THE CITY COLLEGE OF NEW YORK
CONTINUING AND PROFESSIONAL STUDIES

2016

‘Steeped in Education, Rooted in the Community’
2016 WELCOME MESSAGE

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday, January 1</td>
<td>New Years Day</td>
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<tr>
<td>Monday, January 18</td>
<td>Martin Luther King Jr</td>
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<td>Lincoln’s Birthday</td>
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<td>Monday, February 15</td>
<td>Presidents Day</td>
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<tr>
<td>Friday, March 25</td>
<td>Good Friday</td>
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<td>Monday, July 4</td>
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<td>Christmas Break</td>
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<td>Monday, December 19</td>
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<td>- Saturday, December 31</td>
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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.
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.

Why should you take this course?
- Certified by the National Healthcare Association (NHA)
- 100% pass rate on NHA exam

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

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

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 $425
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)
• 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

259 ONLINE CLASS HOURS
+ 69 CLASSROOM HOURS
ON SITE OR REMOTELY
+ 144 CLINICAL CLASSROOM HOURS

SUMMER 2016
472 HOURS $4,499
TUES. & THURS. 6:00PM-9:30PM
SATURDAY 9:00AM-4:00PM
JULY 14, 2016-APRIL 14, 2017 ME602-1FD
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 - WEDNESDAY 6:00PM-9:00PM
APRIL 4- JUNE 20 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

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
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)
• 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

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). Daliza Pharmacy will visit class and recruit students for Pharmacy Technician internships.

TEXTBOOKS AND EXAM FEE NOT INCLUDED IN TUITION

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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.

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$279 $279

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.

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$279

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

- JOAN
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.

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<td>OCTOBER 17-NOVEMBER 9 CP600-1MWE</td>
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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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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

### Node.JS

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### How to Build an iOS App

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<td>8 SESSIONS; 24 HOURS</td>
<td>NOVEMBER 14-DECEMBER 12</td>
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### Python

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<tr>
<td><strong>SPRING 2016</strong></td>
<td>6:00PM-9:00PM</td>
<td>$499</td>
<td>MONDAY &amp; WEDNESDAY</td>
<td>CP098C-1MWE</td>
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<tr>
<td>8 SESSIONS; 24 HOURS</td>
<td>APRIL 18-MAY 11</td>
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<td><strong>SUMMER 2016</strong></td>
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<td>AUGUST 15-SEPTEMBER 12</td>
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### Ruby on the Rail

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<td>CP098D-1MWE</td>
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<td>8 SESSIONS; 24 HOURS</td>
<td>SEPTEMBER 19-OCTOBER 17</td>
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### Any of These Courses, 2 Easy Payments of $262
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

<table>
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<tr>
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### FALL 2016

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<tr>
<td>WEDNESDAY 5:30PM-7:30PM</td>
<td>AR504-1WE</td>
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<td>OCTOBER 7-NOVEMBER 11</td>
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</table>

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

<table>
<thead>
<tr>
<th>5 SESSIONS; 13 HOURS</th>
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<tr>
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<td>OCTOBER 13</td>
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<td>NOVEMBER 13</td>
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<td>DECEMBER 1</td>
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FINAL PERFORMANCE: DECEMBER 8 6:00PM-9:00PM
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.

FALL 2016
4 SESSIONS; 20 HOURS $396
TUESDAY-FRIDAY 9:00AM-2:00PM
SEPTEMBER 20-SEPTEMBER 23 RL102-1TWHF
CERTIFICATION EXAM:
SEPTEMBER 29 9:00AM-11:00PM

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.

FALL 2016
4 SESSIONS; 20 HOURS $396
MONDAY-THURSDAY 9:00AM-2:00PM
OCTOBER 17-OCTOBER 20 RL101-1MTWH
CERTIFICATION EXAM:
OCTOBER 27 9:00AM-11:00PM
HOSPITALITY & RESTAURANT MANAGEMENT

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

FALL 2016
4 SESSIONS; 20 HOURS $396
MONDAY-THURSDAY 9:00AM-2:00PM
NOVEMBER 7-NOVEMBER 10 RL103-1MTWH
CERTIFICATION EXAM:
NOVEMBER 17 9:00AM-11:00PM

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
WEDNESDAY 6:00PM-9:00PM
APRIL 6 - JUNE 8 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
WEDNESDAY 6:00PM-9:00PM
JUNE 15 - AUGUST 17 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.**

### SUMMER 2016

<table>
<thead>
<tr>
<th>Session</th>
<th>Days</th>
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<th>Course Code</th>
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<tbody>
<tr>
<td>10 SESSIONS</td>
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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.**

### SUMMER 2016

- **MONDAY-THURSDAY**
  - MAY 23 -JUNE 27: ES101B-1MFD
  - JUNE 29 - AUGUST 3: ES101B-2MFD

### FALL 2016

- **MONDAY-THURSDAY**
  - SEPTEMBER 26-OCTOBER 31: ES101B-1MFD
  - NOVEMBER 2-DECEMBER 8: ES101B-2MFD
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.

<table>
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<tr>
<th>SUMMER 2016</th>
<th>FALL 2016</th>
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<tr>
<td>MONDAY-THURSDAY</td>
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<td>MAY 23 - JUNE 27</td>
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<td>JUNE 29 - AUGUST 3</td>
<td>ES101B-2MFD</td>
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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.

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<tr>
<td>10 SESSIONS; 40 HOURS</td>
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<td>SATURDAY</td>
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<td>MAY 7 - JULY 23</td>
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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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<td>BEGINNER LEVEL</td>
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<td>INTERMEDIATE LEVEL</td>
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<td>14 SESSIONS; 40 HOURS</td>
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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.

SPRING 2016
3 SESSIONS; 9 HOURS $260
MONDAY & WEDNESDAY 6:30PM-9:30PM
MARCH 21-MARCH 28 HF704-1THE

*Must be at least 15 years of age.
** Fee includes regulations handbook, certification exam, and full uniform with (2) two shirts.

PERSONAL DEVELOPMENT

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

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 Daphne Leveille-Quinones, a dynamic and energetic tax preparer.

FALL 2016
6 SESSIONS; 18 HOURS $225
TUESDAY & THURSDAY 6:00PM-9:00PM
JULY 23-AUGUST 27 BC099-1THE

PERSONAL/RECREATIONAL DEVELOPMENT

TAX PREPARATION MADE EASY
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.

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.

SUMMER 2016
10 SESSIONS; 30 HOURS $399
TUESDAY & THURSDAY 6:15PM-9:15PM
JUNE 21-JULY 21 BC102 A-1MWE

FALL 2016
10 SESSIONS; 30 HOURS $399
TUESDAY & THURSDAY 6:15PM-9:15PM
SEPTEMBER 13-OCTOBER 13 BC102 A-1MWE

ADVANCED BOOKKEEPING
PREREQUISITE Intensive Bookkeeping
Building on the skills acquired in Intensive
Bookkeeping and Accounting, this course
examines more complex accounting concepts.

SPRING 2016
4 SESSIONS; 12 HOURS $199
TUESDAY & THURSDAY 6:00PM-9:00PM
MAY 10-MAY 24 BC403-1THE

SUMMER 2016
4 SESSIONS; 12 HOURS $199
TUESDAY & THURSDAY 6:00PM-9:00PM
JULY 26-AUGUST 4 BC102 A-1MWE

FALL 2016
4 SESSIONS; 12 HOURS $199
TUESDAY & THURSDAY 6:00PM-9:00PM
OCTOBER 18-NOVEMBER 21 BC403-1THE
**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.

### SPRING 2016

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<td>SEPTEMBER 12-OCTOBER 17</td>
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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.

### SPRING 2016

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<td>JULY 26-AUGUST 23</td>
<td>BC306-1THE</td>
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<td>OCTOBER 19-NOVEMBER 21</td>
<td>BC306-1THE</td>
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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

SUMMER 2016
6 SESSIONS; 36 HOURS $875
SATURDAY 9:00AM-4:00PM
JULY 23-AUGUST 27 HF304-1SD

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.

SPRING 2016
16 SESSIONS; 126 HOURS $249
TUESDAY & THURSDAY 6:00PM-9:00PM
CALL FOR DATES

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.

SPRING 2016
8 SESSIONS; 24 HOURS $299
TUESDAY & THURSDAY 6:00PM-9:00PM
JUNE 2-JUNE 28 BC350-1TTHE
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.

SUMMER 2016
5 SESSIONS; 15 HOURS $549
MONDAY  6:00PM-9:00PM
AUGUST 1-AUGUST 29  SHRM-1ME

FALL 2016
5 SESSIONS; 15 HOURS $549
MONDAY  6:00PM-9:00PM
OCTOBER 3-NOVEMBER 7  SHRM-1ME

PROFESSIONAL DEVELOPMENT
SECURITY GUARD CERTIFICATIONS

Security guards patrol the buildings and/or grounds of a company, school campus, or other assigned locations to ensure the safety of the area, or sign people in and out of a workplace. Each course concludes with a review and examination.

**NYS 8 Hour (Pre-Assignment) Security Guard Certification Course**

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

This is an 8 hour course required by New York State as the first step in obtaining a security guard registration card from the New York State Department of State. The course provides the student with a general overview of the duties and responsibilities of a security guard. Topics covered in this course include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. The passing of an examination is required for successful completion of this course.

1 SESSION; 8 HOURS                                   $40
CALL FOR DATE & TIME                BC446-1SD

**NYS 16 Hour General On-the-Job Training**

**PREREQUISITE** 8 Hour Certification Course

This is a 16 hour course that must be completed within 90 days of employment as a security guard. The course provides the student with detailed information on the duties and responsibilities a security guard. Topics covered in this course include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct, incident command system, and terrorism. The passing of an examination is required for successful completion of this course.

2 SESSIONS; 16 HOURS                               $80
CALL FOR DATE & TIME                BC447-1FSD

**NYS 8 Hour Annual In-Service Security Guard Training**

**PREREQUISITE** 8 & 16 Hour Security Guard Certification Course

This is an 8 hour course that must be completed within 12 calendar months from completion of the 16 Hour On-the-Job Training Course for Security Guards, and annually thereafter. The course is structured to provide the student with updated and enhanced information on the duties and responsibilities of a security guard. Topics include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct.

1 SESSION; 8 HOURS                                   $40
CALL FOR DATES & TIME                BC446B-1SD
**Security Guard Certification Training**

**REFUND POLICY:**

Students will be entitled to a 100% refund at any time prior to the start of instruction. 16 hour OJT course: Student will be entitled to a 50% refund if the student cancels after the start of instruction, but before the start of the second 8 hour block of instruction.

A Division of Criminal Justice Services (DCJS) approved security guard training school cannot assess any non-refundable registration fees, deposits, or cancellation fees.

**REFUND PROCEDURE:**

All requests for refunds must be submitted in writing (via fax, email, or in person). Non-attendance does not constitute a withdrawal or request for refund. 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. 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.

**ATTENDANCE POLICY:**

100% attendance is required to earn certificate.

In the event student is unable to attend 100% due to illness, child care issues or other unforeseeable emergent situation, upon program director approval, student may make up missed portions in future class.

**COMPLAINT PROCEDURE:**

Contact The City College of New York, Continuing and Professional Studies at 212-650-7312 or NYS Division of Criminal Justice Services at 518-457-2667 to issue a complaint.
NEW! 40-HOUR HAZWOPER CERTIFICATION COURSE AND 8-HOUR REFRESHER COURSE

The Office of Continuing and Professional Studies at The City College of New York has partnered with the Division of Sciences of The City College of New York to train individuals who aspire to be environmental professionals. The Hazardous Waste Operations and Emergency Response (HAZWOPER) is considered by far the most essential certification in the environmental consulting industry. OSHA’s HAZWOPER standard applies to employees who are engaged in

- clean-up operations at uncontrolled hazardous waste sites,
- corrective actions involving clean-up operations at sites covered by the Resource Conservation and Recovery Act of 1976,
- voluntary clean-up operations at sites recognized by federal, state, local, or other governmental body as uncontrolled hazardous waste sites,
- operations involving hazardous wastes that are conducted at treatment, storage, and disposal facilities, and
- emergency response operations for releases of hazardous substances regardless of the location of the hazard.

Exclusive Courses Feature-
- OSHA AUTHORIZED FULL-TIME TEACHING FACULTY OF THE CITY COLLEGE OF NEW YORK.
- TRAINING MEETS CURRENT INDUSTRY, GOVERNMENT, AND ACADEMIC STANDARDS.

ABOUT THE INSTRUCTOR Angelo Lampousis, Ph.D., is an OSHA-authorized trainer from the Department of Earth and Atmospheric Sciences, The City College of New York. He is involved in curriculum development efforts in collaboration with US-based standards development societies (e.g., ASTM and ANSI), and is lecturer of Science and Technology at Macaulay Honors College of the City University of New York.

**40 HOUR CERTIFICATION**

| SPRING 2016 |  |  |  |  |  |  |
|-------------|---------------|-----------------|-----------------|-----------------|
| 5 SESSIONS; 40 HOURS | $549 | MONDAY-THURSDAY | 8:00AM-6:00PM | FRIDAY | 8:00AM-1:30PM | JUNE 6-JUNE 10 | BC330-1MTWHE |

**8 HOUR REFRESHER**

(CHOOSE ONE SECTION)

| SPRING 2016 |  |  |  |  |  |  |
|-------------|---------------|-----------------|-----------------|-----------------|
| 1 SESSION; 8 HOURS | $249 | MONDAY | 9:00AM-5:00PM | JUNE 13 | BC331-1ME |
| 1 SESSION; 8 HOURS | $249 | WEDNESDAY | 9:00AM-5:00PM | JUNE 15 | BC331-1WE |
NEW! OSHA-10 TRAINING COURSE
10-hour OSHA Outreach Training Program for the Construction Industry.

Take this course with an authorized and experienced instructor, at the flagship institution of CUNY. This course will provide an overview of the following safety modules designed to help you increase workplace safety awareness and compliance, reduce accidents and injuries, and reduce a company's risk of fines and penalties resulting from OSHA violations. This course is designed for the on-site personnel of builders, remodelers, and subcontractors.

- Identify factors which contribute to construction injuries and fatalities
- Explain how to analyze work sites for hazards
- Discuss the hierarchy of controls for construction hazards
- Provide methodology and examples of how appropriate design features can eliminate or reduce the risk of an injury

SUMMER 2016
2 SESSIONS; 10 HOURS
$179
WEDNESDAY & THURSDAY 4:00PM-9:00PM
(Choose one section)
JUNE 1-JUNE 2 BC335-1WH
JUNE 22-JUNE 23 BC350-3WH
JUNE 29-JUNE 30 BC350-4WH
AUGUST 17-AUGUST 18 BC350-5WH

SPITZER SCHOOL OF ARCHITECTURE SUMMER CAREER LAB

Housed in a new state of the art facility within an historic Manhattan neighborhood, The City College of New York, Bernard and Anne Spitzer School of Architecture (SSA) is now seeking applicants for its pre-college and college level Architecture Summer Career Lab. Uniquely positioned in the only public school of architecture in New York City, the SSA Architecture Summer Career Lab exposes those considering a career in design to the theory and practice of architecture through lectures, workshops, office tours, and design studios taught by our award-winning and internationally recognized faculty. Through an emphasis on hand craft and digital fabrication, interdisciplinary research, and ecologically and culturally sustainable practices, at the Architecture Summer Career Lab you will get to explore the many ways you can engage with the practice of architecture while learning about new theories, materials and technologies. The four-week, SSA Architecture Summer Career Lab provides students with the practical experience required to make an informed and meaningful career choice.

Pre-college level courses: open to high school juniors and seniors 16 years or older at the start of the program. No prior experience in architecture or design necessary.

College and adult level courses: open to college students and adults 18 years or older at the start of the program. No prior experience in architecture or design necessary.

SUMMER 2016
21 SESSION; 8.5 HOURS
$2500
MONDAY-FRIDAY 9:30AM-6:00PM
JUNE 27-JULY 26 ASCL-1M-FD

To learn more about the CCNY Bernard and Anne Spitzer School of Architecture, visit:
ssa.www.ccny.cuny.edu
# 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.

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>Duration</th>
<th>Times</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER 2016</td>
<td>JULY 25</td>
<td>1 SESSION; 6 HOURS</td>
<td>9:30AM-4:30PM</td>
<td>TA206-1SD</td>
<td>$140</td>
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<td>SUMMER 2016</td>
<td>NOVEMBER 12</td>
<td>1 SESSION; 6 HOURS</td>
<td>9:30AM-4:30PM</td>
<td>TA206-1SD</td>
<td>$140</td>
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</table>

## 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.

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>Duration</th>
<th>Times</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRING 2016</td>
<td>MAY 21</td>
<td>1 SESSION; 2.5 HOURS</td>
<td>10:00AM-12:30PM</td>
<td>TA205-2SD</td>
<td>$49</td>
</tr>
<tr>
<td>FALL 2016</td>
<td>SEPTEMBER 15</td>
<td>1 SESSION; 2.5 HOURS</td>
<td>10:00AM-12:30PM</td>
<td>TA205-1SD</td>
<td>$49</td>
</tr>
<tr>
<td>SUMMER 2016</td>
<td>JUNE 25</td>
<td>1 SESSION; 2.5 HOURS</td>
<td>10:00AM-12:30PM</td>
<td>TA205-1SD</td>
<td>$49</td>
</tr>
</tbody>
</table>

## 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.

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>Duration</th>
<th>Times</th>
<th>Location</th>
<th>Cost</th>
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<tr>
<td>SPRING 2016</td>
<td>MAY 14</td>
<td>1 SESSION; 2 HOURS</td>
<td>10:00AM-12:00PM</td>
<td>TA204-2SD</td>
<td>$49</td>
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<tr>
<td>FALL 2016</td>
<td>SEPTEMBER 10</td>
<td>1 SESSION; 2 HOURS</td>
<td>10:00AM-12:00PM</td>
<td>TA204-1SD</td>
<td>$49</td>
</tr>
<tr>
<td>SUMMER 2016</td>
<td>JUNE 18</td>
<td>1 SESSION; 2 HOURS</td>
<td>10:00AM-12:00PM</td>
<td>TA204-1SD</td>
<td>$49</td>
</tr>
</tbody>
</table>
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-3:00PM | APRIL 9-JUNE 18 | TPHSE-2SD |

**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 | OCTOBER 22 | BC100-1SD |
| SEPTEMBER 10 | BC100-2SD | DECEMBER 17 | BC100-2SD |

**FALL 2016**

**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/

<table>
<thead>
<tr>
<th>BUSINESS AND PROFESSIONAL</th>
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<tbody>
<tr>
<td>Certified Wedding Planner</td>
<td>300 HOURS</td>
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<tr>
<td>GES 204</td>
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<tr>
<td>Certified BookKeeper</td>
<td>140 HOURS</td>
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<tr>
<td>GES 202</td>
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<tr>
<td>Child Development</td>
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<tr>
<td>Associate Training</td>
<td>120 HOURS</td>
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<tr>
<td>GES 131</td>
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<tr>
<td>Child Development</td>
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<tr>
<td>Associate Training Renewal</td>
<td>45 HOURS</td>
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<td>GES 132</td>
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<tr>
<td>Legal Secretary</td>
<td>350 HOURS</td>
</tr>
<tr>
<td>GES 221</td>
<td></td>
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<tr>
<td>Pay Per Click Marketing</td>
<td>150 HOURS</td>
</tr>
<tr>
<td>GES 215</td>
<td></td>
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<tr>
<td>Project Management</td>
<td>40 HOURS</td>
</tr>
<tr>
<td>GES 410</td>
<td></td>
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| 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  | |

| 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

<table>
<thead>
<tr>
<th>☐ Summer</th>
<th>☐ Spring</th>
<th>☐ Fall</th>
<th>☐ Winter 20____</th>
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</table>

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Date of Birth</th>
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Address

City, State, ZIP

Day time/cell phone/alternate phone number

Email

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/PacificIslander  
☐ other ____________________________

### COURSE REGISTRATION

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

Credit Card Authorization Form:  
☐ American Express  
☐ Discover  
☐ Master Card  
☐ Visa

Cardholder’s Name:  

Card Number:  
Expiration Date:  
CVV

### 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.