topics reviewed.

While this course will be focused on the 40+ population, the subject matter will be useful to anyone interested in exploring ways to improve and maintain health naturally.

ABOUT THE INSTRUCTOR: Tony Rogers, Korean Taoist Master, Certified Ayurvedic Medicine Practitioner.

SPRING 2016
4 SESSIONS; 6 HOURS $199
SATURDAY 10:00AM-11:30AM
MAY 14-JUNE 4 HL109L-1SD

NEW! THE HISTORY OF GRAFFITI IN NYC

In this course you will learn about the history of graffiti in New York City from the writers who created it.

Topics will cover The Tag, Evolution from Tag to Masterpiece, Female Writers, and Style Wars.

ABOUT THE INSTRUCTOR: James Top, is a teacher, advocate and well-known artist in the graffiti movement.

SPRING 2016
5 SESSIONS; 10 HOURS $125
THURSDAY 6:00PM-8:00PM
FEBRUARY 25-MARCH 24 AR601-1HE
Paralegal Studies Certificate Program

Paralegal Studies is an intensive program emphasizing the practical skills needed to succeed as a paralegal. When students complete our program, they are ready to go to work. Our curriculum covers topics rarely covered in other paralegal programs and doesn’t waste time on filler. The skill-based curriculum enables students to complete their studies in five months. The certificate is the gateway to enter the paralegal field. Judges and lawyers will teach the lectures. Class includes job interview preparation, field trips to the New York County Criminal Court to view arraignments and to a law library. According to the National Association of Legal Assistants, paralegals earned an average salary of $52,188 in 2014.

About the Instructor
Professor Michael J. Pocchia, Esq. is a practicing attorney with over 20 years’ legal experience in both civil and criminal law. He is admitted to practice law in both New York and New Jersey as well as before the United States Supreme Court. He has been teaching students how to be successful and competent paralegals for over 12 years. He has taught legal studies at the John Jay College of Criminal Justice, Borough of Manhattan Community College, The New York Paralegal School and Pace University.

Students must take Part I and Part II to satisfy certificate requirements.

PART I
This segment will cover the Legal Process, Ethics, Court Structure, Interviewing, investigations, Research Skills, Document Preparation, Writing and Analysis, Lexis/Nexis and Westlaw.

PART II
Students will take five substantive law classes during this section. These will include Torts, Contracts, New York Procedure, Criminal Law, and Immigration Law.

Spring 2016
8 SESSIONS; 48 HOURS $1,598
SATURDAY 10:00AM-4:00PM
FEBRUARY 20-APRIL 23 LE100-1SD

Spring 2016
8 SESSIONS; 48 HOURS $1,598
SATURDAY 10:00AM-4:00PM
APRIL 30-JUNE 25 LE100B-1SD

Summer 2016
8 SESSIONS; 48 HOURS $1,598
SATURDAY 10:00AM-4:00PM
JULY 9-AUGUST 27 LE100-1SD

Summer 2016
8 SESSIONS; 48 HOURS $1,598
SATURDAY 10:00AM-4:00PM
SEPTEMBER 10-NOVEMBER 5 LE100B-1SD

Each Paralegal Studies Course Just 4 Easy Payments of $399.50
BOOKKEEPING AND ACCOUNTING CERTIFICATE PROGRAM

PREREQUISITE High School Diploma, HSE (GED), and basic computer skills
If you want to start your own business, improve your administrative skills, or prepare for a new career in bookkeeping and accounting, this fast-paced certificate program will provide the skills to become a professional bookkeeper and accountant. The program can be completed in one semester. Textbooks not included in tuition.

Certificate Requirements: (102 hours)

INTENSIVE BOOKKEEPING AND ACCOUNTING
Course offers a broad overview of the basics of bookkeeping and accounting including lectures on accounts payable, accounts receivable, purchasing, credit, card sales, sales tax, inventory control, accurate financial records and payroll maintenance.

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### INTENSIVE EXCEL

**PREREQUISITE** Basic Keyboarding and computer skills

Course covers beginning and intermediate levels of Excel. Upon successful completion, student will master commonly-used spreadsheets for financial analysis. Learn features of Excel including automating common tasks and auditing workbooks to avoid errors.

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### QUICKBOOKS

Explore the fundamental principles of accounting, practice reporting accounts payable and receivable, invoicing customers, paying utilities, purchasing, credit card sales, sales tax, inventory control, payroll, and preparing financial reports for service companies.

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**About the instructor:** Jorge Cajas has been teaching people to use computers, software, keyboard and internet in the classroom for over 15 years - including personally teaching thousands of students.
CERTIFIED PERSONAL TRAINER
WORLD INSTRUCTOR TRAINING SCHOOL (WITS)

PREREQUISITE High School Diploma, or HSE (GED) CPR/AED is required to receive the certificate.

Your Fitness Career Starts Here!!

60 hour course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR and a 30 hour internship is required to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. You will be prepared to work with clients and stand out in any gym as “the expert” in your field.

Textbook not included in course fees.

* Required textbook can only be purchased online at witseducation.com or by calling 888-330-9487

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TURNER SCHOOL OF CONSTRUCTION MANAGEMENT (TSCM) CM (I)

This 8 week program is designed to enhance the skills of small emerging companies to assist in building a reputation of efficiency in managing construction projects. Companies enrolled in the program gain insights and meaningful tools to help target their business for quality and growth; while at the same time developing business relationships. In 1969 Turner Construction Company was the first construction company to offer training programs to minorities and are frontrunners in teaching construction processes. As a leader in the construction industry Turner Construction brings over 100 years’ of knowledge and expertise.

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LEED CERTIFICATION

LEED (Leadership in Energy and Environmental Design) is the new cutting edge standard in construction. Learn the particulars of this internationally recognized green building certification.

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SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM)

The City College of New York is an established and designated SHRM Partner! The Society for Human Resource Management (SHRM) is the world’s largest professional association devoted to human resource management.

THE SHRM ESSENTIALS OF HR MANAGEMENT

Introductory course offering a comprehensive overview of human resource roles and responsibilities. Course is ideal for those who are new to the human resources profession, or those who are looking for an effective way to boost their employee management skills. Participants will acquire critical knowledge in areas of Human Resource Management, Employment Law, Employee Development, Performance Management and more.

SPRING 2016
8 SESSIONS; 16 HOURS $549
MONDAY & WEDNESDAY 6:00PM-8:00PM
MARCH 7-APRIL 4 SHRM-1MWE

SUMMER 2016
8 SESSIONS; 16 HOURS $549
MONDAY & WEDNESDAY 6:00PM-8:00PM
AUGUST 3-AUGUST 29 SHRM-1ME

FALL 2016
8 SESSIONS; 16 HOURS $549
MONDAY & WEDNESDAY 6:00PM-8:00PM
OCTOBER 3-NOVEMBER 7 SHRM-1ME

TURNER SCHOOL OF CONSTRUCTION MANAGEMENT (TSCM) ADVANCED CM (II)

If you want to effectively manage a construction project from conception to completion, then enroll in this class taught by the leaders in construction management training, Turner School of Construction Management (TSCM). Topics include Field Management, Access to Capital, Responding to RFP’s, Joint Venture Partnerships, Site Safety Coordination, Ethics & Compliance.

PREREQUISITE:
Construction Management I or 5 years of construction management experience

FALL 2016
42 SESSIONS; 126 HOURS $599
TUESDAY & THURSDAY 6:00PM-9:00PM
CALL FOR DATES
**TAX PREPARATION MADE EASY**
Make money as a tax preparer or start your own tax business in as little as 6 weeks! Save hundreds of dollars on tax preparation fees!

Learn to prepare simple tax returns, 1040, Social Security forms, read W-2’s, and file taxes if you’re undocumented. Learn about Earned Income Tax Credit, and Child Tax Credit, using Turbo Tax.

Course taught by Ruben Rivera, a dynamic and energetic tax preparer with over 10 years’ experience.

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*Must be at least 15 years of age.

** Fee includes regulations handbook, certification exam, and full uniform with (2) two shirts.

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**REFEREE CERTIFICATION**
SOCCER OFFICIATING CERTIFICATION

Entry level program teaches the United States Soccer Federation’s (USSF) Laws of the game, preparing for referee matches at all levels of youth and adult play. Upon successful completion of the course you will be registered as a Grade 8 Referee with the USSF. Referee job assignments are then made through various affiliated referee organizations.

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*Must be at least 15 years of age.

** Fee includes regulations handbook, certification exam, and full uniform with (2) two shirts.

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**TEACHER’S ASSISTANT WORKSHOPS**

**DIGNITY FOR ALL STUDENTS ACT (DASA)**

The City College of New York is a NYS approved Provider of Coursework and Training in Harassment, Bullying and Discrimination Prevention and Intervention as authorized under the Dignity for All Students Act (DASA). Students taking the DASA course will receive certification and registration with New York State.

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IDENTIFICATION & REPORTING OF CHILD ABUSE & MALTREATMENT

One-day seminar meets the New York State requirement for identifying and reporting child abuse. Students will recognize incidents of physical abuse, child neglect/maltreatment, and sexual abuse. Meet face-to-face with the instructor, while you network with other peers. This course is mandated by New York City Department of Education.

**SPRING 2016**

1 SESSION; 2.5 HOURS  $49
SATURDAY  10:00AM-12:30PM
FEBRUARY 20  TA205-1SD
MAY 21  TA205-2SD

**SUMMER 2016**

1 SESSION; 2.5 HOURS  $49
SATURDAY  10:00AM-12:30PM
JUNE 25  TA205-1SD

**FALL 2016**

1 SESSION; 2.5 HOURS  $49
SATURDAY  10:00AM-12:30PM
SEPTEMBER 15  TA205-1SD

SCHOOL VIOLENCE PREVENTION AND INTERVENTION TRAINING

Course covers intervention techniques and classroom management skills, along with Department of Education regulations and policies that promote a nonviolent school environment. This course is mandated by the New York City Department of Education.

**SPRING 2016**

1 SESSION; 2 HOURS  $49
SATURDAY  10:00AM-12:00PM
FEBRUARY 6  TA204-1SD
MAY 14  TA204-2SD

**SUMMER 2016**

1 SESSION; 2 HOURS  $49
SATURDAY  10:00AM-12:00PM
JUNE 18  TA204-1SD

**FALL 2016**

1 SESSION; 2 HOURS  $49
SATURDAY  10:00AM-12:00PM
SEPTEMBER 10  TA204-1SD
TEST TO ASSESS SECONDARY COMPLETION (TASC) FORMERLY GED

Fast-track course designed for students who need to refresh their skills to pass the High School Equivalency exam. Diagnostic test required prior to class start date.

Course work is divided into two separate components: reading/writing and mathematics. This format is ideal for students who only need assistance with one subject.

* IF TAKEN SEPARATELY, COST OF EACH COMPONENT IS $189.00.

SPRING 2016
10 SESSIONS; 50 HOURS $349
SATURDAY 10:00AM-4:00PM
FEBRUARY 6-APRIL 16 TPHSE-1SD

NOTARY PUBLIC TEST PREPARATION

Learn the latest information of the NY State Notary Laws and follow the procedures to sign affidavits, certifications and authenticity of acknowledgements.

1 SESSION; 6 HOURS $85
SATURDAY 9:30AM-4:30PM

CHOOSE ONE SECTION ONLY

SUMMER 2016
JUNE 25 BC100-1SD
SEPTEMBER 10 BC100-2SD

FALL 2016
OCTOBER 22 BC100-1SD
DECEMBER 17 BC100-2SD

SCHOOL BUILDING LEADER (SBL) CERTIFICATION TEST PREPARATION

The Department of Educational Leadership and Special Education of The School of Education—accredited by the National Council for Accreditation of Teacher Excellence (NCATE), and the Office of Continuing and Professional Studies (CPS) have partnered to offer a four session test prep course for prospective School Building Leader (SBL). The course will prepare school administrators for the New York State Education Department SBL Certification exam.

SPRING 2016
4 SESSIONS; 12 HOURS $200
SATURDAY 1:00AM-2:00PM
FEBRUARY 27-MARCH 19 TPSBL-1SD
ONLINE COURSES BY GATLIN EDUCATION SERVICES

The City College of New York, Continuing and Professional Studies, in partnership with Gatlin Education Services (GES), offers online open-enrollment programs designed to provide the skills necessary for many in-demand occupations.

GES programs are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. Instructors/Mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

Each program includes a set of lessons and evaluations; grades are based on a combination of the instructor/mentor's evaluation of students' work and computer-graded tests. We know you will appreciate the quality as well as the convenience of anytime, anywhere learning!

PLEASE NOTE: ONCE A COURSE IS ACCESSED EITHER BY REQUESTING MATERIALS OR VIEWING LESSONS, THERE ARE NO REFUNDS.

PRICES VARY FOR EACH COURSE. FOR MORE INFORMATION: HTTP://WWW.GATLINEDUCATION.COM/CCNY/

BUSINESS AND PROFESSIONAL

Certified Wedding Planner
300 HOURS GES 204
Certified BookKeeper
140 HOURS GES 202
Child Development Associate Training
120 HOURS GES 131
Child Development Associate Training Renewal
45 HOURS GES 132
Legal Secretary
350 HOURS GES 221
Pay Per Click Marketing
150 HOURS GES 215
Project Management
40 HOURS GES 410

HEALTH AND FITNESS

Administrative Dental Assistant
150 HOURS GES 101
Administrative Medical Specialist with Medical Billing and Coding
300 HOURS GES 102
Advanced Personal Fitness Trainer
400 HOURS GES 105
Fitness Business Management
200 HOURS GES 403

Personal Training and Group Exercise Training for Older Adults
200 HOURS GES 116

HOSPITALITY AND SERVICE INDUSTRY

Travel Agent Training
200 HOURS GES 218

IT AND SOFTWARE DEVELOPMENT

AutoCAD 2009
150 HOURS GES 309
Forensice Computer Examiner
80 HOURS GES 305
Microsoft Web Developer
200 HOURS GES 314
Search Engine Marketing
250 HOURS GES 213
Web Applications Developer
267 HOURS GES 316

MANAGEMENT AND CORPORATE

Entrepreneurship: Start-Up and Business Owner Management
360 HOURS GES 401
Event Management and Design
300 HOURS GES 402

Payroll Practice and Management
80 HOURS GES 409

MEDIA AND DESIGN

3ds Max
300 HOURS GES 501
Digital Arts Certificate
360 HOURS GES 503
Residential Interior Designer
120 HOURS GES 515
Game Arts Certificate
360 HOURS GES 604
Web Design Certificate
360 HOURS GES 508
Webmaster
150 HOURS GES 308

SKILLED TRADES AND INDUSTRIAL

Certified Green Supply Chain Professional
60 HOURS GES 714
Certified Indoor Air Quality Manager
16 HOURS GES 715
Home Inspection Certificate
200 HOURS GES 704
## REGISTRATION FORM

160 Convent Avenue  
Shepard Hall, Room 2  
New York, NY 10031  
Tel: 212.650.7312  
Fax: 212.650.6614

- ☐ Summer  
- ☐ Spring  
- ☐ Fall  
- ☐ Winter 20____

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<thead>
<tr>
<th>Day time/cell phone/alternate phone number</th>
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<table>
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<tr>
<th>Email</th>
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### How did you hear about us?
- ☐ Received a catalog in the mail  
- ☐ CPS Business flyer  
- ☐ Referral  
- ☐ Email  
- ☐ CPS website  
- ☐ other ____________________________

### Ethnicity/Racial group (optional)
- ☐ Black/African-American  
- ☐ White/Caucasian  
- ☐ Hispanic/Latino  
- ☐ Asian/Pacific Islander  
- ☐ other ____________________________

### COURSE REGISTRATION

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Fee</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Registration Fee:</th>
<th>$25.00</th>
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<tbody>
<tr>
<td>Total:</td>
<td>$</td>
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</tbody>
</table>

### Credit Card Authorization Form:
- ☐ American Express  
- ☐ Discover  
- ☐ Master Card  
- ☐ Visa  
- ☐ other ____________________________

<table>
<thead>
<tr>
<th>Cardholder's Name:</th>
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<table>
<thead>
<tr>
<th>Card Number:</th>
<th>Expiration Date:</th>
<th>CVV</th>
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### MAIL COURSE REGISTRATION FORM TO:
The City College of New York  
Continuing and Professional Studies  
160 Convent Avenue, Shepard Hall, Room 2  
New York, NY 10031

### PAYMENT OPTIONS:
America Express, Discover, Master Card, Visa,  
Money Order, Debit Card  
(personal checks and cash are not accepted)  
Register via phone, fax, mail or in person

### FINANCIAL ASSISTANCE
Speak to your employer or union representative to request information regarding available funds for continuing education expenses. Many employers and unions provide tuition reimbursement or funding.
DIRECTIONS

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.

SHUTTLE BUS

Note: City College operates shuttle buses between the campus and the 124th Street (Broadway) and 145th Street (St. Nicholas Avenue) subway stations.

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. Nicholas Avenue, then left on to 141st Street, make left on Convent Avenue to campus.

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.