

**THE CITY
COLLEGE OF
NEW YORK
CONTINUING AND PROFESSIONAL STUDIES**



**FALL/WINTER
2012**

STEEPED IN EDUCATION, ROOTED IN THE COMMUNITY



Design

Paula Daneze & Donald Partyka

Policy on non-discrimination

The City College of New York does not discriminate on the basis of age, sex, sexual orientation, religion, race, color, nationality, ethnic origin, disability, or veteran or marital status in its admissions policy, employment, and access to programs, administration or educational policies.

Executive Director's Fall 2012 Message



Autumn is a time of renewal! As we look toward the onset of winter and a new year, Continuing and Professional Studies of The City College of New York renews its commitment to bring you programs to revitalize your career, health, and civic and social consciousness.

CPS continues its health and wellness mission and will offer Holistic Dentistry, Tai Chi, Yoga, Thermography and, a new line-up of holistic wellness classes. Our first Holistic Wellness Expo was a tremendous success which culminated in an official Proclamation

that marks May 4, 2013, and thereafter, every last Saturday of May, as Harlem Holistic Wellness Day!

We continue to bring new and innovative courses to advance your professional and personal development. We proudly offer a new certificate program designed by The Society for Human Development (SHRM) with an HR introductory course and HR certification exam preparation. Starting September, CPS will offer a Deejay Preparatory Workshop—the first ever to be offered at a CUNY school. We've added RN Certification review courses, Patient Care Technician, Phlebotomy and Rehabilitation Aide to our list of certification programs that already include Certified Nursing Assistant, CASAC and Pharmacy Technician. Under our banner of Personal Development, you will find nutrition courses taught in Spanish, by Dr. Julissa Hernandez, a Visual Storytelling class and more. We've also added to our roster of short-term training programs: Food Service Management certified by the National Restaurant Association, CPR and Security Guard.

CPS continues to partner with The Greater Harlem Chamber of Commerce, public schools and corporations to create the best training programs for you! We offer instruction on how to become a Health Care Interpreter and will prepare you to take the NYS Notary Public examination. AARP remains a viable onsite partner utilizing the NYC AARP Work Search site to help with your job search. Upcoming semesters feature classes with television and screen actor Khalil Kain; the talented and gifted screenwriter, producer and actress Lonette McKee; and, public speaker and Audelco Award winner Florence "Flo" Wiley, to name a few.

Vital and valuable feedback from you: our students, faculty, staff, and community, help us continue to tweak and refine our course offerings. There's always something new for you at CPS, so stop by, visit our website www.cps.ccny.edu; like us on Facebook and, follow us on Twitter.

Sharon Mackey-McGee, Executive Director
Continuing and Professional Studies
The City College of New York/CUNY

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FRIDAY

August 31, 2012

Office Closed (No Classes)

SATURDAY

September 1, 2012

Office Closed (No Classes)

MONDAY

September 3, 2012

College Closed (Labor Day)

SATURDAY

October 6, 2012

Office Closed (No Classes)

MONDAY

October 8, 2012

College Closed (Columbus Day)

WEDNESDAY

November 21, 2012

Noon Closure, No Evening Classes

THURSDAY

November 22, 2012

Closed (Thanksgiving)

FRIDAY

November 23, 2012

Closed

SATURDAY

November 24, 2012

Closed

FRIDAY

December 21, 2012

**5:00 p.m. Closure,
No Evening Classes**

SATURDAY

December 22, 2012 –

TUESDAY

January 1, 2013

Closed (Christmas Break)

Registration Information

REGISTRATION INFORMATION

Discounts

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 10% discount on courses (except where exclusions may apply). Discounts cannot be combined with other offers.

Please Note

Classroom information will be posted in Shepard Hall, Room 2, on the first day of class. Books and other course materials are not included in the cost of a course (with some exceptions). You are expected to bring required textbooks with you on the first day of class.

Refund Policy

Refund requests must be submitted in writing (via fax, email, or in person) 10 business days prior to the first day of class. If CPS cancels a course a 100% refund, including the registration fee, will be refunded. If the student withdraws at least 10 business days prior to the first day of class a 100% refund will be given (less the \$25 registration fee). No refund will be given after the first class session. There are no refunds on one- or two- day workshops. Credit card refunds are credited to the card used to register.

Money order and business check payments are refunded via a check mailed four weeks after a course withdrawal or cancellation.

Certificate Programs

Continuing and Professional Studies Certificate Programs are designed to equip adults with the appropriate skill level in the least amount of time possible to prepare for the workforce. Most programs require at least a High School Diploma or GED for acceptance. Please refer to the specific Certificate Program page to view additional prerequisites or visit our website: www.cps.ccny.edu

Request for Waiver of Certificate Program Course

Waiver requests must be made in writing using the waiver request form. For additional information and a copy of the form visit www.cps.ccny.edu

Transcript and Certificate Requests

Complete and submit the transcript/certificate request form to CPS. Forms are available online: www.cps.ccny.edu

For Registration Form, See Page 28

FINANCING YOUR EDUCATION

Grants and Scholarships

Individual Training Grants

I.T.G. grants are accepted as payment for approved certificate programs. I.T.G. students also receive job search preparation and assistance. For more information please contact or visit your local Workforce 1 Center.

Department of Veterans Affairs

We accept VA vouchers for certificate training programs. 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

CERTIFICATE PROGRAMS

Our Certificate Program classes can be taken for personal enrichment or as part of a Certificate Program requirement. In order to receive a certificate, students must meet the following basic 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.

Letters Of Attendance

Students will be given letters of attendance if they attend at least 80% of a course that is 10 hours or longer.

BOOKKEEPING AND ACCOUNTING CERTIFICATE PROGRAM

PREREQUISITES: High School diploma or GED; basic computer skills. This certificate program offers all the bookkeeping and accounting training you need to analyze and prepare crucial financial records for large and small businesses. Whether you want to start your own business, improve your administrative skills, or prepare yourself for a new career in bookkeeping and accounting, this fast-paced certificate program will teach you all you need to know to become a professional bookkeeper and accountant. The program can be completed in one or two semesters.

Certificate Course Requirements:

Intensive Bookkeeping and Accounting

This course offers a broad overview of the basics of bookkeeping and accounting that includes lectures on accounts payable, accounts receivable, purchasing, credit card sales, sales tax, inventory control, and maintaining a payroll. In this class you will learn all you need to know to keep accurate financial records.

FALL 2012

10 SESSIONS; 30 HOURS	\$399
TUESDAY & THURSDAY	6:15-9:15 PM
OCTOBER 2 - NOVEMBER 1	BC102A-1THE

Advanced Bookkeeping

PREREQUISITE: Intensive Bookkeeping and Accounting

Building on the skills acquired in Intensive Bookkeeping and Accounting, this course addresses concepts previously learned in more depth and examines more complex accounting challenges.

FALL 2012

4 SESSIONS; 13 HOURS	\$199
TUESDAY AND THURSDAY	6:15-9:15 PM
NOVEMBER 6 - NOVEMBER 15	BC403-1THE

QuickBooks

QuickBooks is an easy-to-use accounting software program for small businesses. In this course you will learn how to use QuickBooks to set up your own financial accounting system and manage your business and its inventory. Topics covered include sales tax issues, task management, classifying transactions, and bank statement reconciliation.

FALL 2012

8 SESSIONS; 24 HOURS	\$289
TUESDAY & THURSDAY	6:00-9:00 PM
NOVEMBER 20 - DECEMBER 18	BC306-1THE

Intensive Excel

PREREQUISITE: Basic keyboarding and computer skills (preferably Microsoft Word)

The course covers beginning and intermediate levels of Excel. Once you master this commonly used spreadsheet program you will be able to analyze financial information and make informed financial decisions.

FALL 2012

6 SESSIONS; 30 HOURS	\$399
SATURDAY	9:00 AM-2:00 PM
NOVEMBER 10 - DECEMBER 15	CP103A-1SD

CASAC CERTIFICATE PROGRAM

Credentialed Alcoholism and Substance Abuse Counselor Certificate Program

PREREQUISITES: High School diploma or GED

This certificate program provides the 350 total hours of instruction required by New York State and is designed to be completed in 3 semesters. The program has been approved by OASAS (the Office of Alcohol and Substance Abuse Services).

Our CASAC certificate program is for people who want to become alcohol and drug prevention specialists or substance abuse counselors in schools, treatment facilities, or social service agencies. Classes are divided into four sections:

- 1 85 hours related to learning about alcoholism and substance abuse
- 2 150 hours related to alcoholism and substance abuse counseling
- 3 70 hours related to assessment, clinical evaluations, treatment planning, case management, educating the client's family about alcoholism and/or substance abuse, and community education/awareness
- 4 45 hours related to the professional and ethical responsibilities of a counselor

Upon completion of the program students will have met the NYS requirements for taking the Credentialed Alcoholism and Substance Abuse Counselor examination.

Certificate Course Requirements:

The Overview

This course will provide prospective students or counselors with a foundation for all of the courses that the CASAC program will offer. Topics that will be covered include effects of substance abuse on the individual, family and groups, pharmacology, alcoholism and ethics.

FALL 2012

10 SESSIONS; 35 HOURS

\$399

TUESDAY

6:00-9:30 PM

OCTOBER 9 - DECEMBER 11

CASAC12-1TE

Alcoholism: A Primary Disease

This course will cover topics including interventions, the pathology of alcoholism, alcohol dependence and withdrawal, screening methods, and the various screening methods available. Upon successful completion of the course students will have a comprehensive understanding of the current principles and practices used to treat alcoholism.

FALL 2012

10 SESSIONS; 35 HOURS

\$399

THURSDAY

6:00-9:30 PM

OCTOBER 4 - DECEMBER 13

CASAC13-1THE

Ethics and Professional Conduct

The Canon of Ethical Principles for counselors will be reviewed in detail along with State and Federal laws and regulations pertaining to the field of counseling. The class will engage in role-playing activities and in-depth exploration of social and moral issues.

FALL 2012

10 SESSIONS; 35 HOURS

\$399

WEDNESDAY

6:00-9:30 PM

OCTOBER 3 - DECEMBER 5

CASAC10-1WE

Counseling the Chemically Dependent Part I (individual)

This course will provide an in-depth review of various theories, modalities, and techniques currently used in the field of addiction counseling. Emotional, intellectual, and behavioral principles and concepts will be synthesized to enable the treatment of the client as a whole person. Upon successful completion of the course the student will have a greater understanding of the process of individual counseling.

FALL 2012

10 SESSIONS; 35 HOURS

\$399

MONDAY

6:00-9:30 PM

OCTOBER 15 - DECEMBER 17

CASAC3-1ME

CERTIFIED NURSING ASSISTANT (CNA) CERTIFICATE PROGRAM

PREREQUISITES: High school diploma or GED.

This NY State approved 130-hour program provides students with classroom instruction and a clinical internship in a nursing home. Course work includes Anatomy and Physiology, Fundamentals of Patient Care, and a CNA internship.

WINTER 2013

33 SESSIONS; 100 HOURS

\$995

MONDAY - THURSDAY

6:00-9:00 PM

JANUARY 7 - FEBRUARY 25

ME209-1MTWHE

CLINICAL

TBA

PHLEBOTOMY TECHNICIAN CERTIFICATE PROGRAM

Already an LPN, CNA, or other patient care professional? This course can add to your skill set, teaching you the basic procedures used for obtaining blood from veins and capillaries. For those already employed as phlebotomists, this course will help you build on your skills.

FALL 2012

27 SESSIONS; 81 HOURS

\$799

MONDAY - THURSDAY

6:00-9:00 PM

OCTOBER 1 - NOVEMBER 15

ME206-1MTWH

ELECTROCARDIOGRAPHY CERTIFICATE PROGRAM

This course will introduce students to the techniques necessary to perform a 12-lead resting electrocardiogram (ECG/EKG) – a vital tool in identifying heart problems. Students will also learn about normal heart rhythm and arrhythmia, basic cardiac physiology, as well as how to troubleshoot technical problems with an ECG/EKG.

FALL 2012

15 SESSIONS; 45 HOURS

\$399

MONDAY - THURSDAY

6:15-9:15 PM

NOVEMBER 26 - DECEMBER 18

ME307-1MTWH



CPR (ADULT) – CARDIOPULMONARY RESUSCITATION TRAINING

The value of this course is only understood when CPR is needed – and then it is priceless. The course teaches you the skills necessary to help an adult who has stopped breathing, is choking or having a heart attack, or whose pulse has stopped. Upon successful completion of the course you will receive an adult CPR license, valid for one year.

WINTER 2013

1 SESSION; 6 HOURS

\$75

SATURDAY

9:00 AM-3:30 PM

FEBRUARY 23

HF312-1SD

FOOD SAFETY CERTIFICATE PROGRAM

ServSafe® Food Safety Manager Certification Training

This test preparation course, created by the National Restaurant Association Educational Foundation, prepares you to take the ServSafe® Food Protection Manager Certification Examination (FPMC) and the NYC Department of Health's Food Handler's Test. Once you complete the course and pass the exam you will be referred to the NYC Health Academy for a 3-hour NYC Health Code Regulations workshop and the NYC Food Safety Examination. This course meets the NYS Department of Agriculture and Markets educational certificate requirements.

FALL 2012

2 SESSIONS; 16 HOURS

\$299

English

THURSDAY & FRIDAY

8:30 AM-4:30 PM

SEPTEMBER 20 & 21

CO063-1HFD

Spanish

FRIDAY & SATURDAY

8:30 AM-4:30 PM

OCTOBER 19 & 20

CO063S-1FSD

Food Safety Education (Employees)

This one-day seminar is approved by the NYS Department of Agriculture and Markets (for Employees) and meets Article 20-C of the NY Agriculture and Markets Law food safety education certification requirement for designated retail food stores.

FALL 2012

1 SESSION; 8 HOURS

\$149

English

FRIDAY

8:30 AM-4:30 PM

SEPTEMBER 20

FP00043-1FD

Spanish

THURSDAY

8:30 AM-4:30 PM

OCTOBER 19

FP00043S-1HD

FOOD SERVICE MANAGEMENT CERTIFICATE PROGRAM

The Restaurant Leadership Development Program will focus on enhancing career paths in restaurant management operations.

This Leadership Development program is designed for entry level and mid-level restaurant managers, cooks and chefs by providing them with advanced restaurant management training that will propel their careers to the next level.

PREREQUISITE: High School Diploma or GED must have food service or hospitality experience.

This is the first time that a Restaurant Leadership Program is offered within The City University of New York (CUNY) system.



Hospitality & Restaurant Management I

This course examines the dynamics of leadership: managing people and situations, goal setting, and effective communication within the foodservice industry. The course explores the human resource component and the development of conceptual skill sets in foodservice.

FALL 2012

5 SESSIONS; 15 HOURS

THURSDAY

NOVEMBER 8 - DECEMBER 13

\$499

6:00-9:00 PM

RL100-1HE

Controlling Food Service Cost II

Through classwork applications, this course examines cost ratios, recipe conversion, labor cost and budgeting, production analysis and menu pricing, methods, food cost control systems, and menu product mix.

FALL 2012

5 SESSIONS; 15 HOURS

THURSDAY

SEPTEMBER 27 - OCTOBER 25

\$575

6:00-9:00 PM

RL101-1HE

MATERIALS EXCHANGE CERTIFICATE PROGRAM

The Materials Exchange Certificate Program (MECP) is a series of eight interactive training workshops designed by NYC Materials Exchange Development Program (NYC MEDP), and NYC Department of Sanitation's Bureau of Waste Prevention, Reuse and Recycling (BWPRR) to assist professionals who work for material reuse and donation organizations such as clothing drives; second-hand retail and thrift stores, shelters, as well as warehouses and social services that deal with second-hand donations.

The MECP provides non-profit donation-organizations the opportunity to Improve Operations; Increase Sustainability; Invest in Leadership and consists of the following workshops:

- Goal Setting & Non-Profit Program Design
- Marketing Skills
- Board Development & Volunteer Management
- Taxes, Risk & Liability for Material Donations
- Budgeting & Fundraising Skills
- Warehousing & Logistics
- Reuse Retail Store Management
- Reporting Success

Upon completion participants will receive a joint Certificate of Completion from The City College of New York Continuing and Professional Studies; NYC MEDP, and the BWPRR. This course is offered FREE to all member organizations of NYC MEDP (nycmedp.org); and at a 20% discounted rate of \$280 to all NYC MEDP affiliate organizations. Non-member and non-affiliates are also welcome to register.

FALL 2012

8 SESSIONS; 24 HOURS

FRIDAY

OCTOBER 12 - DECEMBER 14

(NO CLASS NOVEMBER 2 OR NOVEMBER 23)

\$350

2:00-5:00 PM

MECP-1FD

MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM

(102 hours)

PREREQUISITES: High School diploma or GED; passing grades in Microsoft Office applications (Word, Excel)

This two semester, 102 hours, certificate program prepares students for an entry level position as a Medical Administrative Assistant or other clerical and administrative positions relating to the operations of the medical office. Students are prepared to work in various settings including doctor's office, hospital, nursing homes and hospice. This certificate program is also useful for current Medical Administrative Assistants as it will enhance your skills while preparing you to successfully pass the national certification NHA. Students who successfully complete this program will have developed increased competency in effective communication, decision making and medical ethics, processing of health insurance forms, and basic medical billing and coding.

Certificate Course Requirements:

Overview of the Health Care System

This course provides an overview of the healthcare system including introduction to various types of medical settings. Students will learn personal, professional, medical, legal, and ethical standards as it relates to the health care system. Students are also taught about various health insurances such as government, private and managed care organizations. Another key component is learning about the importance of HIPPA compliance and patient confidentiality.

FALL 2012

7 SESSIONS; 21 HOURS

\$259

MONDAY & WEDNESDAY

6:15-9:15 PM

SEPTEMBER 19 - OCTOBER 15

ME116-1MWE

Bookkeeping and Basic ICD-9 and CPT-4 Coding

This course teaches students concepts of bookkeeping systems, financial terms, transaction recording and banking. An overview of medical coding using ICD-9 and CPT-4, billing, and reimbursement rules are also covered in this course.

FALL 2012

5 SESSIONS; 15 HOURS

\$185

MONDAYS & WEDNESDAYS

6:15-9:15 PM

OCTOBER 17 - OCTOBER 31

ME118-1MWE

Communication and Customer Service

In this course, you will become familiar with the various types of written correspondence in a medical office. You will learn proper telephone and office etiquette and the importance of patient sensitivity.

FALL 2012

5 SESSIONS; 15 HOURS

\$185

MONDAY & WEDNESDAY

6:15-9:15 PM

NOVEMBER 5 - NOVEMBER 19

ME208-1MWE

Medical Office Procedures and Medical Records

This course will provide an understanding of medical office management and its primary purpose, professionalism in a medical environment particularly when interacting with patients and their families. This course also covers understanding guidelines of appointment scheduling and calling the patient at home, importance of effective record management, basic filing system and steps in filing. Other topics addressed in the course includes sorting mail, special mail services, review organization of the medical record, understanding styles of progress notes, deletions, corrections and maintenance, protection and retention of medical records, and learning OSHA requirements.

FALL 2012

7 SESSIONS; 21 HOURS

\$259

MONDAYS & WEDNESDAYS

6:15-9:15 PM

NOVEMBER 26 - DECEMBER 17

ME114-1MWE



MEDICAL BILLING AND CODING SPECIALIST CERTIFICATE PROGRAM

(185 hours)

PREREQUISITES: High School diploma or GED; passing grades in Microsoft Office applications (Word, Excel).

This 185 hour certificate program offers Anatomy and Physiology and Medical Terminology with Medical Billing and Coding courses. Students will gain hands-on, practical experience working with the main coding manuals, the ICD-9-CM, CPT-4 and HCPCS and medical billing. Medical coding is assignment of a number system to the reasons and the services or procedures rendered to patients. Medical coders obtain information from medical records and assign the appropriate codes on the claims. The coders assign codes for the encounter to provide the medical biller with the information necessary to process claims for reimbursement. Medical Billers are responsible for follow up and collections of claims from health insurance companies and patients.



Certificate Course Requirements:

Understanding Health Insurance

This course will introduce information about major health insurance programs as well as different healthcare systems. It will also provide instructions on accurate health insurance claims processing including carrier requirements, state and federal regulations, and selecting relevant information from source documents as well as accurate completion of claims.

FALL 2012

5 SESSIONS; 15 HOURS

TUESDAYS & THURSDAYS
OCTOBER 2 – OCTOBER 16

\$169

6:15-9:15 PM
ME116A-1THE

ICD-9 CM Coding

This course will introduce medical documentation and how it affects the coding process. The course will provide coding guidelines on physician and hospital coding using ICD-9 CM. It will provide instructions on selecting relevant documentation and assigning appropriate codes using the code book to communicate why an encounter took place and medical necessity of the services provided to attain maximum reimbursement.

FALL 2012

13 SESSIONS; 40 HOURS

TUESDAYS & THURSDAYS
OCTOBER 18 – DECEMBER 4

\$459

6:15-9:15 PM
ME111A-1THE

CPT-4 Coding and Healthcare Procedure Coding System

This course will introduce how to obtain key information from medical documents and maximize reimbursement by assigning proper CPT- 4 codes (Current Procedural Coding) for what was performed during the encounter. It will provide the basic steps in CPT-4 coding process including correct order to match the services or procedures with the diagnosis. Introduction to HCPCS coding (Healthcare Procedure Coding System) of medical supplies, medications and other services will also be covered.

WINTER 2013

11 SESSIONS; 33 HOURS

TUESDAYS & THURSDAYS
JANUARY 3 – FEBRUARY 7

\$388

6:15-9:15 PM
ME310-1THE

PARALEGAL STUDIES CERTIFICATE PROGRAM

The Paralegal Studies Program is designed to educate prospective paralegals in significant areas of law. The program combines law related specialty courses with practical hands-on-experience. Topics include: Legal Document Preparation, Litigation/Trial Preparation, and Legal Research.

Students will receive a Certificate of Paralegal Studies upon completion of the three required courses.

Legal Document Preparation

This course is designed to provide students with a comprehensive practical training in legal document/form preparation as it relates to New York State legal practice. The course is structured as an “extended practical exercise” for those interested in as paralegal/legal document preparers. Students will learn the fundamentals of document preparation and become familiar with forms commonly used in six different legal and administrative practice areas.

FALL 2012

18 SESSIONS; 54 HOURS **\$579**
 MONDAY & WEDNESDAY 6:00-9:00 PM
 OCTOBER 10 - NOVEMBER 14 LE101-MWE

Litigation/Trial Preparation

This course is designed to provide students with a general and comprehensive explanation of how a civil action proceeds through the legal system. The course will also focus on the role paralegals play in trial practice. Students will learn the relation/dif-

ference between state and federal civil action, the paralegal’s role at each phase of a civil trial, and the advantages of using technology in the courtroom.

FALL 2012

13 SESSIONS; 35 HOURS **\$399**
 MONDAY & WEDNESDAY 6:00-9:00 PM
 NOVEMBER 19 - JANUARY 9, 2013 LE102-1MWE

Legal Research

This course is designed to provide students with a comprehensive practical training in legal research as it relates to New York State and federal jurisdictions. Students will learn how to find, update and cite the law on a written document, how the American legal system functions, how to brief legal cases, how to use the law library, and how to perform computerized legal research.

WINTER 2013

16 SESSIONS; 45 HOURS **\$499**
 MONDAY & WEDNESDAY 6:00-9:00 PM
 JANUARY 14 - MARCH 13 LE103-1MWE

PERSONAL TRAINER CERTIFICATE PROGRAM

PREREQUISITE: Proof of Adult CPR Certification

This exciting and upbeat six week course provides all the information, science, and practical training you need to become a personal trainer. Topics covered include human anatomy, exercise physiology, nutrition, musculoskeletal injuries, and health screening. There are also 18 hours of “hands-on” practice to prepare you for working with clients one-on-one. The class is offered in partnership with World Instructor Training Schools. For more information visit the WITS website www.witseducation.com

FALL 2012

6 SESSIONS; 36 HOURS **\$799**
 SATURDAY 10:00 AM-5:00 PM
 OCTOBER 13 - NOVEMBER 17 HF304-1SD



PHARMACY TECHNICIAN CERTIFICATE PROGRAM

PREREQUISITE: High School diploma or GED

There has been an increased demand for Pharmacy Technicians in recent years and this trend is expected to continue. This is great news for prospective student as it allows you to follow the path of an exciting and new career that is in demand. Topics covered in this course include Pharmacy Law, Human Anatomy & Physiology, Medical Terminology, Pharmacology and the basic arithmetic and pre-algebra math required to prepare and dispense drugs. This course teaches students about serving patients, maintaining medical inventory control systems and managing a pharmacy practice. Students are also prepared to take the Pharmacy Technician Certification Examination (PTCE), a nationally recognized certification examination administered by the Pharmacy Technician Certification Board (PTCB).

FALL 2012

25 SESSIONS; 75 HOURS **\$699**
 MONDAYS & WEDNESDAYS 6:00-9:00 PM
 SEPTEMBER 19 - DECEMBER 19 ME106-1MWE

REFEREE CERTIFICATION

Basketball Officiating

This course teaches the rules, language and definitions of basketball using High School Federation Basketball Rules. Table and Floor mechanics of officiating will be covered extensively in both classroom and floor-work sessions. Successful completion of the program leads to the opportunity to officiate at Youth League games with assignments throughout the year. The course will review the Basketball Rulebook for the National Federation of High School (NFHS) and prepare you to take the I.A.A.B.O. certification.

PREREQUISITE: Students must be at least 18 years of age and have medical approval.

FALL 2012

6 SESSIONS; 18 HOURS **\$200**
 MONDAYS & THURSDAYS 6:00-9:00 PM
 OCTOBER 15 - NOVEMBER 1 HF705-1MHE

Soccer Officiating

This entry level program teaches the United States Soccer Federation's Laws of the game, preparing you to 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. Open to both women and men.

*Must be at least 15 years of age.

**Fee includes: regulations handbook, prep, and certification exam.

WINTER 2013

English

6 SESSIONS; 18 HOURS **\$175**
 TUESDAY & THURSDAY 6:30-9:30 PM
 JANUARY 15 - JANUARY 31 HF704-1THE

SECURITY GUARD CERTIFICATION TRAINING

A security guard patrols the buildings and/or grounds of a company, school campus, or other assigned locations to ensure the safety of the area, or signs people in and out of a workplace. By the end of this training course you will be well-informed about security procedures, know how to be vigilant, and have the necessary skills to deal with any breach of security on the job.

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

PREREQUISITE: High School diploma or GED

This security guard certification course will discuss the following topics:

- The security industry
- The role of a security guard
- Legal powers and limitations of a security guard
- Emergency response preparation
- Effective communication and public relations
- Access control
- Ethics and conduct of a security guard

The course will conclude with a review and examination.

FALL 2012

1 SESSION; 8 HOURS **\$40**
 SATURDAY 9:00 AM-5:00 PM
 SEPTEMBER 29 BC446-1SD
 NOVEMBER 10 BC446-2SD

Nys 16 Hour on the Job Training

PREREQUISITE: The 8-hr Certification Course
 Topics include legal powers and limitations of the security guard, communications, ethics, and report writing.

FALL 2012

2 SESSIONS; 16 HOURS **\$80**
 FRIDAY & SATURDAY 9:00 AM-5:00 PM
 OCTOBER 5 & 6 BC447-1FSD
 NOVEMBER 16 & 17 BC447-2FSD

TEACHER'S ASSISTANT CERTIFICATE PROGRAM

This one-semester certificate program is designed for individuals who wish to enter the teaching profession or want to improve their teaching skills. In addition, parents whose children are in elementary school will find the program helpful. You will learn how to provide educational support in an elementary school environment. Upon completion of the program you will have the necessary skills to be a teacher's assistant in public schools, day-care facilities, head-start programs, and private elementary schools. New York State now requires that you take an Assessment of Teaching Assistant Skills test (ATAS) for certification. Students who successfully complete our Teacher's Assistant Certificate Program are well prepared for the test.

PREREQUISITE: High School diploma or GED

Certificate Course Requirements:

Infant/Child Cardiopulmonary Resuscitation (CPR)

Because the emergency treatment of children is different from the emergency treatment of adults, this course is mandatory for those wishing to be a Teacher's Assistant. You will learn how to revive a child (8 years old or younger) who has stopped breathing, is choking, or has no pulse. Upon completion of the course you will receive an Infant/Child CPR license that is valid for one year.

FALL 2012

1 SESSION; 1 HOUR

\$75

SATURDAY 9:00 AM-4:00 PM
OCTOBER 20 HF313-1SD

Roles and Responsibilities of a Teacher's Assistant

This one-day class focuses on the skills and attitudes necessary to effectively support teachers and students in various educational environments. Different educational philosophies will be examined in terms of how well these theories fit with school and NYC Board of Education policies. The course will also cover professional ethics and classroom communication skills.

FALL 2012

1 SESSION; 6 HOURS

\$199

SATURDAY 9:00 AM-4:00 PM
OCTOBER 27 TA104-1SD

Child Development throughout the School Years

Teaching children effectively requires understanding how they develop and grow. This course, therefore, examines psychological, sociological and physiological theories about how children develop and learn.

FALL 2012

2 SESSIONS; 12 HOURS

\$239

SATURDAY 9:00 AM-4:00 PM
NOVEMBER 3 & 10 TA100-1SD

Basic Skills for Children

The framework for this course is the Language Arts and Mathematics curricula of the New York City Board of Education. A mix of theory and practice, the course teaches students the best way to implement required programs to meet the learning needs of children.

FALL 2012

2 SESSIONS; 12 HOURS

\$239

SATURDAY 9:00 AM-4:00 PM
NOVEMBER 17 & DECEMBER 1 TA101-1SD

Strategies for Supporting and Managing Behavior

The focus of this one-day class is on theories and skills related to managing the behavior of children in the classroom. A variety of intervention strategies will be discussed.

FALL 2012

1 SESSION; 6 HOURS

\$199

SATURDAY 9:00 AM-4:00 PM
DECEMBER 8 TA102-1SD

Special Situations

PART 1: The first half of this class covers what you need to know to be a Teacher's Assistant in the unique environment of a special education class.

PART 2: The second half of the class covers the special skills needed to tutor children whose first language is not English.

FALL 2012

1 SESSION; 6 HOURS

\$199

SATURDAY 9:00 AM-4:00 PM
DECEMBER 15 TA103-1SD

School Violence Prevention and Intervention Training

This course covers intervention techniques and classroom management skills, along with Board of Education regulations and policies that promote a nonviolent school environment. **Please note:** If you arrive late for the class, you will not be admitted.

FALL 2012

1 SESSION; 2 HOURS

\$49

TUESDAY 6:30-8:30 PM
DECEMBER 4 TA204-ITE

Child Abuse Recognition Training

This one-day seminar meets the New York State requirement for identifying and reporting child abuse. You will be taught to recognize incidents of physical abuse, child neglect/maltreatment, and sexual abuse.

FALL 2012

1 SESSION; 2.5 HOURS

\$49

THURSDAY 6:30-9:00 PM
DECEMBER 13 TA205-IHE

THE ENGLISH LANGUAGE INSTITUTE

ENGLISH FOR INTERNATIONAL STUDENTS AND RESIDENTS

The English Language Institute provides a flexible schedule of classes that meets F-1 Student Visa criteria. You will receive help with applying for the F-1 Visa and assistance with transferring from another school. If needed, help will also be provided for changing your visa status to F-1 Student Visa. The classes offered provide ways to improve your communication skills and TOEFL Preparation. We have experienced ESL instructors and a friendly and caring university environment.

Practical English

These are Master Speaking courses that range from beginning Fundamentals to Level 5. Each level requires 18 hours of class time per week. This program, developed with the needs of our students in mind, incorporates practical conversation, reading, writing, grammar, and pronunciation at every level. The schedule below meets the F-1 Student Visa requirements.

FALL 2012

MONDAY - FRIDAY	9:40 AM-1:15 PM
SEPTEMBER 10 - OCTOBER 5	ES101A-1MFD
OCTOBER 8 - NOVEMBER 9	ES101A-2MFD
NOVEMBER 12 - DECEMBER 21	ES101A-3MFD

TOTAL COST (15 WEEKS): \$2,700 for F-1 students, \$1,800 for residents

COST PER 5-WEEK SESSION: \$900 for F-1 students, \$600 for residents

English As A Second Language (ESL):

Saturday Intensive

FALL 2012

5 WEEKS; 30 HOURS	\$300
SATURDAYS ONLY	9:30 AM-3:30 PM
SEPTEMBER 8 - OCTOBER 6	ESD101-1SD
OCTOBER 13 - NOVEMBER 10	ESD101-2SD
NOVEMBER 17 - DECEMBER 22	ESD101-3SD

TOEFL Intensive

This class maximizes your TOEFL score to help you get into your first-choice college.

FALL 2012

24 SESSIONS; 72 HOURS	\$799
MONDAY & THURSDAY	2:00-5:00 PM
SEPTEMBER 10 - NOVEMBER 29	TP102-1MHE

Call our office (212.650.7312) to schedule an ESL assessment test.

For more information or to speak to the program director, please call Joan Stern at 212.650.7195 or email jsstern@ccny.cuny.edu

FOREIGN LANGUAGES

Spanish - Level I

This is an introductory course designed to help you converse successfully in Spanish whether you are in a business or social situation. You will learn proper pronunciation and the use of idiomatic phrases. Attention will be paid to developing speaking and listening skills in Spanish.

FALL 2012

8 SESSIONS; 24 HOURS	\$239
TUESDAY & THURSDAY	6:15-9:15 PM
SEPTEMBER 25 - OCTOBER 18	LA109-1THE

Spanish - Level II

This course is for students who have completed Spanish - Level I and for those who are fluent enough in Spanish not to need the first level course but want to continue learning the language. In the course students become more proficient in conversational Spanish, the city's second most common language.

FALL 2012

8 SESSIONS; 24 HOURS	\$239
TUESDAY & THURSDAY	6:15-9:15 PM
OCTOBER 30 - NOVEMBER 27	LA111-1THE

HOLISTIC WELLNESS

WELLNESS

Those unaccustomed to exercise are advised to consult a physician before taking fitness courses.

A Holistic Approach to Saving Your Teeth and Gums for a Lifetime

Our mouth follows the same principles as the ecosystem of our earth. We will describe how the mouth and gut are connected and why an infection in the gut can affect the mouth. We will discuss proper care for the mouth and give an understanding as to WHY the breakdown of our teeth and gums is happening.

Dr. Reid Winick, DDS

FALL 2012

1 SESSIONS; 2 HOURS

WEDNESDAY
OCTOBER 3

\$60

7:00-9:00 PM
HF125-1WE

Inflammation: The Silent Killer

What do obesity, heart disease, cancer, and asthma have in common? Inflammation is a link to these and a host of other chronic illnesses. When we think of Inflammation, most of us think of a bump or a bruise, not a chronic illness like asthma or obesity. Inflammation is a transitory response in the body; when that response becomes chronic, the body begins to attack itself – leading to many illnesses, including heart disease and cancer. Drew DiVittorio, a nutritional consultant and health coach trained in Oriental Medicine and Nutrition, and board certified in Traditional Chinese Herbology, brings a wealth of experience and insight to this class which will look at the theory behind Inflammation and how chronic inflammation impacts your health. There will be coverage of the many natural ways to reduce and treat inflammation with a focus on anti-inflammatory diets, herbs, foods, supplements and exercises that reduce inflammation.

FALL 2012

3 SESSIONS; 6 HOURS

TUESDAY
OCTOBER 9 - 23

\$150

6:00-8:00 PM
HF104-1TE

Tai Chi, For Health and Self Defense

Many people are not aware of the internal health benefits of the slow moving meditative dance known as Tai Chi. Even fewer understand the powerful self-defense techniques that are hidden in the moving art of Tai Chi, especially for seniors and females. Tai Chi is becoming the exercise of choice for stress management and health and personal development for men and women over 50 years of age.

Grandmaster Abdul Musawwir, is one of the leading internal martial arts instructors on the East Coast.

FALL 2012

4 SESSIONS; 6 HOURS

SATURDAY
OCTOBER 20 - NOVEMBER 10

\$199

11:00 AM-12:30 PM
HF109H-1SD

Tao of Health, Sex & Longevity

Taoism is an ancient philosophy that still has a tremendous influence in today's world. More people are utilizing Taoist strategies in the areas of health, business, organizational development and management of relationships. This four week class will explore how Taoist classics like the Art of War and the I Ching can be used to create personal and organizational growth.

The class will also teach how Taoist energy movement treatment and training techniques such as Tai Chi, Acupuncture, and Ki treatments can relieve stress and improve the quality of life. Taoist Ki Energy master Tony Rogers will conduct the class.

FALL 2012

4 SESSIONS; 6 HOURS

SATURDAY
SEPTEMBER 22 - OCTOBER 13

\$150

12:00-1:30 PM
HF109I-1SD

"Temas de salud natural con la Dr. Julissa"

La mayoría de las personas, hoy día, desean mejorar su salud. Y la opción de tomar medicamentos y fármacos los deja desilusionados y con efectos secundario. Pero algunas personas han encontrado una manera de tener salud óptima con medicina natural.

Aprenda de salud natural con la Dra. Julissa Hernandez, ND, CNHP (doctora Neurópata y Profesional Certificada en Salud Natural). Tiene más de 17 años de práctica. Ella es oradora internacional, maestra de medicina natural, medicina tradicional de china y esencias florales, reconocida como invitada especial en la televisión y la radio.

En este curso se desarrollaran temas desde la presión alta y baja, diabetes, problemas cardiacos, efectos del estrés, ayuda para el sobre de peso, como mantener un cabello y uñas saludable.

FALL 2012

4 SESIONES; 6 HORAS

MIÉRCOLES
NOVIEMBRE 7 - NOVIEMBRE 28

\$189

7:00-8:30 PM
HF127-1WE



Thermography for Healthy New York – Early Detection Saves Lives

A Healthy Alternative to Mammograms
Thermography is a non- invasive health screening that has ZERO radiation, no body contact and is pain free. It allows you to see what you cannot yet feel. Students will learn why it is imperative to our health to have our lymph flowing, our digestion moving and our neuroendocrine system balanced. Information will also be presented on self-breast exams, lymphatic dry brushing, nutrition and the powerful benefits of breathing.
Tammy Kohlschmidt, CCT, RDH, CBP

FALL 2012
1 SESSION; 2 HOURS **\$50**
WEDNESDAY 7:00-9:00 PM
OCTOBER 10 HF126-1WE

We are Starving Ourselves Fat!

Diets don't work! New science has proven there are far easier ways to achieve optimal health. You can learn simple, life long tools to burn fat, reduce weight, rev-up your metabolism and increase mental stamina while improving restorative sleep and overall well-being.

Do it for yourself. Weight No More... The Time is Now!

The course is taught by, Jeanne Ricks, CHC, AADP

- Certified Health Counselor through Columbia University's Teacher's College in NY
- Holistic Health Practitioner through the American Association of Drugless Practitioners

With her knowledge, she will help you create a personalized "roadmap to health" that suits your unique body, lifestyle, preferences and goals.

FALL 2012
12 HOURS; 6 SESSIONS **\$299**
THURSDAY 6:00 -8:00 PM
OCTOBER 4 - NOVEMBER 8 HF301B-1HE

Yoga and You

Ghylian Bell is a Board Certified member of the American Association of Drugless Practitioners, a Registered Yoga Alliance member, and the Founder of Urban Yoga Foundation (www.urbanyogafoundation.com). She is currently working on a documentary about yoga in the public school system. Her organization was mentioned in Time Out New York Kids "Best Yoga Classes in New York". Her organization partners with organizations such as The American Heart Associations "Go Red For Women", New York City Public School System and The South Mountain YMCA of New Jersey just to name a few. Ms. Bell brings her valued expertise as a certified yoga teacher and holistic health coach to CCNY CPS to educate and empower our community through YOGA.

Ghylian Bell uses yoga not only as a tool to manage stress, develop mind-body awareness and health consciousness but as a form of artistic and academic expression. This program is uniquely designed to train adults who work with children by using YOGA as a means to develop children's physical and mental acuity.

Participants will develop an appreciation and practice of yoga as a path to whole health and wellness.

FALL 2012
8 SESSIONS; 16 HOURS **\$399**
THURSDAYS 6:30-8:30 PM
OCTOBER 4 - NOVEMBER 29 HF710-1HE

YOGA PARENT/TEACHER TRAINING

Module 1. Teaching Technique

"Yoga as the Foundation of Artistic/Academic Expression."

Participants learn ways to utilize yoga as a tool in the classroom; demystify yoga and celebrate it as an art form to support students as a whole creatively, developmentally and academically.

- Hatha for All
- Going Inside The Breath Of Yoga
- Literacy in Yoga
- Reading Writing Yoga
- Math on the Mat
- Creating Yoga Games
- Yoga Your Art Form

Module 2: Teaching Methodology

Explores types of yoga and the business of yoga; helps develop one's teaching style by understanding learning styles, deconstructs poses: how to demonstrate and modify them.

- Exploring our individual body types
- Demonstrating for your Classes
- Reading Group energy Dynamics
- Planning your own classes
- Opportunity to assist for an in class evaluation.
- Basic Marketing for yoga

Module 3: Yoga Specifics

This segment teaches the basics of specific healing techniques that can be applied to a yoga practice and how it can be applied to treat various ailments that affect the urban community.

- Breathing Techniques and Asthma
- Your Body and Technology
- Injury Prevention
- Relaxation Techniques
- Back Pain
- Immediate Gratification
- Urban Yoga Flow

Module 4: Meaning Of Yoga, Holistic Lifestyle and Ethics

Participants learn the history and meaning of Yoga, different styles of Yoga, names of Poses and connection to nature, ethical behavior for Yogis, healthy life choices and sustainable practices.

- History of Yoga and Evolution
- Eight Limbs of Yoga
- Important Teachers
- Schools of Yoga
- Living The Yoga art Form
- Living Green -Simple Actions to Help our Environment.
- Teacher /Student Relationship
- Karma Yoga Immediate Gratification
- Yoga Primary Food Source
- Urban Gardening Seed to Table

NURSE CERTIFICATION

NURSE CERTIFICATIONS: UPDATES AND REVIEW

The following courses were designed to meet the needs of nurses who plan to take a certification examination or update his/her knowledge base, to achieve discernible success! The goal of these programs is to enhance the participant's overall knowledge in the subject area and assisting with preparation for certification examinations.

- Gerontological Nursing
- Medical Surgical Nursing
- Critical Care Nursing
- Psychiatric Mental Health Nursing

According to the American Association of Critical-Care Nurses (AACN), nurse certification has been linked to

better patient outcomes and tied to a reduction in medical errors, among other benefits. Better outcomes are linked to a decrease in the re-admission rates and overall satisfaction.



Gerontological Nursing

It is imperative for nurses to have competencies related to planning, managing and evaluating the health care needs of the elderly—a growing and complex population. Nurses work with individuals who range from active older adult in the community to the frail older adult in acute and long-term care settings. The primary challenge for the nurse is to identify and use the strengths of individuals in this population to assist in maximizing independence and function. This review course will prepare nurses for success on the exam administered by the American Nurses Credentialing Center (ANCC) on Gerontological Nursing.

FALL 2012

2 SESSIONS; 14 HOURS

THURSDAY & FRIDAY

SEPTEMBER 13 & 14

\$219

9:00 AM–5:00 PM

ME253-1HFD

Medical Surgical Nursing

Traditionally, medical surgical nursing was an entry-level position but advances in medicine and nursing have resulted in medical-surgical nursing evolving into its own specialty. Today, licensed medical-surgical nurses work in a variety of positions: inpatient clinics, emergency departments, HMO's, administration, out-patient surgical centers, home health care, humanitarian relief work, ambulatory surgical care, and skilled nursing homes. Some military medical-surgical nurses serve on battlefields. Medical-surgical nursing is the largest group of professionals in the field of nursing.

This review course will prepare the nurse for success on any of the three (3) national certification examinations:

- American Association of Critical-Care Nurses (AACN)
- Academy of Medical-Surgical Nurses (AMS)
- The Medical-Surgical Nursing Certification Board (MSNCB)

FALL 2012

2 SESSIONS; 14 HOURS

THURSDAY & FRIDAY

SEPTEMBER 13 & 14

\$219

9:00 AM–5:00 PM

ME254-1HFD

Critical Care Nursing

The pursuit of CCRN Specialty Certification reflects the dedication nurses exemplify as they provide direct bedside care to acutely and/or critically ill adult, pediatric and neonatal patients and their families. Certification is generally viewed as demonstration of an extensive knowledge of both pathophysiology and critical care medical and nursing practices. Critical care nurses are often utilized in a primary care role in the intensive care unit but these specialized nurses are employed in a variety of different areas, with a diverse patient population. Many critical care nurses work in post-operative care and high dependency units. They also work on medical evacuation and transport teams.

This certification review course will prepare the critical care nurse for success on the Adult American Association of Critical Care Nurse (AACN) CCRN examination.

FALL 2012

3 SESSIONS; 21 HOURS

TUESDAY

OCTOBER 2, 9, & 16

\$299

9:00 AM-5:00 PM

ME250-1TD

Psychiatric Mental Health Nursing

APNA, American Psychiatric Nurses Association purports “that there is general agreement among nurses and nursing organizations that the system of licensure, accreditation, certification and education for advanced practice registered nurses is confusing. There is an absence of uniformity that impedes nursing’s advancement as a profession and its ability to meet the emerging changes of the healthcare system.” Certification and maintenance of certification is paramount to ensure the advancement of the profession and confidence in knowledge of the dynamic advancement of competencies.

FALL 2012

2 SESSIONS; 14 HOURS

MONDAY & TUESDAY

OCTOBER 8 & 9

\$219

9:00 AM-5:00 PM

ME251-1MTD

Geriatric Emergencies

Currently, about 33 million persons are aged 65 or older; 12.7% of the total population. Nine states—including New York—have more than one million elderly persons. Older adults make up approximately 52% of inpatient admissions and have longer lengths of stay, and higher rates of readmission within thirty (30) days. Elderly hospitalized patients are at increased risk for negative outcomes. Elements of hospitalization, including physical environment and nursing care practices contribute to poor outcomes.

This one-day program will explore the five most common emergencies in the elderly population: falls, neurological, cardiovascular, cerebrovascular, poly pharmacy and abuse/neglect.

Upon completion of this program, the participant will:

- Know methods to reduce potential of injury from falls among the elderly
- Compare and contrast physical and psychological reasons for changes in mental status
- Compare and contrast common geriatric neurological events
- Describe the most common cardiac events among the elderly
- Identify signs of multiple medication effects on geriatric patients
- Plan care to identify abuse and neglect

FALL 2012

1 SESSION; 7 HOURS

TUESDAY

SEPTEMBER 25

\$189

9:00 AM-5:00 PM

ME252-1TD

Save the Date(s)

NYCLEX RN Review

JANUARY 2013 7, 8, 9, 10

NYCLEX PN Review

JANUARY 2013 14, 15, 16, 17

CCNY/CPS and NES Associations, LTD have partnered to offer you excellent, cutting edge continuing nursing education programs.

NES Associates, LTD has over a 99% pass rate for first time test takers!

Review with one of the most successful NCLEX. Review programs available!



PERSONAL DEVELOPMENT

INSTANT SPEED READING

Double your reading speed or more in just one class. Catch up on all your reading while relaxing on your trip. Unlike other programs that use excessive drill or practice, you will achieve results in just one class. Wendy Richmond will show you how to instantly double your own reading speed, improve your reading comprehension.

In this class you will discover how to stop your eyes from fighting the reading process so you glide across the page without eyestrain. Get rid of several reading hang ups that are slowing your reading experience. Finally you will improve your reading speed using the simple “Farrow” method, by Dave Farrow, Two Time Guinness World Record Holder for Greatest Memory.

FALL 2012

\$50 EACH CLASS; \$95 FOR BOTH

WEDNESDAY
SEPTEMBER 12

6:00–8:30 PM
HF601-1WE

UNLEASH YOUR BRAIN: GET A PUSH BUTTON MEMORY

Do you think you have a poor memory? Are you always forgetting where you left your car keys, or that one last item on your “to do” list? Do you want to remember every fact you learn and stop blanking out? Or do you just want to stop forgetting why you walked into a room? Discover the system created by a Guinness Record holder for greatest Memory. Imagine how your friends, family, teachers, clients, co-workers or boss will react when they see that you can: easily recall names, dates and facts, effortlessly recall details from conversations exactly when you need it, and quickly learn foreign language vocabulary. In only one session, you will triple your memory, learn the secret to triggering your long term memory at will, as well as unleash perfect focus when you need it most.



FALL 2012

\$50 EACH CLASS; \$95 FOR BOTH

WEDNESDAY
SEPTEMBER 19

6:00–8:30 PM
HF602-1WE

HOW TO READ A PERSON LIKE A BOOK

Lloyd Strayhorn is one of the world’s leading Astro Numerologists. He has appeared on the Oprah Show, Regis and numerous television shows. Recently, he was interviewed by Katie Kouric. Now, Lloyd Strayhorn is coming to CCNY CPS to teach a class in Numerology, the study of the relationship of numbers and numerical patterns to systems, events, and people. Learn how numbers can give insight into personalities and behavior patterns. Tuition includes an autographed book.

FALL 2012

20 HOURS; 10 SESSIONS

WEDNESDAY
OCTOBER 3 – DECEMBER 12

\$149

6:30–8:30 PM
AR210-1WE

WINE: SELECTION AND ETIQUETTE

In the four workshop classes you will learn everything you need to know about wine: what wine to select for special meals, tips on wine tasting, wine health tips for men and women, and much, much more. These fun classes are for people interested in the hospitality industry, one of the fastest-growing career development areas, and for people who just want to know how to select the right wine for that special occasion. Wine tasting, bottle opening tips, restaurant wine menu selection exercises, and learning about wines from around the world are all part of this workshop taught by Jai Jai Greenfield, the owner of Nectar Wine Bar.

FALL 2012

ALL 4 SESSIONS; 8 HOURS **\$150**
INDIVIDUAL SESSIONS; 2 HOURS **\$50 EACH**
 TUESDAYS 6:00-8:00 PM
 OCTOBER 9 –OCTOBER 30 HH1A-1TE
Wine From The Heart – The Best Wines for Gift-Giving
 OCTOBER 9 HH1A-2TE

Grape Expectations – Choosing Wines That Satisfy Your Palate
 OCTOBER 16 HH1A-3TE
Sweet 'N Dry – A Tasting Of Sweet And Dry Versions Of The Same Wine
 OCTOBER 23 HH1A-4TE
A Match Made In Heaven – The Pairing of Food and Wines
 OCTOBER 30 HH1A-5TE

BEGINNER/INTERMEDIATE

Zumba® classes feature exotic rhythms like salsa, merengue, cumbia, and samba set to high-energy Latin and International beats. Before you know it, your abs, arms, and thighs will be toned and your energy levels will be soaring! There's no other fitness class like the Zumba® Fitness Party: it's effective and exhilarating!

FALL 2012

6 SESSIONS; 6 HOURS **\$85**
 THURSDAYS 6:30-7:30 PM
 SEPTEMBER 20 – OCTOBER 25 HF702-1HE
 NOVEMBER 1 – DECEMBER 13 HF702-2HE



PROFESSIONAL DEVELOPMENT

ACTING

“Scene Study and Monologues”

Sharpen your acting skills through scene study and monologues. You will study characterization, timing, pacing, stage relationships, and learn to create a real world for your character.

Learn from a pro, **Lonette McKee**: Actor, Producer, Director, and Screenwriter. Feature film credits include *Sparkle*, *Malcolm*, *Brewster’s Millions*, *The Cotton Club*, *Jungle Fever*, *Women of Brewster Place*, *Honey*, *ATL*, and more.

FALL 2012

10 SESSIONS; 30 HOURS

TUESDAY

OCTOBER 2 – DECEMBER 4

\$609

6:00–9:00 PM

AR500-1TE



Lonette McKee’s students evaluations comments:

“Lonette’s method of teaching was concise and well-delivered. She is truly a magnetic and energetic artist who truly loves and respects her creative calling. She’s amazing to work with and observe.”

“Great course, many students do not want this experience to end. It was a total graduate level course.”



American character actor, Khalil Kain, built a varied and substantial resumé from the early ‘90s onward, in a dazzling combination of 30 movies and 8 television shows. Khalil Kain debuted in urban crime drama Juice and

appeared in Bones, Renaissance Man, Love Jones and For Colored Girls. Other credits include Suddenly Susan, Girlfriends, Living Single, Moesha, Angel, and Sister, Sister.

Khalil Kain’s students evaluations comments:

“I came into this class with no idea what it would be about. Khalil came through in teaching me the importance of image, which not only can help one’s acting career, but can help one enrich their lives with culture and knowing what’s important to present to the world we all live in.”

“I love this class and strongly recommend it! Instructor was charismatic and prepared, Thank you!”

Auditioning Techniques I

Participants assume the role of director and actor in a 10-hour intensive feedback course. Learn to focus, connect emotionally, and highlight your strengths. Auditions will be taped.

FALL 2012

4 SESSIONS; 10 HOURS

WEDNESDAY

SEPTEMBER 19 – OCTOBER 10

\$295

6:00–8:30 PM

AR502-1WE

Auditioning Techniques II

Hone your skills for auditioning professionally. Identify and improve weak areas. Experience taped mock auditions.

(Auditioning Techniques I is helpful, but not required.)

FALL 2012

4 SESSIONS; 10 HOURS

WEDNESDAY

NOVEMBER 7 – DECEMBER 5

\$295

6:00–8:30 PM

AR503-1WE

CONFIDENT PUBLIC SPEAKING

Manage Your Fear & Make Your Point

In our information age, the ability to speak confidently in public is highly valued. And, whether it is a job requirement or not, learning to speak confidently in public gives you a useful tool for getting ahead in an increasingly competitive workplace. But speaking in public can strike fear in the strongest of hearts. This course is designed to help you get past your fear and get to the point. You will learn how to use breathing and relaxation exercises, participate in class drills on diction, pitch, tone and volume, make brief impromptu, extemporaneous, and visual aids presentations, and short speeches of introduction, explanation, and call to action. Along with everyone else in class, you will develop skills at word games and icebreakers. Each two-hour class in this 8 week series involves individual and/or group participation designed to help you relax your fear and communicate effectively. Once you learn the skills and mind-set needed to communicate your ideas, you will be on your way to becoming an effective and persuasive public speaker. The two-part final exam is written and oral. This course is for individuals who have little or no previous public speaking training.

FALL 2012

8 SESSIONS; 16 HOURS

WEDNESDAYS

OCTOBER 17 - DECEMBER 12

\$199

6:00-8:00 PM

ESC200D-1WE

An Advanced Intensive

This course is designed for working professionals who must make presentations, speeches, and social verbal communication as a part of their daily work life. It is intensive training series that requires each of the core assignments to be presented in class twice. The core course work includes three Presentations (impromptu, extemporaneous, and using visual aids), and three Short Speeches (introduction, explanation, call to action). Instruction is also provided in microphone technique, body language and breathing and relaxation exercises. The final exam is an oral presentation. This course is for individuals who have previous public speaking training, and for whom it is a job requirement.

FALL 2012

8 SESSIONS; 16 HOURS

MONDAYS

OCTOBER 15 - DECEMBER 3

\$199

6:00-8:00 PM

ESC201-1ME

Florene "Flo" Wiley is a highly sought after public speaker having presented keynote addresses, served as master of ceremonies, panel moderator and panelist, for numerous corporations and non profit organizations in the U.S. and abroad. An award-winning actress (AUDELCO, Best Supporting Actress, 1978) she has performed at Woodie King Jr.'s New Federal Theatre, the New York Shakespeare Festival/Public Theater, Manhattan Theatre Club, the Gerald Lynch Theater at John Jay College and trained with Dick Anthony Williams (New Federal Theater), Hal DeWindt (Negro Ensemble Company) and Duane Jones (Richard Allen Center for Culture & Art). She received her Bachelor of Arts in Speech & Drama from the California state University at Hayward. She has taught acting and public speaking since 1977. Since 2001 she has been the host of "Black Beat New York: The Flo Wiley Show," a talk & music show about the arts on WHCR 90.3 FM (Harlem Community Radio).

SHRM

The City College of New York is a newly designated SHRM Partner! The Society for Human Resource Management (SHRM) is the world's largest professional association devoted to human resource management. In our shared mission to serve the needs of adult learners seeking to achieve professional development goals, CPS is delighted to offer.

The SHRM Essentials of HR Management

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

FALL 2012

2-DAY WORKSHOP

SATURDAYS

SEPTEMBER 22 & 29

\$549

9:00 AM-5:00 PM

SHRM-1SD

The SHRM Learning System

The #1 PHR/SPHR certification preparation tool!

This course is instructionally-designed for HR practitioners, HR educators, HR researchers and HR consultants to prepare for the Professional in HR (PHR) or Senior Professional in HR (SPHR) examination.

- Assess current knowledge and gaps against tested areas on the certified exam (PHR and SPHR)
- Use assessment results to identify learning priorities.
- Receive SHRM Certificate of Achievement.

FALL 2012

12 SESSIONS

TUESDAY

SEPTEMBER 25 - DECEMBER 11

\$1295*

6:00 PM-9:00 PM

SHRM101-1TE

***Please Note:** Tuition does NOT cover registration for the PHR/SPHR examination. For eligibility requirements or to register for the PHR / SPHR examinations, please contact HRCI at 866-898-HRCI, www.hrci.org, or info@hrci.org

THE HEAVY SOUND

CPS is excited to introduce the first college campus DJ class!

The Heavy Sound, a premiere music/lifestyle brand that embraces a mission to showcase classical, vintage, and emerging music from new and established artists, deejays and musicians.

Fall 2012, The Heavy Sound will facilitate a 30-hour DJ Workshop; 15 of these hours take place at the iconic Schomburg Center for Research in Black Culture [515 Malcolm X Boulevard, New York, NY 10037], and 15 hours at the most diverse college campus in New York, CCNY – “The People’s College.” The course will feature some of music’s legendary and acclaimed names and icons. You will learn the equipment and function of each machine; how to effectively utilize scratching and timing; how to operate Serato, Traktor Scratch Pro, CDJ’s, vinyl mixing consoles, and other programs.

It’s not all beats and buttons! You will also learn to read and understand agreements and contracts; cultivate and capitalize on funding; be a lucrative force in the business; discover the role and benefits of having a manager; and, the basics of copywriting your logo and building your brand.

FALL 2012

8 SESSIONS; 30 HOURS

\$779

CPS/CCNY:

TUESDAY & THURSDAY

6:00-9:00 PM

SEPTEMBER 27 - OCTOBER 11

The Schomburg:

SATURDAY

SEPTEMBER 29, OCTOBER 6 & 13

2:00-6:00 PM

AR127-1THE

VISUAL STORYTELLING

This class is taught by producer/director Richard Martin whose credits include works on ABC, NBC, CBS, and Fox News, CNN, the BBC, and Entertainment Tonight.

Not all directors, screenwriters, filmmakers, teachers, bloggers, and/or photojournalists have learned the art of storytelling and know how to tell a story visually. They have not learned and polished the skills of the Visual Storyteller.

This unique opportunity is for any individual with a passion for expressing story through images. This course will benefit those seeking employment in broadcasting and other media, as well as those creating blogs and entrepreneurial use of the new technology. You will create vivid stories with digital images on your home PC or Mac. Skills learned translate readily into film and video projects.

The Storytelling class will teach you to create, design, and produce stories using digital media to research, and write scripts. You will also learn storyboarding and shooting still and moving images with sound on a digital camera. You will edit on your home computer using narration, music, sound effects and titles to create compelling stories.

You will need the following for the course:

- Digital camera with accessories to save images (camera phone not suitable)
- PC or MAC home computer, or CCNY computer lab
- Skype (free product) <http://www.skype.com>
- USB Microphone
- Screen the film La Jetee before course begins

The link to view La Jetee: http://www.youtube.com/watch?v=MjdThs_pGxM&feature=related

Storytelling website: www.visualstorytelling.us

FALL 2012

8 SESSIONS; 16 HOURS

\$389

THURSDAY

6:30-8:30 PM

OCTOBER 4 - NOVEMBER 29

AR301-1HE

WRITING CREATIVELY FOR THE WORKPLACE

This seven week course teaches techniques for writing clear, concise and effective business documents such as memos, letters, emails, and reports. The focus of the course, however, is not only on the appropriate structure, grammar, and format of a business document, but also teaches you about tone and style so that you can write creatively within the confines of business communication. Learning how to write business documents creatively as well as correctly will enhance your job performance and help you move forward in your chosen field.

FALL 2012

6 SESSIONS; 12 HOURS

\$199

TUESDAY

6:00-8:00 PM

OCTOBER 16 - NOVEMBER 20

BC105C-1TE

TEST PREPARATION

TEST PREPARATION

CUNY Math Preparation Class

This intensive refresher course will help you prepare for the CUNY math assessment test, the ACT math test. The essentials of arithmetic and the elementary and college algebra covered by the ACT test will be reviewed. Expect hours of study at home in addition to classwork.

FALL 2012

13 SESSIONS; 39 HOURS

TUESDAYS & THURSDAYS
OCTOBER 23 - DECEMBER 6

\$279

6:00-9:00 PM
TP108-1THE

General Education Development (GED)

In addition to teaching you valuable test-taking techniques, this class will prepare you for all five areas of the GED exam: Essay/Writing, Social Studies, Interpreting Literature/Arts, Science, and Mathematics. Students take a predictor test during the first class. A non-refundable testing fee of \$29 is included in the cost of the course.

FALL 2012

10 SESSIONS; 50 HOURS

SATURDAY 10:00 AM-4:00 PM (INCLUDES LUNCH)
SEPTEMBER 29 - DECEMBER 15

\$299

TP101-1SD

Notary Public

The purpose of the Notary Public Course is to help students be more marketable in today's highly competitive market place. In this course, students will learn the latest information of the NY State Notary Laws and how they will be official representatives of the State of New York by providing valuable services to the community in which they live. Students will be able to follow the procedures to sign affidavits, certifications and authenticity of acknowledgements, as well as various forms used in the process. Notarizations of documents are highly used by corporations, small businesses, real state, immigration, legal and title companies.

FALL 2012

1 SESSION; 5 HOURS

SATURDAY
SEPTEMBER 29
DECEMBER 15
APRIL 28

\$79

9:00 AM-2:30 PM
BC100-1SD
BC100-2SD
BC100-3SD

SAT

This intensive course will prepare high school students for the 01/26/13 SAT exam. Students will learn test-taking skills while preparing for critical reading, writing and mathematics.

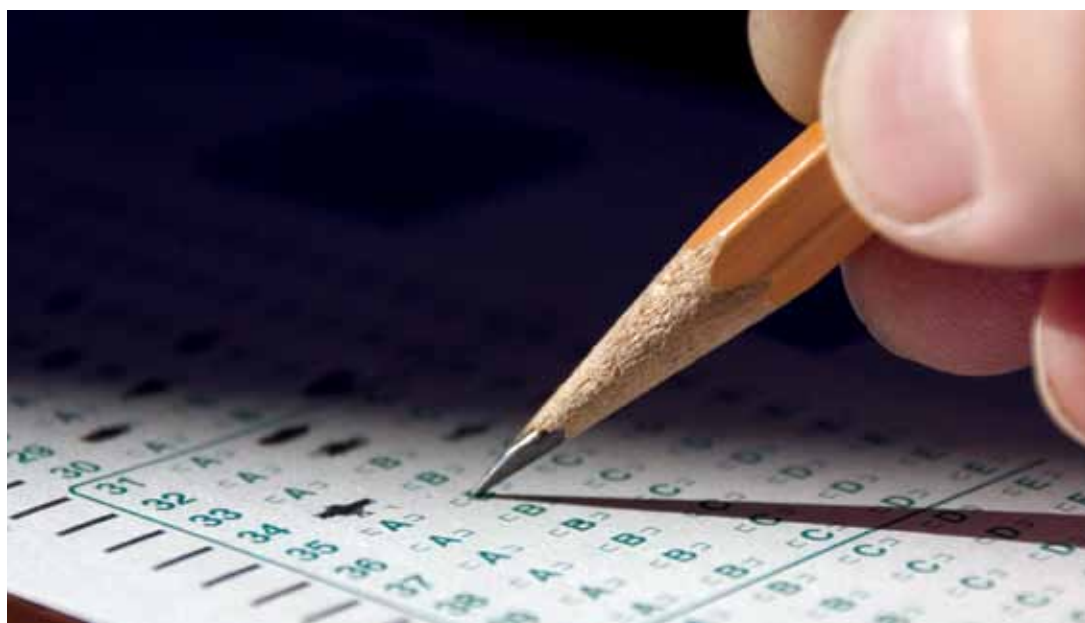
FALL 2012

10 SESSIONS; 48 HOURS

SATURDAYS
SEPTEMBER 15 - DECEMBER 15

\$449

9:00 AM-1:00 PM
TPE202-1SD



COMPUTER CERTIFICATE PROGRAM



INTRODUCTION TO MICROSOFT OFFICE AND THE INTERNET

The 2010 Microsoft Office training program is intended to increase and update the computer skills of participants. The course is designed for beginners and intermediate-level users of MS Office software.

Level 1 – Microsoft Office 2010, Outlook and Navigating the Internet

FALL 2012

9 SESSIONS; 27 HOURS

WEDNESDAY

OCTOBER 17 - DECEMBER 19

\$249

6:00-9:00 PM

CL0100-1WE

Level 2 – Excel, Power Point, Publisher and Access

WINTER 2013

9 SESSIONS; 27 HOURS

WEDNESDAY

JANUARY 2 - FEBRUARY 27

\$249

6:00-9:00 PM

CLT100-1WE

ONLINE COURSES

ONLINE COURSES BY GATLIN EDUCATION SERVICES

The City College of New York, 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 request on materials or viewing lessons, there are no refunds. prices vary for each course. for more information visit: <http://www.galineducation.com/ccny/>

Visit the website for course specifics and pricing information.

Business and Professional

Certified Wedding Planner Certification

Preparation Program

GES 204 300 HOURS

Child Development Associate Training Renewal

GES 132 45 HOURS

Grant Writing

GES 207 300 HOURS

Management for IT Professionals

GES 405 390 HOURS

Professional Interpreter

GES 230 40 HOURS

Search Engine Marketing

GES 213 250 HOURS

Healthcare and Fitness

Advanced Coding for the Physician's Office

GES 103 80 HOURS

Advanced Personal Fitness Trainer

GES 105 400 HOURS

Clinical Dental Assistant

GES 121 240 HOURS

Fitness Business Management

GES 403 200 HOURS

Optician Certification Training

GES 126 150 HOURS

Physical Therapy Aide

GES 125 150 HOURS

Veterinary Assistant

GES 118 170 HOURS

Hospitality and Service Industry

Certified Wedding Planner Certification

Preparation Program

GES 204 300 HOURS

Travel Agent Training

GES 218 200 HOURS

IT and Software Development

AutoCAD 2011

GES 310 150 HOURS

AutoCAD 3D, Software Included

GES 312 80 HOURS

Management for IT Professionals

GES 405 390 HOURS

Web Applications Developer

GES 316 267 HOURS

Webmaster

GES 308 150 HOURS

Media and Design

Digital Arts Certificate

GES 503 360 HOURS

Graphic Design with Photoshop CS5 Training, Software Included

GES 512 200 HOURS

Video Game Design and Development

GES 605 500 HOURS

Skilled Trades and Industrial

Biofuel Production Operations

GES 720 400 HOURS

Home Inspection Certificate

GES 704 200 HOURS

HVAC Technician

GES 705 320 HOURS

Senior Certified Sustainability Professional

GES 713 110 HOURS

Directions

By Train

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

Note: City College operates shuttle buses between the campus and the 137th Street (Broadway) and 145th Street (St. Nicholas) subway stations.

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.

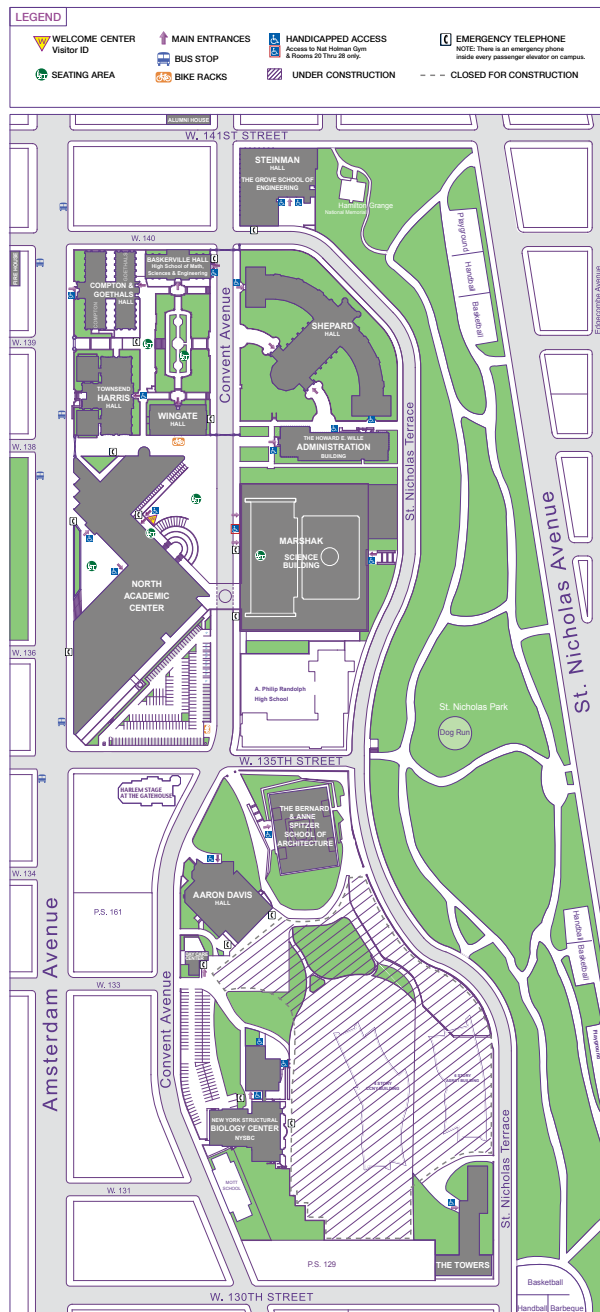
BX-19 to 145th and Convent Avenue. Walk south on Convent Avenue to 138th Street.

By Car

From the West Side: Westside Highway traveling north, exit at 125th Street; turn right to Amsterdam Avenue, left to 133rd Street, right one block to Convent Avenue.

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 JFK 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.



Registration Form

160 Convent Avenue, Shepard Hall, Room 2 New York, NY 10031 Tel: 212-650-7312 Fax: 212-650-6614	<input type="checkbox"/> SUMMER <input type="checkbox"/> SPRING <input type="checkbox"/> FALL 20 ____
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LAST NAME	FIRST NAME	DATE OF BIRTH
ADDRESS	APT/SUITE NUMBER	
CITY, STATE, ZIP CODE		
DAY TIME NUMBER	CELL PHONE/ALTERNATE PHONE NUMBER	
EMAIL ADDRESS		
How did you hear about us?		
<input type="checkbox"/> RECEIVED CATALOG IN MAIL <input type="checkbox"/> CPS BUSINESS FLYER <input type="checkbox"/> REFERRAL <input type="checkbox"/> CPS WEBSITE <input type="checkbox"/> OTHER _____		
Ethnicity/racial group (optional)		
<input type="checkbox"/> BLACK/AFRICAN AMERICAN <input type="checkbox"/> WHITE/CAUCASIAN <input type="checkbox"/> ASIAN/PACIFIC ISLANDER <input type="checkbox"/> HISPANIC/LATINO <input type="checkbox"/> OTHER _____		

Course Registration		
COURSE NUMBER	COURSE TITLE	FEE
TOTAL \$		

Credit Card Authorization Form	
STUDENT'S NAME	
STUDENT'S ID NUMBER	
CARDHOLDER'S NAME (AS IT APPEARS ON THE CARD)	
CARD NUMBER	CARD EXPIRATION DATE

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

Visa/MasterCard
 Money Order
 (Personal checks and cash are not accepted.)

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. Register via phone, fax, mail, or in person.

Coming Soon

HVAC – Heating, Ventilation, and Air Conditioning

Series 63 Exam Prep

Cosmetology

LEEDS Training

CDA – Child Development Associate Training Certificate

Tax Preparation

Real Estate

College Prep

Online registration is now available

www.cps.ccny.edu

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