

Division of
**Continuing Education &
Workforce Development**

Spring 2015



**THE SKILLS
TO DO
THE JOB**



Success Stories
I AM HOSTOS

See inside for student updates

Certifications

**High School Equivalency (HSE)
& ESOL**

College for Kids

**OPEN
HOUSES**

Saturday, January 24 11am–1pm
Saturday, February 7 11am–1pm
Thursday, February 19 6pm–8pm
See back cover for Open House details

STUDENT UPDATES



“As an immigrant from Honduras, the Division of Continuing Education & Workforce Development at Hostos Community College (HCC) played a pivotal role in my success. I achieved my High School Equivalency diploma (HSE) and improved my English language skills as a student at the Adult Learning Center (ALC). The advice and guidance provided by the ALC staff while in the Accelerated Study in Associate Program (ASAP) helped fulfill my desire to pursue an Associate’s Degree in Liberal Arts at HCC. That unwavering support from the HCC staff, lead me to the decision to work towards a career as a college-level Academic Advisor to other immigrant students. Upon graduating in January 2015, I will continue my studies in Social Work at Lehman College. I hope to attain my Bachelor’s in 2016. I AM HOSTOS.”

Sandy Guido
Adult Learning Center - ESOL & HSE Programs
Hostos CUNY Language Immersion Program
Hostos Peer Mentor Program
Graduating from Hostos Community College in January 2015
Bronx, New York

“The Credentialed Alcohol & Substance Abuse Counselor (CASAC) program provided me with the frame work and insight to gain employment in the mental health field. I am currently working as a Clinical Social Work Intern at the VA NY Harbor Healthcare System while pursing my Master's Degree in Clinical Social Work. I hope to attain my Master's in 2015. I AM HOSTOS.”



Aarian Oliver, US Veteran
Credentialed Alcohol and Substance Abuse Certificate Program
New York, New York



“The Center of Continuing Education & Workforce Development is definitely a resource to the community of the South Bronx and for young mothers like myself. I was hesitant at first but I realized that it was a necessity for me to achieve an HSE diploma. This experience motivated me to continue my education and become a Certified Nursing Assistant. I am currently employed at the Isbella Geriatrics Center while enrolled in the Hostos CUNY START program. I plan on pursuing my Associate's Degree in the Registered Nurse program at HCC in Spring 2015. I AM HOSTOS.”

Yinnadel Baez
Adult Learning Center - High School Equivalency (HSE) Program
Certified Nursing Assistant (CNA) Program
Electrocardiography Technician Certificate
Phlebotomy Technician Certificate
Currently Enrolled in Hostos CUNY START Program
Bronx, New York

“Upon completion of the HIV Counselor Certification and the Credentialed Alcohol and Substance Abuse Certificate (CASAC) program, I was given the opportunity to work for Bedford Stuyvesant Alcohol Treatment Center affiliated with Kings County Hospital. As a U.S. Veteran, the Workforce Center provided me with the guidance and skills to reinvent myself and discover my true calling of helping others in need as a social service counselor. I anticipate continuing my studies in the mental health profession and re-entering college to further my education. I AM HOSTOS.”



Brucelee Orr, US Veteran
HIV Counselor Certificate Program
Credentialed Alcohol and Substance Abuse Certificate Program
Brooklyn, New York

Hostos Continuing Education & Workforce Development

The Skills To Do The Job



Peter Mertens

The New Year brings with it fresh opportunities for all of us. It is an exciting time, one that offers many prospects for continued personal growth, along with professional and career development options. At Hostos' Division of Continuing Education & Workforce Development (CEWD), we provide favorable choices and programs that create pathways for your success.

At Hostos, our focus is to help you improve the quality of your lives and assist you in becoming socio-economically mobile.

We do this by providing you with career building and job training opportunities through industry, state and other certificate programs and support services. Through our partnerships with outside organizations, we offer you individualized career counseling, mentoring, internships, clinical practicums and job placement. Our track record with adult students is a testament to the success you will experience through our programs. On the inside cover of our catalog, you will read a few of our success stories and there are many more.



Evelyn
Fernandez-Ketchum

As you start the New Year, we encourage you to explore the different education, career building and job training program options available to you. Our staff members are here to support your choices and your pathways to success. Let us help you obtain or enhance your Skills To Do The Job.

Cordially,

Peter Mertens, *Assistant Dean, Continuing Education & Workforce Development*
Evelyn Fernandez-Ketchum, *Executive Director, Workforce Development*

Fall 2014 Highlights of Accomplishments

- Elaudis Méndez completed a general high school equivalency program in our Adult Learning Center and is now a Hostos College student, majoring in Early Childhood Education. This summer she received the prestigious Peter Jennings Scholarship for her determination to continue her studies.
- The Continuing Education Association of New York (CEANY) presented CEWD with the Outstanding Business/Organization Collaboration Award at its annual conference in November 2014. CEWD and the Geriatric Career Development (GCD) Program at Jewish Home Lifecare have been involved in a long-term partnership to prepare high school juniors and seniors for Certified Nursing Assistant and Patient Care Technician Certificate Programs and pass the NYS certification skills exam.
- Hostos was awarded a three-year federal grant of \$595,636 from the U.S. Department of Health and Human Services (HHS) under the Health Careers Opportunity Program (HCOP) Skills Training and Health Workforce Development of Paraprofessionals Program. The grant provides low-income individuals with free Allied Health training, supportive services, job placement assistance and pre-college counseling.
- The CUNY Language Immersion Program (CLIP) has moved to 590 Exterior Street. The new site will allow CLIP to serve a greater number of students and provide more ESL classes and pre-college services through a Hostos Community Language Program.
- Hostos Community College in conjunction with Harvest Home and GrowNYC are excited to announce a collaborative employment initiative for farmers' markets and green markets located in the five boroughs of NYC. This partnership is supported by a grant provided by the Workforce Development Office of The City University of New York and provides free training for students who qualify.
- Another grant awarded by the Workforce Development Office of The City University of New York will be used to develop a hybrid curriculum to include the Math and English subjects of the TASC exam for the High School Equivalency (HSE).



WELCOME TO THE DIVISION OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

The Division plays a prominent role in the mission of Hostos Community College, that is, to provide access to higher and post-secondary educational opportunities leading to intellectual growth and socio-economic mobility. The Division accomplishes this through the delivery of educational and job training services to individuals not served by the traditional instructional activities of the College.

Continuing Education & Workforce Development offers these services through its various programs:

- Adult Learning Center
- Advanced Technology Training & Information Networking (ATTAIN) Lab
- Career Services
- Center for Bronx Nonprofits at Hostos
- CUNY CareerPATH
- CUNY In the Heights
- CUNY Language Immersion Program
- CUNY Start
- Jobs-Plus
- Liberty Partnership
- The Allied Health Career Pipeline Program
- Young Men's Initiative (YMI) IMPACT Peer Mentoring Project
- Work Incentives Planning and Assistance (WIPA)



Table of Contents

| | |
|--|--------------|
| Special Sections | 6-11 |
| Free Workshop Series - The History of Latin Music and Latin Jazz Part II | 6 |
| Score NYC | 6 |
| Hostos Changes Lives | 7 |
| Bronx Terminal Market | 7 |
| CUNY Language Immersion Program (CLIP)..... | 8 |
| CUNY Start | 8 |
| Health Profession Opportunity Grants (HPOG) | 9 |
| H.E.R.O. 4-V | 9 |
| Hostos WIPA | 10 |
| Liberty Partnership | 10 |
| Career Services..... | 10 |
| Adult Learning Center | 11 |
| The Young Men's Initiative (YMI) IMPACT Peer Mentoring Project..... | 11 |
| The Center for Bronx Nonprofits..... | 12 |
| Jobs-Plus..... | 12 |
| Test Prep & Language Skills | 13-17 |
| High School Equivalency (HSE) Diploma Preparation & Test Schedule | 14 |
| Equivalencia a la Escuela Secundaria | 15 |
| English for Speakers of Other Languages/ESOL | 16 |
| Other Languages | 17 |
| Medical and Health | 19-30 |
| Home Health Aide Certificate Program | 20 |
| Certified Nursing Assistant Program (CNA)..... | 20 |
| Phlebotomy Technician | 21 |
| Electrocardiography Technician | 21 |
| ECG Telemetry Technician Certificate | 21 |
| Patient Care Technician Certificate | 22 |
| First Aid Certification & C.P.R. | 22 |
| Clinical Case Management for Registered Nurses | 23 |
| Clinical Medical Assistant | 23 |
| Local Anesthesia & Nitrous Oxide Administration Certificate Program..... | 24 |
| Emergency Medical Technician | 25 |
| Pharmacy Technician Certificate Program | 25 |
| Credentialed Alcohol & Substance Abuse Counselor Program..... | 26 |
| HIV Counselor Certificate Program | 27 |
| CUNY Healthcare Interpreter Certificate | 28 |
| Medical Billing & Coding Certificate Program..... | 29 |
| Culinary Arts Certificate Program | 30 |
| Food Protection Certificate Program | 30 |
| Professional Development | 31-43 |
| Case Management Certificate Program..... | 32 |
| Customer Service Training | 33 |
| Hostos Security Academy | 34 |
| Security Officer Certification 8 & 16 Hours | 34 |
| Introduction to Terror & Anti-Terrorism | 34 |
| F-03 & F-04 Fireguard Test Prep | 35 |
| Introduction to Homeland Security | 35 |
| Locksmith Certificate Program | 36 |
| Basic Electrical Residential Wiring | 36 |
| Preparation for the Notary Public Exam | 36 |
| Real Estate Certificate Program | 37 |
| Basic Construction Project Management | 37 |
| CompTIA A+® Certification | 38 |
| Microsoft Office Certificate Program | 39 |
| Certificado de Tecnología | 39 |
| Child Care Provider Training | 40 |
| Child Development Associate Certificate | 41 |
| DASA (Dignity for All Students Act) Seminar | 41 |
| Hostos Study Abroad | 42 |
| Teacher Assistant Certificate Program | 43 |
| Fitness | 44 |
| Personal Trainer Certification | 44 |
| College for Kids | 45-51 |
| Saturday Academy | 46 |
| Academic Skills..... | 47 |
| Languages & The Arts | 48 |
| Health & Fitness | 48 |
| High School Tutorial Prep..... | 50 |
| Hostos Summer Academy..... | 51 |
| Policies & Procedures | 52-53 |
| Staff & Contact Information | 56 |

SPRING 2015 CALENDAR



Division of Continuing Education & Workforce Development
will be closed on the following dates:

| | |
|-----------------------------------|-----------------------------|
| Thursday, January 1, 2015 | New Year's Day |
| Saturday, January 17, 2015 | Martin Luther King, Jr. Day |
| Sunday, January 18, 2015 | Martin Luther King, Jr. Day |
| Monday, January 19, 2015 | Martin Luther King, Jr. Day |
| Thursday, February 12, 2015 | Lincoln's Birthday |
| Saturday, February 14, 2015 | Presidents Day |
| Sunday, February 15, 2015 | Presidents Day |
| Monday, February 16, 2015..... | Presidents Day |
| Friday, April 3, 2015 | Good Friday |
| Saturday, April 4, 2015 | Pass Over |
| Sunday, April 5, 2015 | Easter |
| Saturday, May 23, 2015..... | Memorial Day |
| Sunday, May 24, 2015 | Memorial Day |
| Monday, May 25, 2015 | Memorial Day |

You May Be Eligible for Tuition Assistance

Many of our courses are eligible for vouchers and reimbursement through employers, Department of Veteran's Affairs, Workforce 1 Centers, Department of Unemployment, HRA, ACCES-VR and other government assistance programs.

Work Force Investment Act (WIA) Vouchers may be available for individuals who are unemployed, dislocated, disabled, youth (14-21) meeting certain requirements or displaced workers. For more information: <http://www.nyc.gov/trainingguide>

New York State Educational Incentive Scholarship Program (EIP) may provide vouchers for qualified applicants who are registered child care providers. For more information: www.tsg.suny.edu

Adult Career and Continuing Education Services - Vocational Rehabilitation (ACCES-VR) is available for students with disabilities. For more information: www.acces.nysed.gov/vr/

Vouchers are also accepted through the GI Bill and Department of Veteran's Affairs. For more information: <http://www.va.gov>

Employment Vouchers may be available through your employer. Contact Human Resources, Personnel or Training Department at your place of employment to receive information on vouchers for tuition reimbursement opportunities.

Check with your Human Resources, Veteran's Affairs, union representative or program case manager for additional funding opportunities.

Accommodations for Individuals with Disabilities

Please contact Monique Pinero at 718-319-7928
or email mpinero@hostos.cuny.edu to discuss your individual needs.

Requests for accommodations must be accompanied by documentation of disability. Please submit requests and documentation in advance of class start date to ensure that reasonable accommodation requests can be processed in a timely manner.

Program Information

Certificate Programs



Obtaining a certificate may lead to a higher paying job. Hostos Community College offers Certificate Programs in many critical fields of study. Individual courses may be selected by students not planning to complete a Certificate Program.

Three easy steps to earning a certificate:

- 1) Satisfy any necessary prerequisites (ie: High School Equivalency (HSE) Diploma)
- 2) Complete the registration process
- 3) Successfully meet all program requirements

Spring 2015 Certificate Programs Include:

- Basic Construction Project Mgmt. Program
- CNA Program
- CASAC Program
- Case Management Program
- Child Development Associate Certificate Program **NEW**
- Child Care Provider Training Program
- Clinical Case Management for Registered Nurses **NEW**
- Clinical Medical Assistant Program
- CompTIA A+ Certifications
- Culinary Arts Certificate Program **NEW**
- Customer Service Training **NEW**
- CUNY Healthcare Interpreter Program
- ECG Telemetry Technician Certificate **NEW**
- Electrocardiography Technician Program
- Emergency Medical Technician Program
- Food Protection Program
- HIV Counselor Program
- Home Health Aide Certificate Program **NEW**
- Hostos Security Academy **NEW**
- Local Anesthesia & Nitrous Oxide Administration Certificate Program
- Locksmith Certificate Program
- Medical Billing & Coding Program
- Microsoft Certifications
- Patient Care Technician Program **NEW**
- Personal Trainer Program
- Pharmacy Technician Program **NEW**
- Phlebotomy Technician Program
- Real Estate Program
- Teacher Assistant Program
- Security Officer Program

New Courses

| | |
|--|---------|
| Child Development Associate Certificate Program | page 44 |
| Clinical Case Management for Registered Nurses | page 23 |
| F-03 & F-04 Fireguard Test Prep | page 35 |
| Home Health Aide Certification Program (English & Spanish) | page 20 |
| Introduction to Homeland Security | page 35 |
| Introduction to Security and Loss Prevention | page 35 |
| Introduction to Terror and Anti-Terrorism | page 34 |
| Introduction to Security and Loss Prevention Certificate Program | page 35 |

Test Prep Course Directory

| | |
|---|------------|
| Fifth Grade Test Prep – Reading & Math | page 47 |
| F-03 & F-04 Fireguard Test Prep | page 35 |
| High School Equivalency Diploma (Formally GED®) | page 14-15 |
| Preparation for Notary Public Exam | page 36 |
| Regents Review | page 50 |
| Teacher Assistant Test Prep | page 43 |
| Third Grade Test Prep – Reading & Math | page 47 |
| SAT Preparation | page 50 |

Cursos en Español

| | |
|---|-----------|
| Ayudante de Salud a Domicilio(ADSAD) | página 20 |
| Certificado de Tecnología | página 39 |
| Conversational Spanish | página 17 |
| Equivalencia a la Escuela Secundaria (Formalmente GED®) | página 15 |
| Programa Certificación de Protección de Alimentos | página 30 |

FREE WORKSHOP SERIES

The History of Latin Music and Latin Jazz Part IV



This free seminar series will highlight the history of Latin music, jazz and the musicians and artists who helped create it from the Big Three Machito, Tito Puente, Tito Rodriguez, Mario Bauza, Chico O'Farrill, Charlie Palmieri, Eddie Palmieri, Ray Barretto, Johnny Pacheco Graciela, La Lupe, Celia Cruz and more!

Hosted by Joe Conzo Sr., noted music historian and producer, and author of Mambo Diabolo: My Journey with Tito Puente, these seminars will help broaden your knowledge of the genres by hearing how the music evolved from the 1930s to Present Day.

Each Saturday will focus on latin music and jazz era and the people who were influential in creating it. Invited guests include Rene Lopez (Music Historian), Ronnie Puente (Tito's eldest son), Robert Sancho, Tito Rodriguez, Jr. and Lorraine Montenegro. The Tito Puente Exhibit is housed at Hostos and is available for viewing.

ALL WORKSHOPS WILL BE HOSTED AT THE ART GALLERY LOCATED AT HOSTOS COMMUNITY COLLEGE

| | | | |
|-----------------------------|--------------------|--------------------------|--------------------|
| Saturday, February 21, 2015 | 11:00 am - 1:00 pm | Saturday, March 21, 2015 | 11:00 am - 1:00 pm |
| Saturday, February 28, 2015 | 11:00 am - 1:00 pm | Saturday, March 28, 2015 | 11:00 am - 1:00 pm |
| Saturday, March 7, 2015 | 11:00 am - 1:00 pm | Saturday, April 11, 2015 | 11:00 am - 1:00 pm |
| Saturday, March 14, 2015 | 11:00 am - 1:00 pm | Saturday, April 18, 2015 | 11:00 am - 1:00 pm |

Reserve Your Space Today! Contact us at 718-514-7534 for one or all of the events.



New York City

26 Federal Plaza New York, NY 10278 ~ Tel: (212) 264-4507 ~ Fax: (212) 264-4963 ~ newyorkcity.score.org

Mentors to New York's Small Business

Mentors That Provide Help For Every Stage or Step of Your Business.
It's Confidential. It's Free. And It Helps!

SCORE New York City provides free and confidential business consulting and low cost workshops on a wide range of small business topics. Do not struggle on your own. Our goal is to help you overcome one or more of your challenges. You can have access to over 60 successful executives and professionals who have experienced the trials of running a small business covering all industry groups.

SCORE NYC Workshops

SCORE workshops are low cost, interactive sessions led by experienced SCORE mentors and outside experts on a wide variety of small business topics, including: the basic steps in starting up a new business; marketing strategies; operating a retail business or restaurant; preparing business plans; managing a growing business; financing your business; using the internet, web-sites and social media to grow your business; international trade; tax planning, accounting and many other relevant topics.

SCORE Workshops Coming To Hostos in the Spring 2015

3 New Workshops at HOSTOS for Your New and Growing Business

March 27
Create a Business Plan that's Right for You
10:00am-2:00pm

April 17
How to Start and Grow a Non Profit Organization
10:00am-1:30pm

May 8
QuickBooks: An Introduction for Small Businesses
10:00am-1:30pm

Pricing is \$39 (online pre-register) or \$49 (at the door) for each workshop.
Pricing policy for workshops varies by venue, length of workshop in hours, and subject/topic being discussed.

FOR MORE INFORMATION ON SCORE and WORKSHOPS TO BE HELD AT HOSTOS
PLEASE CALL SCORE: 212-264-4507 (newyorkcity.score.org)



HOSTOS CHANGES LIVES

BE THE DIFFERENCE FOR OUR STUDENTS AND OUR COMMUNITY

For additional information on ways to support Hostos, contact the Division of Institutional Advancement at: ويا@hostos.cuny.edu or by calling 718-518-4341

www.givetohostos.com



FIRST LEVEL

- Applebee's
- AT&T
- BX Sports
- Chase Bank
- CUNY Hostos
- GameStop
- GNC
- Harlem Furniture
- Home Depot
- Marisco Centro
- Sprint
- Subway
- T-Mobile (Corporate)

SECOND LEVEL

- BJ's Wholesale Club
- Skechers
- T-Mobile (Ameritel)

THIRD LEVEL

- Burlington Coat Factory
- Chuck E. Cheese's

FOURTH LEVEL

- Babies "R" Us
- Raymour & Flanigan
- Toys "R" Us

FIFTH LEVEL

- Target

SIXTH LEVEL

- Bed Bath & Beyond
- Best Buy
- Marshalls

Shop.
Eat.
Experience.



**BRONX
TERMINAL
MARKET**

610 Exterior Street
Bronx, NY
Exits 4 & 5 off the Major Deegan

bronxterminalmarket.com



CUNY Language Immersion Program (CLIP)



HOSTOS CLIP PROGRAM MOVING INTO A NEW HOME

The **CUNY Language Immersion Program (CLIP)** has moved into a new building at **590 Exterior Street, (East 150th Street between Exterior Street and River Avenue)**



CLIP is an intensive ESL program, comprised of 25 hours of instruction each week, for entering freshmen who have already been admitted to a CUNY college. The program also accepts students who have failed one semester of ESL at a two-year CUNY college or those referred by a senior college.

The new location serves approximately 450 students, including 275 CLIP students, 100 CUNY START students and 75 new students enrolled in the new Hostos Community Language Program (CLP). CLP will offer three ESL classes for new language learners who are admitted to CUNY but lack high-level English communication skills.

In addition to class instruction facilitated by experienced ESL instructors, this program utilizes volunteers who act as conversation partners. CLP students will also have access to computer-assisted learning and other support services.

<http://www.clip.cuny.edu/>

CU NY START

CUNY START is an intensive 18-week program that offers both part-time and full-time classes in academic reading, writing and math for students who have not passed one or more of the CUNY placement tests.

**Hostos Community College CUNY START
475 Grand Concourse, Room A-016 (Basement)
Bronx, NY 10451**

- Save time
- Improve your basic skills
- Save your financial aid dollars for college credit courses

**LEARN MORE ABOUT US
BY COMING TO AN
INFORMATION SESSION**

**Office Hours: Mon. to Fri., 10am to 6pm
Telephone: (718) 518-6851
Fax: (718) 518-6745
Email: cunystart@hostos.cuny.edu**

Build your Pathway to a Brighter Future with the Skills to do the Job!



Hostos Community College is one of 32 entities nationwide participating in the Health Profession Opportunity Grants (HPOG) Program administered by the Administration for Children and Families at the U.S. Department of Health & Human Services (HHS). The Allied Health Career Pipeline Program focuses on preparing students for careers in healthcare. The following occupational training programs are available:

- **Certified Nursing Assistant (CNA)**
Morning classes: January Evening classes: Feb/March
- **Dental Assistant**
Course start date: February/March
- **Clinical Medical Assistant**
Morning and Evening classes will be available
- **Health Information Technology***
with a certification in Electronic HealthRecords (EHR)
Course start date: January

This document is supported by Grant #90FX0023 from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.

Students that wish to transition to college and meet the criteria to do so will receive assistance and guidance.

Eligible program participants are individuals who are low income or receive public assistance. Participants will also receive comprehensive support services to help successfully complete occupational training programs, connect to internship opportunities and obtain employment. **The program is FREE.**

To find out if you are eligible to enroll in the Pipeline Program, please call or email

**718-664-2537 or 718-664-2540
Pipeline@hostos.cuny.edu**

Please note: A study funded by the federal government is being conducted to determine how these training opportunities help people improve their skills and find better jobs. During the study, eligible applicants will be selected by lottery to participate in these training opportunities. Not all eligible applicants will be selected to participate in these opportunities.

H.E.R.O. 4-V

H.E.R.O. 4-V (Hostos Education and Resource Opportunities 4 Veterans) is here to help veterans create a plan that is specifically designed to utilize all the benefits earned while serving our country.



H.E.R.O. 4-V can assist you in getting licensed in these exciting fields:

- Information Technology
- Certified Nursing Assistant
- Substance Abuse Counselor
- Personal Trainer
- Locksmith
- Security Guard
- Construction Management
- And much more

H.E.R.O. 4-V also provides the following services for all student veterans:

- Peer to Peer Support and Study Groups
- Special annual events for Veterans and their family members
- Workshops and Networking events tailored to the needs of our student Veterans
- Female Veteran Support Group
- Monthly meet and greet events
- Career counseling and planning

**We thank you
for your service!**

**Call us at 718-319-7916
hero4v@hostos.cuny.edu**



Hostos Work Incentives Planning And Assistance Program (WIPA)

Are You:

- ✓ A Bronx, Manhattan, Staten Island resident receiving Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI)?
- ✓ Between the ages of 14 and retirement age?
- ✓ Considering employment, ready to be employed, or currently employed?
- ✓ Worried about losing your cash benefits and health insurance if you return to work?
- ✓ Eligible for an Individualized Education Plan or 504 Plan at school?
- ✓ Worried about your disability-related benefits for you and your family?

Our certified bilingual benefits counselors will help you learn how to use Social Security special rules and work incentives so as to allow you to maintain your medical insurance and some or all of your cash benefits.

Hostos Work Incentives Planning and Assistance (WIPA) offers benefits analysis, ongoing case management, referrals for job training and other services. There is no cost for this service.

For more information, visit www.hostos.cuny.edu/cewd/programs/wipa.html
or call **1-800-739-0118**

Liberty Partnership



At the core of Hostos Community College's Liberty Partnerships Program is a year-round academic and culture-arts enrichment program that is enhanced by a comprehensive support services component. Currently the program serves 225 educationally disadvantaged Latino and African American students per year. Special attention is given to the needs of students with limited English proficiency, which traditionally is not offered enrichment programs.

The Liberty Partnerships Program at Hostos Community College has joined with five local partner high schools, universities and community based organizations, cultural institutions and local businesses to form an innovative educational collaborative. Our college faculty, high school teachers and college tutors challenge and motivate participating youth to remain in school.

450 Grand Concourse, Room A-016, Bronx, NY 10451
Tel. 718-518-4189

Career Services



The Career Services Office at Hostos provides students with career direction and employment options through individual and group counseling, access to resources, job-readiness preparation and practical work experience. At the same time, we promote independence, professionalism and personal responsibility.

Contact Lisnette Rosario, Director, Career Services 718-518-4311
Savoy Building, 120 E. 149th St., Bronx, NY 10451, Room D210E

ADULT LEARNING CENTER

The Adult Learning Center (ALC) at Hostos Community College seeks to help adults obtain the necessary skills and/or credentials to transition to college, vocational training or employment. For men and women who have not completed high school and/or have limited English language skills, program services provide students with a chance to build basic skills, strengthen their academic foundation, and/or prepare for the high school equivalency exam in an engaging learning environment.



We invite you to join the thousands of individuals who have enjoyed the supportive atmosphere and academic excellence that have made the Adult Learning Center an exceptional place.

COURSE OFFERINGS

- Test Assessing Secondary Completion (TASC™) and High School Equivalency (HSE) preparation - Students must achieve a minimum score of 9.0 in reading and 7.0 in math on the placement exam*
- Basic Education - Students must achieve a minimum score of 6.0 in reading on the placement exam*
- Math
- HSE and English for Speakers of Other Languages (ESOL) preparation available for Deferred Action for Childhood Arrival (DACA) students
- ESOL

PROGRAM SERVICES

- Literacy and language skills assessment
- Group instruction in *English and Spanish*
- 1-on-1 and small group tutorial
- Counseling and support services
- College readiness seminar and career planning
- Peer mentoring

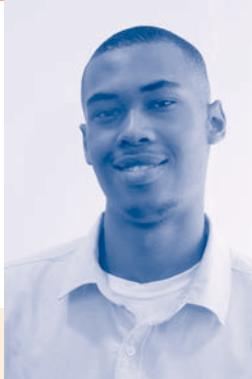
PROGRAM INFORMATION

- Must be 18 years of age or older to apply
- Morning, afternoon, and evening schedules
- Classes meet 2 to 4 days per week
- All classes are FREE

*Registration and placement testing is by appointment only. You are welcome to come in person and place your name on the waiting list today!

For more information call 718-518-6723 or 718-518-6840

YOUNG MEN'S INITIATIVE(YMI) IMPACT PEER MENTORING PROJECT



We would like to invite you to join the Young Men's Initiative (YMI) IMPACT Peer Mentoring Project at the Adult Learning Center.

For more information call 718-319-7931
or visit us on Facebook at
www.facebook.com/impactat.hostos

The Young Men's Initiative (YMI) IMPACT Peer Mentoring Project at the Adult Learning Center is structured to:

- Improve Test Assessing Secondary Completion (TASC™) and High School Equivalency (HSE) pass rates
- Increase college enrollment & retention
- Provide peer mentoring college support for black and latino males from 18-25 years of age
- Young females are also welcome to apply.

Must be enrolled in the Adult Learning Center HSE class in order to be eligible for services.



Center for Bronx Nonprofits (CBNP)

The Center for Bronx Nonprofits (CBNP) at Hostos Community College is a convening and training organization that strengthens the capacity of local community leaders and non-profit organizations serving the Bronx. The work of the CBNP is Bronx-based and community-focused. It links Bronx nonprofits with numerous resources, both in and outside of the borough. Existing and newly developed CBNP programs focus on building technical skills, as well as helping leaders identify opportunities and address challenges confronting their organizations.

*Interested in enhancing your skills and improving your nonprofit organization?
Attend our Professional Development series.*

◆ Training and Professional Development Seminars & Capacity Building Workshops Topics include:

- ◆ Microsoft Excel for Nonprofit Professionals
- ◆ Data Evaluation Workshop Series for Nonprofit Organizations
- ◆ Grant Writing
- ◆ Strategic Partnerships & Mergers
- ◆ Board Development
- ◆ Succession & Contingency Planning

◆ Bronx Forum and Public Conversations

- ◆ A public program that brings local leaders together to exchange ideas about important issues and concerns facing the Borough and, in some cases, the City. Forum topics have included the impact of healthcare legislation on the Bronx, organizational effectiveness and nonprofit federal tax requirements among others.

◆ Networking Events for Nonprofit Executives

For more information contact Eileen Newman, Executive Director for the Center for Bronx Nonprofits at 718-518-6605 or email: Enewman@hostos.cuny.edu



335 East 111th Street

(Parking lot entrance)

New York, NY 10029

<http://jeffersonjobsplus.wordpress.com/about/>

 <https://www.facebook.com/jeffjobsplus>

 Twitter: [Jobplus@jeffjobsplus](https://twitter.com/Jobplus@jeffjobsplus)

Hostos Community College Job-Plus at Jefferson Houses

Your path to employment begins with us. If you are looking for a program that offers you the tools and services to a successful future, contact us.

Job-Plus offers:

- Continuing Education/HSE (formerly GED), ESL, resolving rent issues, legal assistance, interview clothing, and much more
- Training and employment
- Resume writing and interview skills
- Free and low-cost trainings
- Financial Planning: Access to free credit report and credit score, money management, debt reduction, free tax preparation and much more

If you are a Jefferson resident contact us at (917) 492-0274

Test Prep & Language Skills



Get Your H.S. Equivalency Diploma

Learn English,
Spanish,
French
or
American
Sign
Language

| | |
|--|----|
| High School Equivalency (HSE) Diploma Preparation | 14 |
| Preparacion para el examen de Equivalencia de la Escuela Secundaria | 15 |
| English for Speakers of Other Languages/ESOL | 16 |
| ESOL Screening Test Schedule | 17 |
| Conversational Spanish | 17 |
| Conversational French | 17 |
| American Sign Language | 17 |

THE SKILLS TO DO THE JOB

About TASC™

New York State has chosen the TASC-Test Assessing Secondary Completion™ for the High School Equivalency (HSE) exam effective January 2014. This exam, produced by CTB/McGraw Hill, assesses five subject areas: reading, writing, mathematics, science and social studies. TASC is available on-line, as well as in paper and pencil format, in English and Spanish.

For more information about TASC-Test Assessing Secondary Completion™ visit the following web-site: <http://www.tasctest.com/>

High School Equivalency (HSE) Diploma Test Preparation (Formally GED®)

Students will prepare for the High School Equivalency examination by learning test-taking strategies in the five TASC™ content areas and practice sample questions similar to those on the State exam.

T, Th & F 9:30am to 12:30pm 2/17-5/1/15
CE1101-SP01 96 hrs. 32 sessions \$325

T, Th & F 6:00pm to 9:00pm 2/24-5/8/15
CE1101-SP02 96 hrs. 32 sessions \$325

M, W & F 9:30am to 12:30pm 3/30-6/15/15
CE1101-SP03 96 hrs. 32 sessions \$325

M, W & F 6:00pm to 9:00pm 3/30-6/15/15
CE1101-SP04 96 hrs. 32 sessions \$325

High School Equivalency (HSE)

Screening Test Schedule



All students who wish to enroll in the High School Equivalency test preparation course are required to take a screening exam. The Screening test fee is \$20 (cash only) and will take place on the dates listed below.

You must be at least 19 years old to register with appropriate identification verifying your age. No friends or children will be allowed at the testing site. Please be on time for the test.

| | | |
|----------------|----------------|-----------------------------|
| Tuesday | 1/6/15 | 10:00am & 5:30pm |
| Tuesday | 1/20/15 | 10:00am |
| Tuesday | 2/3/15 | 10:00am & 5:30pm |
| Tuesday | 2/17/15 | 10:00am |
| Tuesday | 3/3/15 | 10:00am & 5:30pm |
| Tuesday | 3/17/15 | 10:00am |
| Tuesday | 5/12/15 | 10:00am & 5:30pm |

Sobre TASC™

El Estado de Nueva York ha elegido el TASC-Test Assessing secondary completion™ para el examen de HSE a partir de enero de 2014. Este examen es producido por CTB/McGraw Hill que avlva cinco áreas temáticas que incluyen lectura, escritura, matemáticas, ciencias y estudios sociales. TASC está disponible en line, así como en formato de papel y lápiz, en inglés y español.

Para obtener más información acerca de TASC-Test Assessing secondary completion™ visite la siguiente página web: <http://www.tasctest.com/>

Preparacion para el examen de Equivalencia de la Escuela Secundaria (Formalmente GED®)

Los estudiantes se preparan para el examen de equivalencia de escuela secundaria, aprendiendo estrategias para tomar exámenes en las cinco áreas de contenido TASC™ y preguntas prácticas similares a las de la muestra en el examen estatal.

M, W & F 9:30am to 12:30pm 2/18-5/4/15
CE1103-SP01 96 hrs. 32 sessions \$325

M, W & F 6:00pm to 9:00pm 2/18-5/4/15
CE1103-SP02 96 hrs. 32 sessions \$325

T, Th & F 9:30am to 12:30pm 3/31-6/15/15
CE1103-SP03 96 hrs. 32 sessions \$325

T, Th & F 6:00pm to 9:00pm 3/31-6/15/15
CE1103-SP04 96 hrs. 32 sessions \$325

Horario de las pruebas de admisión

para el examen de evaluación



Todos los estudiantes que desean matricularse a los cursos de preparación de la Equivalencia de la Escuela Secundaria, deberán de pasar una prueba de admisión. La prueba tiene un costo de \$20 (**solo efectivo**) y será acabo en los días indicados.

Usted debe de tener 19 años de edad o mas para inscribirse. Traiga un documento de identificación que verifique su edad. No se permiten amigos, ni niños en la sala de prueba. Por favor sea puntual.

| | | |
|------------------|----------------|-----------------------------|
| Miércoles | 1/7/15 | 10:00am & 5:30pm |
| Miércoles | 1/21/15 | 10:00am |
| Miércoles | 2/4/15 | 10:00am & 5:30pm |
| Miércoles | 2/18/15 | 10:00am |
| Miércoles | 3/4/15 | 10:00am & 5:30pm |
| Miércoles | 3/18/15 | 10:00am |
| Miércoles | 5/13/15 | 10:00am & 5:30pm |

English for Speakers of Other Languages / ESOL

Improve your English language skills with our comprehensive offering of English classes. With basic, intermediate and advance level courses available, instruction will target the four basic skills (speaking, listening, reading and writing) to help you improve pronunciation, build fluency and gain confidence in the language.

ESOL (Basic)

(Placement test not required)

Designed for beginning level students with limited or no English language skills. Students will work on building basic competencies and developing "survival" communication skills. Instruction will use real-life situations related to students' immediate needs and help students acquire basic vocabulary related to their day-to-day activities.

T & Th 9:30am to 12:30pm 2/24-4/30/15
CE1201-SP01 60 hrs. 20 sessions \$225

M & W 6:00pm to 9:00pm 2/25-5/4/15
CE1201-SP02 60 hrs. 20 sessions \$225

ESOL (Low Intermediate)

(Placement test required)

Designed for students with limited English language skills. Students will work on building oral communication skills by delivering simple presentations, practicing simple dialogues and engaging in face-to-face conversations. Instruction will also focus on developing reading and writing skills.

T & Th 6:00pm to 9:00pm 2/26-5/5/15
CE1202-SP01 60 hrs. 20 sessions \$225

M & W 9:30am to 12:30pm 3/2-5/6/15
CE1202-SP02 60 hrs. 20 sessions \$225

ESOL (High Intermediate)

(Placement test required)

Designed for students with basic English language skills. Students will learn how to write well-structured paragraphs.

M & W 6:00pm to 9:00pm 3/2-5/6/15
CE1203-SP01 60 hrs. 20 sessions \$225

T & Th 9:30am to 12:30pm 3/3-5/7/15
CE1203-SP02 60 hrs. 20 sessions \$225

ESOL (Advanced)

(Placement test required)

Designed for students who are proficient in the English language and wish to strengthen their skills in order to master basic language structures. Instruction will focus on improving pronunciation, building fluency and accuracy and introducing students to learn the basics of essay writing.

M & W 6:00pm to 9:00pm 3/4-5/11/15
CE1204-SP01 60 hrs. 20 sessions \$225

ESOL Reading & Writing - College Bridge

Designed for students with advanced level language skills who wish to improve their English in order to enroll in college. Instruction will focus on building academic skills and helping to prepare for the CUNY entrance exam. At the end of the course, students will receive assistance with the Hostos enrollment process.

T & Th 9:30am to 12:30pm 3/5-5/12/15
CE1206-SP01 60 hrs. 20 sessions \$225

Improving Your Speaking Skills

A course that offers students the opportunity to develop their voice and speaking skills through acting, oral interpretation, public speaking and role-playing. By course end, students will demonstrate articulation, pronunciation and vocal variety leading to a clear speech.

Fri 6:30pm to 9:30pm 2/20-4/24/15
CE1208-SP01 30 hrs. 10 sessions \$199

ESOL Screening Test Schedule

Students who enroll in the ESOL program for the first time are required to take the screening exam. All testing takes place at the Division of Continuing Education & Workforce Development, 560 Exterior Street, Bronx, NY. **The screening exam fee is \$20 (cash).**

You must be at least 16 years old to register with appropriate identification verifying your age. No friends or children will be allowed at the testing site. Please bring two #2 pencils and be on time for the test.

Dates & Times

| | | | | | |
|----------|---------|------------------|----------|---------|------------------|
| Thursday | 1/8/15 | 10:00am & 5:30pm | Tuesday | 2/3/15 | 10:00am & 5:30pm |
| Tuesday | 1/13/15 | 10:00am & 5:30pm | Thursday | 2/5/15 | 10:00am & 5:30pm |
| Thursday | 1/15/15 | 10:00am & 5:30pm | Tuesday | 3/3/15 | 10:00am & 5:30pm |
| Tuesday | 1/20/15 | 10:00am & 5:30pm | Thursday | 3/5/15 | 10:00am & 5:30pm |
| Thursday | 1/22/15 | 10:00am & 5:30pm | Thursday | 4/9/15 | 10:00am & 5:30pm |
| Tuesday | 1/27/15 | 10:00am & 5:30pm | Thursday | 4/23/15 | 10:00am & 5:30pm |
| Thursday | 1/29/15 | 10:00am & 5:30pm | Thursday | 5/7/15 | 10:00am & 5:30pm |

Other Languages

If you are up for a challenge, try learning a new language. We offer courses for in-demand languages that cater to the growing need of bilingual/multi-lingual speakers in today's global economy.

Save by registering for more than one!

Conversational Spanish

Habla Español? Learn fundamental spanish with our conversational classes. This basic course will give you an understanding of the spanish language by building vocabulary and introducing sentence structures that will get you conversing in simple phrases. Take your spanish to the next level with our intermediate class that builds reading and writing skills. If you grew up speaking Spanish but never learned how to read or write, our advanced class will allow you to master the grammar of the language and become highly proficient.

M & W 6:30pm to 9:30pm 3/2-4/22/15
CE1221-SP01 48 hrs. 16 sessions \$499

Conversational French

Students are introduced to the French language and culture in this basic course. Whether for travel or personal enrichment, this course is designed for students with little or no knowledge of French. It covers grammar and emphasizes conversational skills. This course is also open to high school students wanting to improve their language skills.

Sat. 9:30am to 12:30pm 3/7-5/16/15
CE1231-SP01 30 hrs. 10 sessions \$299

American Sign Language (ASL)

American Sign Language (ASL) is the predominant sign language of deaf Americans and English speaking Canadians. Whether you are a teacher or a human resource professional looking for a continuing education or a professional development course, or you want to learn ASL for business, employment or personal use, this course will introduce you to the deaf culture and their language. You will learn sign vocabulary, expressive/receptive finger spelling skills, ASL grammar, facial/gestural expressions and conversational styles. Fun class projects include learning how to sign a song, poem or story, individual presentations and group discussions of contemporary topics.

T & Th 6:30pm to 9:30pm 3/3-4/23/15
CE1241-SP01 48 hrs. 16 sessions \$499

Hostos Community College

Instructor-Led

Online Courses



Learn From the Comfort of Home!

Learn More!

- **Expert Instructor**
- **24-Hour Access**
- **Online Discussion Areas**
- **6 Weeks of Instruction**
- **Course Sessions Begin Monthly**

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, any time of the day or night.

Enroll Now!

Call Us Today!

Hundreds of Titles to Choose From!

Stocks, Bonds, and Investing: Oh, My!

Make wise investment decisions so you have enough to live comfortably through your retirement.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Introduction to CSS3 and HTML5

Learn to create state-of-the-art web sites using modern CSS3 and HTML5 techniques.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Mac, iPhone, and iPad Programming

Learn to create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler.

Blogging and Podcasting for Beginners

Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

Small Business Marketing on a Shoestring

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money.

Basic CompTIA® A+ Certification Prep

Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real world PC environment.

Creating WordPress Websites

Discover how to create and maintain dynamic websites and blogs without technical coding using the self-hosted WordPress.org publishing platform.

Explore a Career in a Dental Office

Discover the wide range of dental office careers open to you, master basic dental anatomy and terminology, and learn how dental professionals create healthy smiles.

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity.

More Courses Available!

(718) 518-6656

www.ed2go.com/hostos

0613-02

Medical & Health



**Choose
from Over
15 Careers
and
Opportunities
in the
Medical/Health
Field**

| | |
|--|----|
| Home Health Aide Certificate Program | 20 |
| Certified Nursing Assistant Program (CNA) | 20 |
| Phlebotomy Technician | 21 |
| Electrocardiography Technician | 21 |
| ECG Telemetry Technician Certificate | 21 |
| Patient Care Technician Certificate | 22 |
| First Aid Certification | 22 |
| C.P.R. | 22 |
| Clinical Medical Assistant | 23 |
| Clinical Case Management for Registered Nurses | 23 |
| Local Anesthesia & Nitrous Oxide Administration Certificate Program | 24 |
| Emergency Medical Technician | 25 |
| Pharmacy Technician Certificate Program | 25 |
| Credentialed Alcohol & Substance Abuse Counselor Program (CASAC) | 26 |
| HIV Counselor Certificate Program | 27 |
| CUNY Healthcare Interpreter Certificate | 28 |
| Medical Billing & Coding Certificate Program | 29 |
| Culinary Arts Certificate Program | 30 |
| Food Protection Certificate Program | 30 |
| Programa Certificación de Protección de Alimentos | 30 |

**THE SKILLS
TO DO
THE JOB**

Home Health Aide Certification Program

NEW



There is an ongoing demand for qualified Home Health Aide/Personal Care Aide to work in clients' private homes and in assisted living facilities. Candidates must read at 6th grade level as determined by an assessment test. HHA duties include assisting clients in personal care, escorting clients to medical appointments, shopping, paying bills, etc. Course hours - 75 hours classroom plus 7 hours supervised clinical experience. **Textbooks, uniform and exam fee not included in tuition.**



English:

M-Th 9:00am to 2:00pm 3/2-3/30/15 CE2008-SP01 85 hrs. 17 sessions \$449

Spanish:

M-Th 9:00am to 2:00pm 3/9-4/6/15 CE2008-SP02 85 hrs. 17 sessions \$449

Prerequisites:

1. CPR Certified
2. Complete medical clearance due by the second week of class.

Certified Nursing Assistant Program (CNA)



The increase in longevity and changes in the health care system has created an increased need for educated and skilled Nursing Assistants. Our CNA Program is an excellent opportunity for you to acquire the occupational skills necessary to secure employment as a CNA. These jobs are ideal for people seeking flexible hours working in nursing homes, hospitals, doctors' offices and health care facilities. Program includes: Anatomy & Physiology, Fundamentals of Patient Care and clinical experience in a residential health care facility. CPR/AED certification required. (See page 25 for additional information). **Textbooks and exam fee not included in tuition.**

Coordinator: Alder Davis, MSN, RN

| | | | | | | |
|------|------------------|--------------|-------------|----------|-------------|-------|
| M-Th | 9:00am to 2:00pm | 2/9-3/26/15 | CE2001-SP01 | 130 hrs. | 26 sessions | \$995 |
| Sat | 9:00am to 4:00pm | 2/21-6/6/15 | CE2001-SP02 | 130 hrs. | 14 sessions | \$995 |
| M-Th | 6:00pm to 9:00pm | 3/2-5/15/15 | CE2001-SP03 | 130 hrs. | 44 sessions | \$995 |
| M-Th | 9:00am to 2:00pm | 3/30-5/12/15 | CE2001-SP04 | 130 hrs. | 26 sessions | \$995 |

Prerequisites:

1. Students must have a High School Equivalency (HSE) Diploma
2. Students must attend an orientation session where a screening test will be administered
3. Only students with scores of 8.0 in Reading will be admitted into the program
4. CPR Certified
5. Complete medical clearance due first day of class

Entrance Exam Dates*

| | |
|------------------------------|--------|
| Friday, January 30, 2015 | 10am |
| Friday, February 13, 2015 | 10am |
| Wednesday, February 18, 2015 | 5:30pm |
| Friday, March 6, 2015 | 10am |

*\$20 non-refundable entrance fee

Phlebotomy Technician Certificate

New Standards and Requirements



This introductory course on the basic procedures used for obtaining blood from veins and capillaries is available to students who have a current NYS Certified Nurse Aide certificate, RN or LPN licenses. Students will learn the skills and responsibilities of the professional phlebotomist. Topics include standard precautions, collecting blood specimens for diagnosis and treatment, performing capillary punctures and more.

This course is a combination of theory and practical training. **Live veinpunctures**, conducted in class, will be a component of this course. Participating students and volunteer subjects must sign an "Acknowledgement of Risk" form. Upon successful completion, students will be eligible to take the NHA Certification exam. Students with no previous healthcare certification/experience are required to complete Anatomy & Physiology class prior to registering for Phlebotomy or EKG Certificate Programs. **Textbooks and exam fee not included in tuition.**

| | | | | | | |
|-------|------------------|--------------|-------------|---------|-------------|-------|
| Sat | 8:00am to 1:00pm | 2/28-6/20/15 | CE2004-SP01 | 80 hrs. | 16 sessions | \$995 |
| M & W | 5:00pm to 9:00pm | 3/2-5/6/15 | CE2004-SP02 | 80 hrs. | 20 sessions | \$995 |

Electrocardiography Technician Certificate

The Electrocardiography/Holter Monitoring Technician program will prepare you for a challenging career in cardiac testing.



Electrocardiogram (ECG/EKG) Technicians prepare patients for testing on ECG machines, Holter monitors and also assist physicians with ECG stress testing. They take patient history and administer actual ECGs for physicians to interpret. Upon completion, the students will be eligible to take the National Health Career Association Certification Exam.

| | | | | | | |
|--------|------------------|--------------|-------------|---------|------------|-------|
| T & Th | 6:00pm to 9:00pm | 3/10-4/2/15 | CE2005-SP01 | 24 hrs. | 8 sessions | \$329 |
| Sat | 1:30pm to 4:30pm | 3/21-5/16/15 | CE2005-SP02 | 24 hrs. | 8 sessions | \$329 |

Employment Opportunities: Hospitals, nursing homes, cardiovascular clinics, medical offices, laboratories. Excellent for: CNA, Home Health Aides and Nurses. **Textbooks and exam fee not included in tuition.**

Prerequisites:

1. Anatomy & Physiology or CNA

ECG Telemetry Technician Certificate

NEW



This course is designed to enhance the curriculum of current ECG students or those already EKG certified and is available to all RN's, LPN's, LVN's, Medical Assistants and Certified Nursing Assistants. Students will learn to interpret rhythms such as Atrial Fibrillation, Ventricular Tachycardia, Premature Ventricular and Atrial contractions, Type I, II and III heart blocks and many more. The ECG course will cover the entire anatomy and physiology of the heart muscle and delve into the rhythmicity and excitability of cardiac tissue. Students learn to correlate the different heart medications to specific cardiac rhythms. As a member of the patient care team, the technician is responsible and accountable for proper notification of changes in cardiac rhythms and rates, which may necessitate treatment. **Textbooks and exam fee not included in tuition.**

| | | | | | | |
|-----|------------------|-------------|-------------|---------|------------|-------|
| Fri | 9:00am to 2:00pm | 3/13-5/8/15 | CE2014-SP01 | 40 hrs. | 8 sessions | \$549 |
|-----|------------------|-------------|-------------|---------|------------|-------|

Patient Care Technician Certificate

NEW



The Patient Care Technician is a multi-disciplinary technical worker trained to provide basic nursing assistant care as well as other skilled functions. The role of the Patient Care Technician includes duties traditionally performed by the staff from several different departments such as nursing, phlebotomy, EKG and respiratory.

This Program builds upon the basic nurse aid skills to create a person with advanced skills. This is the latest trend in health care re-engineering.

To receive a Patient Care Technician Certificate you must successfully complete the following:

- Certified Nursing Assistant
- Phlebotomy
- Electrocardiogram (EKG)
- Cardio Pulmonary Resuscitation (CPR)

After completing the program, students can take the certification exam from the National Health Career Association (NHA) and become a Certified Patient Care Technician (CPCT).

M-Th 9:00am-2:00pm 3/2-5/21/15 CE2015-SP01 240 hrs. 48 sessions \$2,249

Textbooks and exam fee not included in tuition.

First Aid Certification



Learn how to prevent injuries and provide emergency care for infants, children and adults with this American Red Cross certification program.

Course covers sudden illness and injuries including burns, bleeding, poisoning and muscle and bone/joint injuries. Certification is valid for up to two years. Course price includes certification fees.

Fri 9:00am to 12:00pm 4/10/15 CE2009-SP01 3 hrs. 1 session \$45

Fri 9:00am to 12:00pm 5/15/15 CE2009-SP02 3 hrs. 1 session \$45

Additional classes will be added based on demand. Material Fee: \$6 cash to Instructor.

CPR/AED for Professional Rescuers and Health Care Providers

CPR/AED Course will include the basic techniques of adult and pediatric CPR and use of an Automated External Defibrillator. Upon completion of this course, students receive an American Heart Association Heartsaver CPR/AED Course Completion Card that is valid for two years.

Audience: Responders such as security personnel, health care professionals, teachers, parents, life-guards, airline personnel, corporate employees, family members of patients at high risk for sudden cardiac death, other rescuers and those who need or want to learn CPR and how to operate an AED.

Fri 9:00am to 2:00pm 2/27/15 CE2006-SP01 5 hrs. 1 session \$99

Fri 9:00am to 2:00pm 3/20/15 CE2006-SP02 5 hrs. 1 session \$99

Fri 9:00am to 2:00pm 5/1/15 CE2006-SP03 5 hrs. 1 session \$99

Additional classes will be added based on demand. Material Fee: \$6 cash to Instructor.

Clinical Medical Assistant



A Clinical Medical Assistant can pursue employment as a health-care professional in a physician's office or clinical setting. Clinical Medical Assistants assist with procedures, caring for patients, performing simple laboratory tests and administering medications as allowed by State law. This program provides an excel-



lent training opportunity for anyone with a desire to help people by working in the thriving healthcare field. Tuition assistance is available for those who qualify.

Instruction: 84 hours

Clinical Externship: 160 hours

Program Fee: \$2,995 (prices subject to change) includes textbooks, program materials, 4-week externship placement, certificate of completion and National Healthcare Association test fee.

Sat 9:00am to 3:00pm 2/28-6/13/15 CE2100-SP01 84 hrs. 14 sessions \$2,995

Prerequisites:

1. Students must have a High School Equivalency (HSE) Diploma.
2. Pre-assessment test in Math and Reading required prior to registration

Clinical Case Management for Registered Nurses

NEW



Join the fastest growing nursing specialty! This certificate program prepares you for the American Nurses Association Clinical Case Management Exam by providing you with critical competencies and strategies in the following: client and caregiver education; coordination of services across placement settings; managing risk and legal liabilities; seeking and obtaining interdisciplinary support; collaboration and negotiation; nursing telemedicine strategies; nursing health payer cost and benefit insurance analysis and assessment. In addition, you will learn about innovative and integrated nursing case and care management models.



Sat 9:00am to 2:00pm 3/7-6/20/15 CE2016-SP01 75 hrs. 15 sessions \$899

Prerequisites:

1. Possess a current, active RN license within a state or territory of the United States or the professional, legally recognized equivalent from another country.
2. Have practiced the equivalent of 2 years full-time as a registered nurse.

Local Anesthesia

& Nitrous Oxide Administration Certificate Program



Registered Dental Hygienists are now permitted, under the direct supervision of a dentist, to administer intraoral and infiltration anesthesia or nitrous oxide analgesia to a patient who is 18 years of age or older. Hostos Community College's Department of Dental Hygiene is offering a course for certification in Local Anesthesia/Nitrous Oxide Analgesia.

In compliance with recent law in New York, this course will facilitate the New York State licensed dental hygienist's application for a Restricted Certificate in Local Infiltration Anesthesia/Nitrous Oxide Analgesia. The program will be comprised of lectures (30 hours) and hands-on clinical application (15 hours) under faculty supervision.

Upon successful completion of this course, the dental hygienist will be able to apply for certification through the New York State Education Department.

Participants who do not meet clinical competency for local anesthesia and nitrous oxide procedures will not be permitted to challenge the written certification exam and will be required to retake the entire course at their own expense.

Students will be provided with a flash drive of all Power Point and written presentations. This course will be taught by James King, DDS.

Prerequisites:

1. Proof of current CPR/AED Certification for Professional Rescuers and Health Care Providers
2. Proof of New York Dental Hygiene Licensure
3. Proof of current professional liability insurance (\$1,000,000/\$3,000,000)

Participants will serve as patients for each other during the clinical portion of the course. If you are unwilling or unable to be a patient, please do not register for this course. **(Please be advised that if you are pregnant or have uncontrollable high blood pressure, you will be precluded from participating in this course.)** All students are required to take and record blood pressure and follow infection control standards. **Attendance is mandatory at all classes (didactic and clinical). No refunds will be issued after the start of the program.**

Sat & Sun 9:00am to 7:00pm 1/31-2/1/15 and 2/7-2/8/15
CE2031-SP01 45 hrs. 4 sessions \$1,299

For a registration form please call 718-514-7534

Emergency Medical Technician Certificate Program



Become an Emergency Medical Technician and be a part of the most exciting division in healthcare services. Learn life-saving techniques and be a true hero in emergency situations.



The EMT-Basic program will provide you with the necessary skills to administer emergency pre-hospital care in common situations such as heart attacks, strokes and automobile accidents. Emphasis is placed on recognizing the symptoms of illness and injury and the application of proper procedures for emergency care.

The curriculum follows the guidelines established by the New York State Department of Health, Bureau of Emergency Medical Services, and includes Basic Life Saving (BLS) trauma care, medical/environmental operations and 7 practical exercises: patient assessment, airway management and oxygen administration, bleeding control and fracture management, traction splinting, spinal immobilization, shock management and defibrillation.

Students will take the NYS Emergency Medical Services written examination on Thursday, June 18, 2015. Course fee includes textbooks and EMT Equipment Package.

Emergency Medical Technician Certificate Program

T, W, Th 6:00pm to 10:00pm 2/5-6/18/15* CE2071-SP01 164 hrs 41 sessions \$1,199
Prerequisite: Students must have a High School Equivalency (HSE) Diploma.

EMT Refresher

T, W, Th 6:00pm to 10:00pm 2/5-6/18/15* CE2072-SP01 164 hrs 41 sessions \$395

**Class meeting dates are subject to change.*

Pharmacy Technician Certification Program



Build your pharmacy technician career in an industry that is booming. As the healthcare industry grows, the need for pharmacy technicians is also growing. Take advantage of this growing market with our Pharmacy Technician Program. The course introduces the fundamental concepts of the profession, principles of patient care, pharmacy law, pharmacology, human anatomy, medical terminology and pathophysiology. Students will learn about the top medications dispensed in the United States and be introduced to the basic concepts of pharmacy calculations for proper medication dispensing. Learn the skills to work in pharmacies, including those found in grocery and drug stores and in hospitals, and become an important part of a rewarding profession. Students are also prepared for the Pharmacy Technician Certification Examination (PTCE), a nationally recognized certification administered by the Pharmacy Technician Certification Board (PTCB). **All students must purchase a lab coat prior to class start date-estimated cost of \$15. Textbook and exam fee not included in tuition.**



Students will learn about the top medications dispensed in the United States and be introduced to the basic concepts of pharmacy calculations for proper medication dispensing. Learn the skills to work in pharmacies, including those found in grocery and drug stores and in hospitals, and become an important part of a rewarding profession. Students are also prepared for the Pharmacy Technician Certification Examination (PTCE), a nationally recognized certification administered by the Pharmacy Technician Certification Board (PTCB). **All students must purchase a lab coat prior to class start date-estimated cost of \$15. Textbook and exam fee not included in tuition.**

T, W, Th 6:00pm to 9:00pm 2/24-6/2/15 CE2012-SP01 120 hrs 40 sessions \$1,450*
(3 month payment plan option)

Prerequisites:

1. Students must have a High School Equivalency (HSE) Diploma.
2. Provide proof of a full medical examination performed within the last 12 months
3. Pass a Pre-Assessment Math Exam (please call the office at 718-518-6656 to schedule an assessment time.)

Students with criminal convictions or drug use do not qualify to enroll into this program.

Pharmacy Technician Review Session

Sat 10:00am to 1:00pm CE2013-SU01 6/6-6/20/15 9 hrs. 3 sessions \$399

CASAC

Credentialed Alcohol & Substance Abuse Counselor Program



Hostos Community College's Division of Continuing Education & Workforce Development is an OASAS Certified Education and Training Provider. This program provides a series of courses that meets the full 350 hour requirement defined in Part 853 (Credentialing of Alcoholism and Substance Abuse Counselors) Regulations.

All course work/training offered in the CASAC 350-Hour Certificate Program has been approved by OASAS to satisfy the requirements for CASAC initial credentialing and/or renewal.

Total Cost: \$4,389

Vermelle Van Duyne, Coordinator (347) 523-9651
vvanduyne@hostos.cuny.edu or vlvanduyne@gmail.com

Prerequisite:

1. Students must have a High School Equivalency (HSE) Diploma.

1. Human Services and Practicalities of Counseling at the Job Site

Learn the types of places and situations in which CASAC counselors may be employed. This course is designed to prepare the student for the pragmatic tasks of the job.

M & W 6:00pm to 9:30pm 1/5-2/9/15
CE2050-SP01 35 hrs. 10 sessions \$399

2. Special Populations and Relapse Prevention

Learn whether chronic relapsers are indeed a special population of substance abusers and if a special treatment plan needs to be formulated for them.

T & Th 6:00pm to 9:30pm 1/20-2/24/15
CE2053-SP01 35 hrs. 10 sessions \$399

3. Alcoholism: A Primary Disease

Study the etiology of alcoholism, alcohol dependency and modern screening methods. Evaluate methods of treatment, compare and contrast mental status exams and psychosocial reports.

M & W 6:00pm to 9:30pm 2/18-3/23/15
CE2051-SP01 35 hrs. 10 sessions \$399

4. MICA Patient

Course covers the treatment of substance abuse, alcoholism and mental illness of the Mentally Ill Chemically Addicted (MICA) patient.

T & Th 6:00pm to 9:30pm 3/3-4/2/15
CE2055-SP01 35 hrs. 10 sessions \$399

5. Medical, Biological, Physiological & Pharmacological Aspects of Substance Abuse and Alcoholism

Investigate the physical effects of alcoholism and substance abuse on the human body, including fetal alcohol effect, STD and HIV.

M & W 6:00pm to 9:30pm 3/30-4/29/15
CE2054-SP01 35 hrs. 10 sessions \$399

6. Introduction to Alcoholism, Substance Abuse and the CASAC Program

A comprehensive overview of the CASAC program with topics that include effects of substance abuse, concepts of ethics, morality and responsible professional behavior.

Sat 10:00am to 3:00pm 3/7-4/25/15
CE2052-SP01 35 hrs. 7 sessions \$399

7. Elements and Techniques of Counseling (Individual) Part A

Examine the various theories, modalities and techniques used in the field of addiction and the theoretical rationale for counseling.

T & Th 6:00pm to 9:30pm 4/7-5/7/15
CE2057-SP01 35 hrs. 10 sessions \$399

8. Elements and Techniques of Counseling (Group) Part B

Focus on group counseling and the ethical and professional responsibilities in the treatment of groups, couples and families. Transference and counter-transference will be discussed.

T & Th 6:00pm to 9:30pm 5/12-6/11/15
CE2058-SP01 35 hrs. 10 sessions \$399

9. Drugs Other Than Alcohol

Delve into all the other drugs, both legal and illegal, that are abused. Learn how treatment of these addicts differs from treatment of alcoholism.

M & W 6:00pm to 9:30pm 6/15-7/15/15
CE2060-SU01 35 hrs. 10 sessions \$399

CASAC Internship

The internship will provide hands-on experience in an OASAS Licensed Substance Abuse Treatment facility. Students can acquire up to 2000 work experience hours. Students must have a minimum of a High School Equivalency (HSE) Diploma and have successfully completed 6 courses (210 Educational Hours) towards their CASAC certification.

PLEASE NOTE: The CASAC program consists of eleven courses each worth 35 hours. 350 hours are required to take the CASAC exam.

HIV Counselor Certificate Program

NEW



The role of the HIV Counselor is to enhance the well-being of people impacted by HIV. Students will obtain skills to identify high risk populations and manage barriers by effectively linking clients to appropriate resources.



The HIV Counselor course requires 40 didactic classroom education hours and 80 hours of clinical experience. Students who successfully complete the HIV Counselor course will be awarded a certificate.

Sat 10:00am to 4:00pm 2/28-4/25/15 CE2066-SP01 40 hrs. 8 sessions \$599

Vermelle Van Duyne, Coordinator (347) 523-9651
 vanduyne@hostos.cuny.edu or vlvanduyne@gmail.com

Prerequisite:

1. Students must have a High School Equivalency (HSE) Diploma.

CUNY Healthcare Interpreter Certificate Program



Prerequisites:

1. All students must attend an Orientation & Free Workshop to prepare for the language diagnostic test to establish fluency in English/Spanish or English/French.
2. Students will be scheduled for the written and oral test after attending the Orientation & Free Workshop session.
3. Students who pass the written and oral test in English/Spanish or English/French will be admitted into the program
4. Cost of diagnostic test is \$20 (cash only), payable at time of testing (non-refundable).

Level One

COURSE A

Introduction to Healthcare Interpreting (45 hrs)

Available in Spanish/English and French/English

An introductory course that offers participants a basic understanding of the role of the bilingual interpreter in healthcare settings.

Culturesmart™ In collaboration with Culturesmart, an organization specializing in medical interpreter training instruction, the curriculum will be based on *The Essential Piece*, Culturesmart's nationally renowned healthcare interpreter training program which has been widely utilized throughout the US.

Learn and develop basic skills for managing communication; recognize and resolve ethical issues and cultural conflicts; understand clinicians' roles and expectations; comprehend the culture of American healthcare and the health beliefs and practices in the Spanish-speaking community; and, master the importance of interpreted communication to provide access to quality healthcare. Attention is given to basic medical vocabulary and how to build a personal bilingual glossary of words commonly encountered when interpreting health care interactions. **Course fee includes textbooks and oral exam fee.**

M & W 7:00pm to 9:30pm 3/2-4/29/15
CE2061-SP01 45 hrs. 18 sessions \$995

Level Two

COURSE B

Healthcare Concepts & Terminology for Interpreters (40 hrs)

Course focuses on the specialized vocabulary of health care, including English-language terms used to describe the human body parts and systems, as well as the names of diseases, common medications, treatments, medical equipment and procedures. The textbook for this course will be *Quick and Easy Medical Terminology*, 6th Edition, by Peggy Leonard. This textbook/workbook contains extensive exercises to aid in the learning of the English terms introduced, with an emphasis on recognizing root words from Latin and Greek that recur often in technical terms. **Textbook included.**

T & Th 6:00pm to 9:00pm 5/5-6/18/15
CE2062-SP01 40 hrs. 16 sessions \$799



Orientation Dates:

Wed., Feb. 11, 2015 6pm to 9pm
 Wed., Feb. 18, 2015 6pm to 9pm

Please call

718-514-7534
 to register!

Medical Billing and Coding Certificate Program



This series of courses teaches the skills required for employment in the health care business, including nursing homes, physicians' offices, community health groups, insurance companies and billing companies. Since the healthcare industry has an increased need for medical billers and coders, Hostos Division of Continuing Education & Workforce Development offers a Medical Billing/Coding Program that includes an array of different comprehensive courses. Students are admitted into the program in the Fall and Spring semesters only. Students are required to purchase the necessary textbooks prior to the start of each course.

Total Hours: 189 hrs. Cost: \$2,295

For questions and concerns, you can contact our Medical Billing and Coding Coordinator:
Ms. Diane Gahagan at dianegqc@aol.com

Prerequisites:

1. Submit proof of a High School Equivalency (HSE) Diploma before the start of the second course.
2. Non-refundable registration fee of \$25 per semester.
3. Maintain a 70% or "C" grade average in each course or repeat the course at student's expense.
4. Maintain a 90% attendance rating (no more than one absence per course).

COURSE 1.

Medical Terminology

Learn the different medical terms used in today's healthcare industry (their prefixes, roots and suffixes) enabling students to understand their meanings.

Sat 9:30am to 3:00pm 2/21-3/21/15
CE2041-SP01 27 hrs. 5 sessions \$325

COURSE 2.

Anatomy and Physiology

Gain knowledge of the human anatomical structure, body functions and the various diseases that affect the different systems and organs.

Sat 9:30am to 3:00pm 3/28-5/2/15
CE2042-SP01 27 hrs. 5 sessions \$325

COURSE 3.

Medical Billing for Private Practice

You'll quickly master the basics of the insurance billing process. Become familiar with the forms and information to be maintained and learn how to submit insurance claims following third party reimbursement regulations (and important tips for Medicare and private carriers).

Sat 9:30am to 3:00pm 5/9-6/13/15
CE2043-SP02 27 hrs. 5 sessions \$325

COURSE 4.

Bookkeeping and Accounting for Private Practice

Learn how to manually record charges for medical services, post transactions and payments and manage account receivables from patients and insurance companies.

Sat 9:30am to 3:00pm 8/15-9/26/15
CE2044-SU01 27 hrs. 5 sessions \$325

COURSE 5.

Computerized Medical Billing

Learn the different aspects of billing: data entry of ICD-9 and CPT-4 codes, patient and insurance information and the popular Medical Manager 10.31 computerized billing software. It is recommended that students have basic Windows experience. Basic Windows classes are offered at the College.

Sat 9:30am to 2:00pm 10/3-11/14/15
CE2045-F01 27 hrs. 6 sessions \$325

COURSE 6.

ICD-9 CM Coding

Become familiar with the national classification for diseases and injuries, which deciphers the clinician's clinical findings into a numeric form.

Sat 9:30am to 2:00pm 11/21/15-1/9/16
CE2046-F01 27 hrs. 6 sessions \$335

COURSE 7.

CPT-4 Coding

Common Procedural Terminology is used for reimbursement of the healthcare provider's services to the patient. CPT codes list the descriptions of procedures and services of physicians and other medical professionals. Learn how to use the CPT-4 coding system to eventually become a certified coder.

Sat 9:30am to 2:00pm 1/23-3/5/16
CE2047-SP01 27 hrs. 6 sessions \$335

Culinary Arts Certification Program

NEW



The Culinary Arts Skills Training is an introductory course designed to give students the skills and practical working knowledge to enter the Food Service Industry.

The course focuses on the many tiers of food preparation including: cold food production, knife skills, decoration, sandwich and soup making, recipe creation, customer service, facility maintenance, health and safety factors and a whole host of basic skill sets to help students gain employment and thrive within a growing industry. Restaurateurs, corporate food service providers and catering institutions all rely on a skilled workforce as the backbone of their businesses.

Within a professional operation setting, students will receive a blend of formal demonstration classes and direct immersion (hands-on) training. Class sessions will be divided into two formats consisting of 99 hours which includes structured class time and immersion hours where students are required to work at a variety of active stations on a rotational basis. Included in the 114 hours is 15 hours of Food Protection Training that will prepare students to take the New York City Department of Health's Food Protection exam.

Upon completion of the course, students will have proficient knife handling skills, proper fundamental cooking technique, practical knowledge of professional food production, the ability to follow recipes and instructions, capacity to create new recipes and expand on basic culinary concepts, the necessary communication skills needed to work well as a team player and a working knowledge of Health and Safety Codes. Students will be able to attain entry-level positions as professional food service workers with the solid foundational skills necessary to continue and grow within the industry. **Please call 718-514-7534 for more information.**

Monday, Wednesday, Friday Dates TBA 9:30am to 3:00pm
CE2083-SP01 114 hrs. 21 sessions \$1,199

Food Protection Certificate Program



This course satisfies the Health Code requiring that supervisors of food service establishments and non-retail food service establishments be certified in food protection. Our program provides information on Food Protection and Safety and prepares students to take the New York City Department of Health's Food Protection Certificate test.

Testing will be held at the City of New York Department of Health and Mental Hygiene, with the additional fee of \$34.

Every other Saturday based on registration 9:00am to 4:30pm
CE2081-SP01 15 hrs. 3 sessions \$165

Programa Certificación de Protección de Alimentos



Este curso cumple con el Código de Salud que requiere que los supervisores de los establecimientos de servicio de alimentos y establecimientos de servicios de alimentos público estén certificados en la protección de alimentos.

Nuestro programa provee información sobre Protección de Alimentos y Seguridad y prepara a los estudiantes para tomar el Certificado de Protección de Alimentos del Departamento de Salud de la ciudad de Nueva York.

Las pruebas seran impartidas en el City of New York Department of Health and Mental Hygiene, con un costo adicional de \$34.

miércoles, jueves, viernes Primera y tercera semana de cada mes 5:00pm to 10:00pm
CE2082-SP01 15 hrs. 3 sessions \$165

Professional Development



Enhance Your Professional Development Skills

| | |
|---|----|
| Case Management Certificate Program | 32 |
| Business Writing for Today's Professionals | 32 |
| Customer Service Training | 33 |
| Hostos Security Academy | 34 |
| Security Officer Certification 8 & 16 Hours | 34 |
| Introduction to Terror & Anti-Terrorism | 34 |
| F-03 & F-04 Fireguard Test Prep | 35 |
| Introduction to Homeland Security | 35 |
| Introduction to Security and Loss Prevention Certificate Program | 35 |
| Locksmith Certificate Program | 36 |
| Basic Electrical Residential Wiring | 36 |
| Preparation for the Notary Public Exam | 36 |
| Real Estate Certificate Program | 37 |
| Basic Construction Project Management | 37 |
| CompTIA Certifications | 38 |
| Microsoft Office Certificate Program | 39 |
| Certificado de Tecnología | 39 |
| Child Care Provider Training | 40 |
| Child Development Associate Certificate | 41 |
| DASA (Dignity for All Students Act) Seminar | 41 |
| Study Abroad Program | 42 |
| Teacher Assistant Certificate Program | 43 |
| Manage Your Money | 44 |
| Personal Trainer Certification | 44 |

THE SKILLS TO DO THE JOB

Case Management Certificate Program



Be a part of a career that is self-fulfilling and socially constructive in the field of case management. A case manager's primary role is to act as the link between agencies focused on social wellness and helping individuals. Be an advocate for your clients by helping them overcome barriers, identifying unmet needs and matching those needs with relevant services.

Total Hours: 30 hours

Program Cost: \$479

Sat 9:00am to 2:00pm 4/25-6/6/15 CE4131-SP01 30 hrs. 6 sessions \$479

Module 1:

Effective Case Management for Human Service Organizations

Get an in-depth overview on practical definitions of case management, case management core components, process flow, roles and responsibilities of case managers, client populations served by human service organizations and the needs/barriers of diverse populations.

using an outcome-focused model to promote self-sufficiency. Fundamentals include needs assessment, goal setting, referrals, monitoring, follow-up and documentation.

Module 2:

Designing a Client-focused Case Management Service Model

Learn how to develop tools to better service clients with a wide range of needs, abilities, skills and barriers by

Module 3:

Financial Impact of Effective Case Management

Establish and manage program budgets to ensure funding compliance and maximization of funding revenues in case management documentation, tracking and reporting.

Professional Development Courses

Organized Administrative Professional

When your boss is making demands, customers are complaining and you have deadlines to meet, how can you get it all done and still maintain control?

Attend this two-hour workshop and learn to:

- Master the five principles of workflow control
- Get control of incoming and outgoing email
- Use the TASK TRACKING method to manage projects and meet deadlines
- Use the RESPECT technique to organize your life and workplace

Wed 6:00pm to 8:00pm 5/13/15 CE6020-SP01 2 hrs. 1 session \$45

Business Writing for Today's Busy Professionals

Become proficient in writing professional business letters, emails, memos, cover letters, and other professional correspondence. Get hands on training as you learn to:

- Write for the busy reader
- Improve your grammar, spelling, and punctuation
- Move your reader to action with the TOUCH technique

M & W 6:00pm to 9:00pm 4/6-4/20/15 CE6028-SP01 10 hrs. 5 sessions \$165

**Enroll in Both Professional Development courses
For Only \$189**

Customer Service Training

NEW

Customer Service training will focus on helping participants define and implement **quality** customer service in the workplace environment. Hostos' instructional approach concentrates on student-centered learning, fosters active participation and provides learning in real-life contexts to ensure students acquire the skills needed for the workplace. Course topics will explore personal attitudes and behaviors, effective communication, dealing with challenging customers and co-worker interaction. Participants' personal experiences, case studies, and situational activities/role plays will provide the basis for class exploration and discussion. Ultimately, students will learn the best practices and gain practical skills that they can use on the job. **This training is also available for corporate groups.**

Total Hours: 24 hours Cost: \$240 (Individual course fee: \$75)

Register for individual courses or the entire certificate program and receive a 10% discount

Workshop 1: Introduction to Customer Service

This seminar will focus on defining the term "customer service." Students will identify the characteristics of quality customer service. The workshop will explore the idea of customer expectations and perceptions, and students will discuss the ways in which these elements direct customer service. Participants will learn general customer service skills and techniques to implement effective practices. Students will engage in independent and group exercises, read and analyze case studies and participate in role-plays, active learning activities and Q&A.

Th 9:00am to 4:00pm 5/7/15
CE6029-SP01 6 hrs. 1 session \$75

Workshop 2: Verbal and Non-Verbal Communication

This seminar will focus on effective communication in the work environment. Participants will learn how to use appropriate, positive language to greet customers, observe customer behavior to determine if assistance is warranted and respond to customers' requests and questions with direct accurate information. The workshop will also explore personal attitudes, compare and contrast common characteristics of someone who transmits a positive attitude versus someone who transmits a negative attitude and explore the importance of non-verbal communication (i.e. body language and facial gestures) while providing quality customer service. Students will engage in independent and group exercises, read and analyze case studies and participate in role-plays, active learning activities and Q&A.

Th 9:00am to 4:00pm 5/14/15
CE6030-SP01 6 hrs. 1 session \$75

Workshop 3: Managing Conflict/Resolving Problems

This seminar will focus on identifying ways to deal with conflict and dissatisfied customers in the workplace. Participants will explore the ways in which their words and body language can help diffuse a conver-

sation with a challenging customer. Students will also practice "filtration" which is an active listening technique that helps employees get beyond a customer's negative attitude and behavior in order to identify and address problems and concerns. Students will engage in independent and group exercises, read and analyze case studies and participate in role-plays, active learning activities and Q&A.

Th 9:00am to 4:00pm 5/21/15
CE6031-SP01 6 hrs. 1 session \$75

Workshop 4: Interacting with the Workplace Team/Your Role as a Supervisor

This seminar will focus on effective ways to communicate with the workplace team. Students will discuss common sector-specific policies and explore ways to comply with workplace procedures in a consistent and effective manner. This workshop will also provide problem-solving and trouble-shooting skills when problems among the workplace team arise. Participants will learn how to provide support to the workers. Students will engage in independent and group exercises, read and analyze case studies and participate in role-plays, active learning activities and Q&A.

Th 9:00am to 4:00pm 5/28/15
CE6032-SP01 6 hrs. 1 session \$75

Contextualized ESOL/Customer Services (Basic/ Low-Intermediate)

This course is designed for students with limited English language skills. Customer service and the workplace environment will be used as a framework for building English language communication and literacy skills. Classroom instruction will help students develop strategies and teach essential communication skills and vocabulary needed to provide effective customer service in the workplace. Authentic materials from the workplace will be utilized to place learning in a real-life context (i.e. circulars, sales notices, signs, employee communications, etc.).

Th 9:00am to 4:00pm TBA
CE6035-SP01 6 hrs. 1 session \$75

Hostos Security Academy

Launch a career in security, the military or law enforcement with instruction from highly trained professionals and the NYPD. This program successfully blends community service and safety training that equips you with the skills needed for a job in the professional security/safety industry or Homeland Defense.

Security Officer Certification 8 & 16 Hours



Begin your training with the mandatory 8 Hour Pre-Assignment Training Course. This general introductory course is required in order to be hired as a security guard. Upon successful completion of this course, you will be issued a training certificate that must be submitted to the Department of State to register as a security officer. Once the application is submitted, you will have 90 days to complete the second training course: 16 Hour On-the-Job Training. The objectives of this course expand upon topics relating to basic functions and responsibilities of the security guard's specific duties, the nature of the workplace and employer requirements. Your analytical thinking will be put to the test with role playing and hands-on training.



8 Hour Pre-Assignment for Security Officer Certificate Program

Fri 9:00am to 6:00pm 4/10/15 CE4303-SP01 8 hrs. 1 session \$79

8 hour Annual In-Service Training Course available. Call for details.

16 Hour On-the-Job Training Certificate Program

Sat & Sun 9:00am to 6:00pm 4/11-4/12/15 CE4304-SP01 16 hrs. 2 sessions \$159

Take both courses for \$219.

Extra fees: \$101.45 for fingerprints and \$36 for license fee. Job placement available.

Introduction to Terror & Anti-Terrorism Certificate Program

NEW



Through this program, you will learn about the evolution of terrorism, both domestic and international; how the threats have changed since the September 11, 2001 attacks; the methods that America has chosen to guard against them; examine current and future challenges; and, discourage terrorists from attacking.

Sat & Sun 9:00am to 6:00pm 4/18-4/19/15 CE4305-SP01 16 hrs. 2 sessions \$159

F-03 & F-04 Fireguard Test Prep Certificate

NEW



This program prepares you for the following F.D.N.Y exams: the F-03 Indoor Place of Assembly Safety Personnel Certificate of Fitness and the F-04 Temporary Place of Assembly Safety Personnel Certificate of Fitness. As a student, you will learn about obstructions and classes of fires, storage of fire extinguishers, sprinkler systems existence and standpipes, as well as basic fire situations, medical emergencies and notification of the proper authorities.

Fri 9:00am to 6:00pm 5/1/15 CE4307-SP01 8 hrs. 1 session \$79

Note: The F.D.N.Y mandates that all high rise buildings and business structures, as well as outdoor events, have available personnel who have earned an F-03 or F-04 Certification.

Introduction to Homeland Security Certificate Program

NEW



The Homeland Security Program provides you with knowledge of the history and mission of Homeland Security in the US; the foundation of emergency management mitigation, prevention, preparedness, response and recovery; inter-agency and private partnerships; significant natural disasters and accidents; domestic and international terrorism; threat groups; transportation impact; border security globalization; and, the role of intelligent resources in the field of Homeland Security.

Sat & Sun 9:00am to 6:00pm 4/25-4/26/15 CE4306-SP01 16 hrs. 2 sessions \$159

Introduction to Security and Loss Prevention Certificate Program

NEW



This course will introduce students to the field of security and loss prevention. You will learn techniques that can potentially prevent others from experiencing insurmountable cash and property loss. It is estimated that billions of dollars in property and cyber information are misappropriated each year.

Sat & Sun 9:00am to 6:00pm 5/2-5/3/15 CE4308-SP01 16 hrs. 2 sessions \$159

Locksmith Certificate Program



Unlock the key to your success by becoming a certified locksmith. This comprehensive 90 hour course will equip you with the necessary skills to perform a number of locksmith jobs from making keys and broken key extractions to installation of various locks. As a growing essential trade, locksmith training could lead to your own business or employment with a locksmith, home improvement store, automotive center, security firm and more. This course is taught by licensed locksmiths.

Please call 718-518-6662 for more information.

Locksmith I (30 hrs)

Prerequisite: High School Equivalency (HSE) Diploma, appropriate reading level.

This course is designed to introduce students to locks and cylinders used in commercial and residential buildings. Troubleshoot common pin tumbler cylinder problems and simple master key systems and cross-reference key blanks. Gain hands-on experience with cam, lever, mortise and secondary locks.

Fri 6pm to 9pm & Sat 10am to 1pm 2/13-3/20/15 CE5001-SP01 30 hrs. 10 sessions \$499

Locksmith II (30 hrs)

Prerequisite: Locksmith I

Perform master pinning and keying techniques, broken key extractions and work with mortise locks. Apply these techniques to several brands and types of locks.

Sat 6pm to 9pm & Sat 10am to 1pm 3/21-4/25/15 CE5002-SP01 30 hrs. 10 sessions \$499

Locksmith III (30 hrs)

Prerequisite: Locksmith II

Install mortise locks and door strikes and learn how to shim hinges. Become familiar with the features, functions and installation of high security locks such as Medeco® and Mul-T-Lock®.

Fri 6pm to 9pm & Sat 10am to 1pm 5/1-6/5/15 CE5003-SP01 30 hrs. 10 sessions \$499

Basic Electrical Residential Wiring

This 30 hour course of electrical instruction includes safety and hands-on practice in residential wiring. The course will focus on combining electrical theory with practice to help students develop safety skills required to perform electrical work. Installation and basic electrical repairs will be covered.

Students will be required to purchase proper electrical tools and materials to be used in the classroom. Tool and material list will be made available on the first day of class.

Fri 6:00pm to 9:00pm 2/20-5/1/15 CE5201-SP01 30 hrs. 10 sessions \$499

Preparation for the Notary Public Exam

The New York State Notary Exam is a thorough test of your knowledge of the New York State Notary Public License Requirements and Procedures of a Notary Public.

This course is designed to refresh your knowledge of the procedures and practices pertaining to Affidavits, Oaths, certifications and acknowledgements, as well as the vocabulary, definitions of terms, and various notary forms or templates used in the process. ***New York State residency is required.***

Sat 1:30pm to 3:30pm 2/21-2/28/15 CE1111-SP01 4 hrs. 2 sessions \$85

Sat 1:30pm to 3:30pm 4/18-4/25/15 CE1111-SP02 4 hrs. 2 sessions \$85

Real Estate Certificate Program

Real Estate Salesperson's License



This real estate pre-licensing course provides an overview of the principles and practices of New York real estate. Thorough discussions of real estate fundamentals, accompanied by practical examples, give students the information they need to pass the state licensing exam. *This course satisfies the 75 hour requirement as mandated by New York State Division of Licensing Services.*

M-Th 6:00pm to 9:00pm Open Enrollment* CE4201-SP01 75 hrs. 27 sessions \$395

In collaboration with the NY Real Estate Institute.

***Open enrollment: Students can register for classes any time.**

Basic Construction Project Management Certificate Program



This is a New York State approved 22.5 hour continuing education course exploring the construction project management field with a concentration on basic construction methods, renovation planning and real estate development. **Optional textbook at an additional cost. Class manuals will be provided.**



Sat 9:00am to 5:00pm TBA CE4206-SP01 22.5 hrs. 3 sessions \$349

Basic Property Management

This New York State approved continuing education course provides a level of study geared towards individuals that are involved in or interested in construction and development and real estate management industries.

**Fri, Sat, Sun 9:00am to 5:00pm TBA
CE4204-SP01 22.5 hrs. 3 sessions \$349**

Landlord Tenant Law

Know the facts about New York Landlord/Tenant Law! Landlords, tenants and prospective investment property owners will learn about leases, obligations of the tenant and the landlord, fair housing laws and rent regulations, pets, Section 8, non-payment and procedure for termination of the landlord/tenant relationship.

**Sun 9:00am to 5:00pm TBA
CE4208-SP01 7.5 hrs. 1 session \$99**

Project Management

This project management class is designed for those professionals working with nonprofit entities, the healthcare industry or IT, and are seeking professional designation with PMI.org. Project Management is an important and necessary skill for all team leaders and managers. You will master the skills needed so that future projects are completed within the defined scope, to the highest possible quality, and within time and budget constraints.

Class schedule is TBA, if you are interested additional information for this class please contact 718-518-6656

CompTIA Certifications



Computing Technology Industry Association (CompTIA) is a nonprofit industry trade association that provides technology-neutral and vendor-neutral certifications for people in the IT industry. Begin your career with one of the most widely recognized certifications as a computer technician with CompTIA A+, which we offer based on demand. This entry point into the technology field will allow you to continue building on your A+ knowledge by adding network technician to your resume via



continuing with advanced courses leading to Microsoft Certified Professional Certifications.

CompTIA A+® Certification

CompTIA A+® Certification validates foundation-level knowledge and skills necessary for a career in PC support. Obtaining certification proves competence in areas such as installation, preventative maintenance, networking, security and troubleshooting. This course will prepare you to take the 2 requisite exams, CompTIA A+ Essentials and CompTIA A+ Practical Application. Exam prices not included.

Prerequisites:

1. High School Diploma or GED®
2. Fluency in English
3. Working knowledge of PC & Windows interface

M & W 6:00pm to 9:30pm TBA CE3021-SP01 80 hrs. 21 sessions \$1,599*
Price includes textbooks
***9 in-class plus 12 online sessions**

COMING IN FALL 2015
CompTIA Network+® Certification

Microsoft Office Certificate Program



Every organization and business needs office personnel who are computer literate. Our Microsoft Office Certificate Program will provide students with the technical skills needed in today's workforce. This class can be customized to meet your organization's needs.



The following topics will be covered in this class

- 12 hrs Basic Computers** – Learn the fundamentals of computers and the operating system.
- 12 hrs Basic Keyboarding Skills** – Learn basic techniques and build you speed and accuracy.
- 12 hrs Microsoft Word** – Learn to create letters and other documents. Learn to enter and edit text, cut, copy, paste and move data.
- 12 hrs Microsoft Excel** – Learn how to create and edit spreadsheets that are used by businesses to present financial information for analysis and decision making.
- 12 hrs Power Point** – Learn how to create presentations by using pictures, music or graphics slides.

| | | | | | | |
|------------------|--------------------------|---------------------|--------------------|----------------|--------------------|--------------|
| Sat | 10:00am to 2:00pm | 2/28-6/20/15 | CE3010-SP01 | 60 hrs. | 15 sessions | \$569 |
| M & W | 6:00pm to 9:00pm | 3/18-5/27/15 | CE3010-SP02 | 60 hrs. | 20 sessions | \$569 |

Certificado de Tecnología



Los adelantos de la tecnología y los requerimientos de las organizaciones y los negocios, conllevan a las personas a prepararse dentro del campo de las computadoras. Es por eso que estamos ofreciendo un curso de Certificado de Tecnología, donde se proveerá a los estudiantes, con poco o ningún conocimiento la destreza necesaria para configurar, desenvolverse através de los programas de Microsoft, así como destreza en el teclado. Esta es una gran oportunidad para usted prepararse en su propio idioma.

**Introducción al Teclado
Computadora Básica
Microsoft Word**

**Microsoft Excel
Microsoft PowerPoint**

| | | | | | | |
|-------------------|-------------------------|---------------------|--------------------|----------------|--------------------|--------------|
| T & Th | 6:00pm to 9:00pm | 2/24-4/30/15 | CE3011-SP01 | 60 hrs. | 20 sessions | \$569 |
|-------------------|-------------------------|---------------------|--------------------|----------------|--------------------|--------------|

Child Care Provider Training Certificate Program



If you are interested in starting a home-based child care business, this certificate program provides you with the necessary tools to become a registered Child Care Provider in the State of New York, as set forth by the Office of Children and Family Services. Each registered Child Care Provider must complete 15 hours of training every two years. A minimum of 15 hours of such training must be completed during the first six months of registration. Our certificate program encompasses the complete 42 hour training.

Total Cost: \$1,199 42 hours

Program Policy Changes: New York State Office of Children and Family Services Requirements: All individuals taking this class must have a program application, registration or license number.

10% Discount when classes are paid in full (save over \$50).

Payment Plan available with no discount (classes must be paid in full by start date).

\$25 Registration fee applies.

Child Care Provider Training Certificate Program Required Courses:

1. Intake and Screening Session (9am to 12pm)
2. Health & Safety
3. Principles of Early Childhood Development
4. Roles and Responsibilities of the Child Care Provider
5. Basic Skills for Children
6. Strategies for Managing Behavior
7. Nutritional Development for Children
8. Business Record Maintenance and Management
9. Child Day Care Program Management

Sat 9:00am to 3:00pm 2/28-4/25/15 CE4001-SP01 42 hrs. 8 sessions \$1,199

This course is also available in Spanish at our CUNY in the Heights location:
Este curso también está disponible en español en la CUNY en la ubicación Heights:
212-567-7132 5030 Broadway New York, NY 10034 www.cunyintheheights.com

Training in the Recognition & Reporting of Child Abuse & School Violence Prevention

A workshop for teachers, physicians, dentists, nurses and school administrators, who are applying or renewing a license, registration, certificate or a limited permit as required by Chapter 544 of the New York State Laws of 1998. Topics covered will include physical and behavioral indicators of child abuse and maltreatment, environmental and behavioral characteristics of abuse and identifying who is responsible for reporting abuse and when and how to report it.

Sat 10:00am to 4:00pm 1/31/15 CE4027-SP01 6 hrs. 1 session \$95

Sat 10:00am to 4:00pm 6/13/15 CE4027-SU01 6 hrs. 1 session \$95

Child Development Associate Certificate **NEW**



The Child Development Associate (CDA) Certificate was created in response to new educational mandates, as well as the need for early childhood professionals to master the knowledge and skills needed to create effective learning environments for children.

The program prepares students to communicate effectively, learn and use new technology, think critically and creatively and demonstrate cultural awareness. The courses are designed for students who intend to pursue advanced study in early childhood education or a related discipline and for those who will seek employment or career advancement upon completion of an undergraduate degree program. The structure and curriculum of the CDA Certificate are designed to complement the Child Development Associate (CDA) National Credentialing Program's Competency Standards.



Sat 9:00am to 3:00pm 1/10-6/20/15 CE4003-SP01 120 hrs. 20 sessions \$1,499

DASA (Dignity for All Students Act) Seminar **NEW**

This 6 hour course is designed to fulfill the training required for the prevention and intervention of harassment, bullying, cyber-bullying and discrimination for certification and licensure under the Dignity for All Students Act (DASA). The course will address the social patterns of harassment, bullying and discrimination. You will gain an understanding of how school climate and culture affect student achievement and behavior. Participants will leave with concrete ideas that they can implement in their work environment. Interactive strategies, discussion and media will be used to meet the certification requirements. Note: Late students will not be admitted (per NYS requirement).

Sat 10:00am to 4:00pm 2/7/15 CE4030-SP01 6 hrs. 1 session \$95

Sat 10:00am to 4:00pm 6/20/15 CE4030-SU01 6 hrs. 1 session \$95

Hostos Study Abroad Professional Development

Learn about the language,
history, education and culture
of the Dominican Republic.

June 28-July 8, 2015
In New York and in the Dominican Republic

2015

Summer Professional Development in the Dominican Republic



- 10 days of cultural immersion and studies for education professionals, post-graduate and undergraduate students in education and related fields
- Visits to historical sites, museums and educational institutions in the Dominican Republic
- Meet with policymakers, dignitaries and educational decision-makers of the Dominican Republic
- 100 professional development hours

June 9 – June 20, 2015

Orientation and Pre-Workshops

Hostos Community College

June 28 – July 8, 2015

Classes and Workshops

Universidad Autónoma de Santo Domingo,
The Ministry of Education of the Dominican
Republic and Instituto de Educación Superior
Salome Ureña de Henríquez

Total Program Cost: \$2,500

Includes hotel, round-trip airfare,
transportation to and from airports,
ground transportation, classes, course
materials, admission to historical sites
and museums, guided tours, amenities



Call 718-518-4334

or email

LTARAZONA@hostos.cuny.edu
for additional information
www.hostos.cuny.edu

Teacher Assistant Certificate Program



The Teacher Assistant Certificate program will enable students to obtain the skills needed to work in an educational setting under the supervision and direction of a teacher. Students will explore and apply theory into practice in accordance to New York State standards in teaching. They will gain knowledge and the skills to incorporate the techniques necessary for communicating specific standards in teaching, such as the Common Core Standards and The Danielson Framework. They will also discover and evaluate the most effective and comparative school based laws, policies and procedures. Through participation, students will strengthen writing abilities required for all aspects of communication in the workplace.

Total Cost: \$899 66 hours

Textbook required: *Educational Psychology Theory and Practice*, 8th Edition, Robert E. Slavin.

10% Discount when classes are paid in full (save over \$50)

Payment Plan available with no discount (classes must be paid in full by start date)

Price includes registration fee.

| | | | | | | |
|------------------|-------------------------|---------------------|--------------------|----------------|--------------------|--------------|
| Sat | 9:30am to 3:30pm | 2/21-5/16/15 | CE4021-SP01 | 66 hrs. | 11 sessions | \$899 |
| M & W | 5:30pm to 8:30pm | 3/2-5/13/15 | CE4021-SP02 | 66 hrs. | 22 sessions | \$899 |

NYC Board of Education Requirements:

1. Students must have a High School Equivalency (HSE) Diploma
2. CPR certification (See page 22)
3. Training in the Recognition & Reporting of Child Abuse (See page 40)
4. DASA (See page 41)

Teacher Assistant Certificate Program Required Courses:

1. Functions of the Teacher Assistant
2. Child Development & Learning
3. Best Practices
4. Language Arts and Math Curricula Theories & Practices
5. Strategies for Supporting and Managing Behavior
6. Basic Writing for Adults

Enhance Your Skills

Teacher Assistant Test Prep – NYSATAS

This course is for individuals who have completed the requisite course work and are interested in taking the New York State Assessment of Teacher Assistant Skills Test. Core areas of the NYSATAS

(reading, writing, math and instructional support) will be reviewed and multiple-choice questions similar to those presented in the examination will be practiced.

Sat 9:30am to 3:00pm 5/30-6/6/15
CE4026-SP01 10 hrs. 2 sessions \$125

Manage Your Money

Bookkeeping and Accounting I & II

Learn the fundamentals of bookkeeping and accounting. Instruction includes recording entries, posting, making a trial balance, adjusting entries, worksheet, balance sheet and income statements. Level II covers accounts payable and receivable, purchases, credit card sales, sales tax, inventory control and an introduction to payroll. Analyze and journalize business transactions, prepare a trial balance, make year-end adjustments and produce financial statements.

T & Th 6:00pm to 9:00pm 3/31-5/21/15
CE6014-SP01 48 hrs. 16 sessions \$449

QuickBooks

An overview of the QuickBooks accounting practices for a small business, including invoicing estimates, purchase orders, time cards, accounting, vendors, inventory and customer data base.

T & Th 6:00pm to 9:00pm 5/26-6/16/15
CE6016-SP01 21 hrs. 7 sessions \$225

Income Tax Preparation

Income Tax Preparation is designed to acquaint students with various components of the Federal Income Tax structure, as it affects individuals. Students will be able to identify the different taxes imposed by the government and appreciate some of the ethical guidelines involved in tax practice. **This class will teach you how to prepare your own personal income tax returns.**

Sat 10:00am to 1:00pm 2/21-4/18/15
CE6011-SP01 24 hrs. 8 sessions \$349

New York Tax Course

Introduction to the current Income Tax Code and the Internal Revenue Service's role in taxation. Effect of both the Federal and New York Income Tax on individuals and their tax liability will be explained and discussed.

Sat 10:00am to 1:00pm 4/25-5/16/15
CE6013-SP01 12 hrs. 4 sessions \$174

Personal Trainer Certification Level I

NEW



Become a certified personal trainer in one day with American Aerobics Association International/International Sports Medicine Association (AAAI/ISMA) course. This Personal Trainer Certification is widely accepted in health clubs around the nation. Order your study materials, *Exercise Science* (\$20) and *Supplement* (\$15), from AAAI/ISMA by calling 609-397-2139. A written and practical test will be administered at the end of the course. Students must purchase books in advance.

Sat 9:00am to 5:00pm 2/21/15 CE2091-SP01 8 hrs. 1 session \$119

Earn your CPR/AED Certification for an additional \$99. (See Page 22 for details)

Fitness

Swimming for Adults

(Ages 17 and up)

Course is designed to help beginners learn how to swim and enjoy the water. Fundamental elements of swimming will be covered: breathing, floating and basic strokes. Swimsuits and bathing caps are required. Please bring a towel and a lock. Arrive 10 minutes before class begins.

Sat 4:00pm to 5:00pm 2/21-5/2/15
CE7201-SP01 10 hrs. 10 sessions \$219

College for Kids



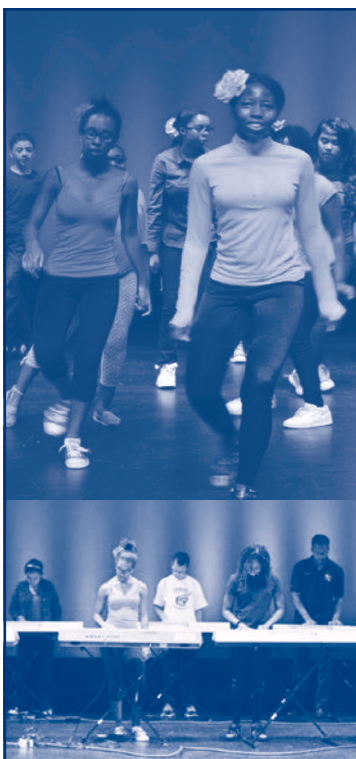
Multiple Choices for Enrolling your Child in Academic and Personal Enrichment Programs

| | |
|-----------------------------------|----|
| College for Kids Saturday Academy | 46 |
| Test Prep Academy | 46 |
| College for Kids Academic Skills | 47 |
| Languages | 48 |
| The Arts | 48 |
| Health & Fitness | 48 |
| High School Tutorial Prep | 50 |
| College for Kids Summer Academy | 51 |

THE SKILLS TO DO THE JOB

COLLEGE FOR KIDS SATURDAY ACADEMY

IMPROVE ACADEMICS! PLAY THE PIANO OR THE GUITAR! DANCE! SWIM! LEARN A FOREIGN LANGUAGE AND SO MUCH MORE! The College for Kids Saturday Academy is designed to fit your child's personal needs and style. With over 45 College for Kids classes ranging from reading, writing and math to the arts, and etiquette to nutrition, your child will be amazed at how much fun school can be! Sign up for any 4 classes and **save over \$100**. Classes run from 9am to 4pm. Don't forget to take advantage of the High School Tutorials designed to prepare your teen for Regents Exams.



Saturday Academy runs from Feb. 21, 2015 - May 2, 2015 9am - 4pm

3 OPTIONS AVAILABLE:

- Option I** 5% discount with two class registrations
- Option II** 10% discount with three class registrations
- Option III*** 15% discount with four class registrations

(Option III cost at 15% discount: \$615 Swimming not included \$675 Swimming included)
THIS OFFER CANNOT BE COMBINED WITH ANY OTHER DISCOUNT



Hostos COLLEGE FOR KIDS

2015 TEST PREP ACADEMY FOR NYS ENGLISH LANGUAGE ARTS AND MATH EXAM

Make the Best of Spring Break!

Preparation for Elementary & Intermediate school students, 3rd-8th grade, that are scheduled to take the Mathematics exam on April 22 and April 24, 2015. The English Language Arts (ELA) exam is April 14 - April 16, 2015.

2015 Test Prep Academy for Elementary/Intermediate Students

This class is designed to teach children important test-taking techniques. Teachers will provide test-taking tips and strategies along with advice on note-taking and studying. These methods are then applied on daily practice tests. Test results will be reviewed with students, providing them with important feedback.



April 6 - April 10
9:00am to 3:00pm
30 hrs.
\$349



COLLEGE FOR KIDS

ACADEMIC SKILLS

As schools and districts organize, incorporate and formulate the Common Core Standards into practice, educators are laying out instructional plans that emphasize what is core for our learner. There are key Common Core levels for all grades. The focus on the core practices is to support the mission to provide students the basis for college and career readiness.

Our Saturday College for Kids Academic classes offer a review to help students improve their reading/writing and math skills. In addition, third and fifth grade exam intensive classes in reading and math are offered to prepare students for their upcoming Common Core testing. Emphasis will be placed on Core Reading for Meaning/Writing to Learn, Compare and Contrast and Math, developing critical thinking skills that will help students tackle the challenges of the future.

ALL CLASSES
\$199
EACH

Improving Reading/Writing Skills

Sat. 9:00am to 11:00am 2/21-5/2/15

Kinder-Star

CE8011-SP01 20 hrs. 10 sessions

Grade 1

CE8012-SP01 20 hrs. 10 sessions

Grade 2

CE8013-SP01 20 hrs. 10 sessions

Grade 4

CE8014-SP01 20 hrs. 10 sessions

Grade 6-8

CE8015-SP01 20 hrs. 10 sessions

Third Grade Exam Intensive (Reading)

CE8016-SP01 20 hrs. 10 sessions

Fifth Grade Exam Intensive (Reading)

CE8026-SP01 20 hrs. 10 sessions

Improving Math Skills

Sat. 11:15am to 1:15pm 2/21-5/2/15

Kinder-Star

CE8021-SP01 20 hrs. 10 sessions

Grade 1

CE8022-SP01 20 hrs. 10 sessions

Grade 2

CE8023-SP01 20 hrs. 10 sessions

Grade 4

CE8024-SP01 20 hrs. 10 sessions

Grade 6-8

CE8025-SP01 20 hrs. 10 sessions

Third Grade Exam Intensive (Math)

CE8017-SP01 20 hrs. 10 sessions

Fifth Grade Exam Intensive (Math)

CE8027-SP01 20 hrs. 10 sessions

CALL TO REGISTER NOW! 718-514-7534

Seats are Limited.

Languages

Conversational Spanish

for Kids (Ages 7 to 15)

This class will introduce grammar and vocabulary as well as the structure of the language. Learn to speak Spanish using age-appropriate interactive materials, games and activities.

Sat 1:30pm to 2:30pm 2/21-4/18/15
CE8101-SP01 8 hrs. 8 sessions \$149

Conversational French

for Kids (Ages 7 to 15)

Learn to speak French in a fun and relaxed setting using pictures, text and interactive games. Children will be introduced to basic conversational topics such as greetings, weather, counting and more.

Sat 1:30pm to 2:30pm 2/21-4/18/15
CE8102-SP01 8 hrs. 8 sessions \$149

The Arts

Vocal Training for Kids

Love to sing and want to improve? Elevate your shower singing to center stage by learning how to sing the right way. Learn basic breathing, breath control and vocal exercises that will improve your singing and be fun at the same time!

(Ages 7 to 11)
Sat 1:30pm to 2:30pm 2/21-4/18/15
CE8204-SP01 8 hrs. 8 sessions \$149

(Ages 12 to 16)
Sat 2:45pm to 3:45pm 2/21-4/18/15
CE8205-SP01 8 hrs. 8 sessions \$149

Learning Through Drama

Learn how to act and write through improvisation. The class will be organized like a sports game where two theatre teams will compete by acting out situations and presenting short skits using suggestions from the class, visual arts and words as a springboard.

Sat 3:30pm to 4:30pm 2/21-4/18/15
CE8201-SP01 8 hrs. 8 sessions \$149

Piano for Kids

Even virtuosos need to learn the fundamentals of how to play the piano. This group class will get beginners off to the right start by introducing them

to the basics of music. Students will learn rhythm, timing signatures, how to read music and how to play simple five-finger position melodies. A combination of class activities such as rhythm/flashcard drills, creative work, playing/listening games and ensemble playing will ensure steady progress, making this an enjoyable first musical experience.

(Ages 7 to 9)
Sat 2:45pm to 3:45pm 2/21-4/18/15
CE8206-SP01 8 hrs. 8 sessions \$149

(Ages 10 to 13)
Sat 1:30pm to 2:30pm 2/21-4/18/15
CE8207-SP01 8 hrs. 8 sessions \$149

Modeling for Kids

Confidence. Rhythm. Timing. These are all prerequisites to enter the world of runway modeling and theatre work. Learn walking techniques to different types of music. Practice group and individual improvisation exercises. Receive dramatic coaching to prepare for stagework and learn the various ways of walking that fashion designers and theatre directors in the business consider desirable.

Sat 3:45pm to 4:45pm 2/21-4/18/15
CE8202-SP01 8 hrs. 8 sessions \$149

Etiquette for Kids (Ages 7 and up)

Good manners never go out of style. You can be more self-confident in social situations when you know the basics of good manners. Learn and practice etiquette and social graces such as table manners and which fork to use; how to answer the telephone politely and greeting people properly; shaking hands and making other people comfortable in your company.

Sat 2:30pm to 3:30pm 2/21-4/18/15
CE8203-SP01 8 hrs. 8 sessions \$149

Health and Fitness

Self Defense for Kids

(Ages 11 to 16)

Self-defense class for kids offers a course on avoiding physical confrontations especially when dealing with bullies. Our class will focus on techniques to enhance confidence and martial arts training in Karate and Jiu-jitsu. We also include meditation to help our students relax and concentrate. We lecture our students on the do's and don'ts when a bad situation presents itself.

Sat 2:45pm to 3:45pm 2/21-4/18/15
CE8306-SP01 8 hrs. 8 sessions \$149

Hip Hop for Kids

The goal of this class is to introduce our students to the basic moves of hip hop and give them a proper dance foundation. Classes will cover the fundamentals of hip hop dance: popping, locking, funk, boogaloo and some break'n. Each class starts with warm up exercises. A different set of moves will be taught every week and broken down step by step then practiced with music.

(Ages 5 to 9)

Sat 1:30pm to 2:30pm 2/21-4/18/15
CE8312-SP01 8 hrs. 8 sessions \$149

(Ages 10 to 16)

Sat 2:45pm to 3:45pm 2/21-4/18/15
CE8313-SP01 8 hrs. 8 sessions \$149

Ballet for Kids

Have you ever wanted to do a split or a vault through the air like a gazelle? Ballet is a wonderful discipline that will teach you how to gain flexibility, poise and grace. Learn the basics from proper foot positions to body alignment in a fun, creative and supportive environment. The class will focus on encouraging students to discover their strengths and work on improving overall alignment and flexibility through the fundamentals of ballet.

(Ages 5 to 10)

Sat 2:30pm to 3:30pm 2/21-4/18/15
CE8302-SP01 8 hrs. 8 sessions \$149

(Ages 11 to 16)

Sat 3:45pm to 4:45pm 2/21-4/18/15
CE8303-SP01 8 hrs. 8 sessions \$149

Belly Dancing for Kids

Learn the exciting art form of Middle Eastern belly dancing and get a great workout at the same time. Enjoy a natural aerobic activity that tones the body and increases energy while adding grace, confidence and self esteem.

Sat 1:30pm to 2:30pm 2/21-4/18/15
CE8301-SP01 8 hrs. 8 sessions \$149

Karate for Kids

To quote the famous Mr. Miyagi, "wax on, wax off," students learn that they can apply the physical and mental skills of martial arts training into all aspects of everyday life. The course is jam-packed with excitement and fun to keep students interested and motivated so they can enjoy the long term benefits of training and perhaps, be the next karate kid!

(Ages 5 to 10)

Sat 1:30pm to 2:30pm 2/21-4/18/15
CE8305-SP01 8 hrs. 8 sessions \$149

Swimming for Kids

(Ages 6 to 16)

This course is designed to help beginners learn how to swim and enjoy the water. Fundamental elements of swimming will be covered: breathing, floating and basic strokes.

Sat 2:00pm to 3:00pm 2/21-5/2/15
CE8307-SP01 10 hrs. 10 sessions \$219

Sat 3:00pm to 4:00pm 2/21-5/2/15
CE8307-SP02 10 hrs. 10 sessions \$219

HIGH SCHOOL TUTORIAL PREP REGENTS REVIEW



A high school diploma expands career and education opportunities for high school graduates. In New York City, high school students must successfully complete Regents exams to graduate. When they pass these exams, they earn a local Regents or Advanced Regents Diploma. High school students begin to fulfill their graduation requirements in the 9th grade. They must receive a minimum score of 65 on all five of the required exams: English Language Arts, Global History, U.S. History, Science and Algebra. Students who earn a score of 90 or above on their exams will receive an Advanced Regents Diploma.

Our High School Tutorial Prep courses present a review of course curriculum for each of the above disciplines. Emphasis will be placed on strategies for answering multiple-choice and essay questions, as well as open-ended critical thinking questions. In addition, our small class setting allows us to address diverse learning styles.

**ALL CLASSES
\$249
EACH**

Integrated Algebra/Algebra I

Sat 9:00am to 11:00am 3/21-6/6/15
CE8401-SP01 20 hrs. 10 sessions

Geometry

Sat 11:15am to 1:15pm 3/21-6/6/15
CE8403-SP01 20 hrs. 10 sessions

Living Environment: Biology

Sat 1:30pm to 3:30pm 3/21-6/6/15
CE8405-SP01 20 hrs. 10 sessions

Global History

Sat 1:30pm-3:30pm 3/21-6/6/15
CE8406-SP01 20 hrs. 10 sessions

English Language Arts (ELA)

Sat 9:00am to 11:00am 3/21-6/6/15
CE8404-SP01 20 hrs. 10 sessions

SAT Preparation Course

Sat 9:30am to 3:00pm 2/28-4/11/15
CE8408-SP01 30 hrs. 6 sessions
Textbook \$20.

Exam date: May 2, 2015

Sat 9:30am to 3:00pm 4/18-5/30/15
CE8408-SP02 30 hrs. 6 sessions
Textbook \$20.

Exam date: Saturday, June 6, 2015

ENROLL NOW!

Special group rates are available for schools!
Seats are Limited.

Call to Register 718 514-7534

COLLEGE FOR KIDS SUMMER ACADEMY

College for Kids Summer Academy is a seven week program for students ages 5-14. The Academy offers a unique educational experience for students in grades K-8 to develop their literacy skills in a college setting. In addition, it offers recreational activities that emphasize core values, conflict resolution and leadership skills.

Monday-Thursday
July 1-August 13, 2015
8:00am-6:00pm



Register Early!

Limited Space!

Payment Plan!

Early Bird Registration

\$1449* per child (\$150 savings)

When paid in full before May 15, 2015.

*Childcare for as little as \$5.35 an hour!

\$1599* per child

When paid after May 15, 2015.

*Childcare for as little as \$5.90 an hour!

25% sibling discount off regular registration (\$400 savings)
Hostos Students, Faculty and Staff Discount 15%
(Cannot be combined with any other discount)

Academics

Reading, Writing & Math

The Arts

Drama, Music, Dance,
Vocal & more

Health & Fitness

Martial Arts, Soccer,
Volleyball, Recreational
Swimming & more

For more information please call **718-518-6656**

Tuition Discount:

Register for 2 or more classes: 5% discount. Seniors (62 years or older) and Hostos Retirees: 15% discount. HCC students, staff and alumni with valid ID card: 15% discount. **Note: Only one discount applies.**

Registration Fee:

There is a non-refundable **\$25 registration fee** per person, per semester.

Tuition and Fees:

Registration is done on a first come first served basis. Students are not considered officially registered until they have completed their tuition payment. Most courses require the purchase of books. Students must pay in full when registering. **No personal checks accepted.**

Changes in Program:

The Continuing Education Program reserves the right to cancel courses, make substitutions in faculty and change the days, times and locations of classes, if necessary.

We are not responsible for misprints in catalogues, brochures and/or advertisements. In the event of an error, we will make every effort to provide you with the correct information. All courses depend on sufficient registration to operate. If a course is cancelled by the College, all registrants will receive a full refund.

Session Guarantee:

Bad weather or other unforeseen circumstances may cause the cancellation of a class session. For bad weather cancellation information, call the Continuing Education Department at 718-514-7534 or Public Safety Office at 718-518-6888. We guarantee that the number of sessions and/or number of hours specified for each course will be allotted.

Refund/Withdrawal:

Request for a refund must be submitted in writing together with a copy of the registration receipt. Your refund will be mailed **within three weeks** of submission. Lack of attendance does not constitute withdrawal and eligibility for a refund. There will be a 100% refund if a class is cancelled by the College. Registration fees are non-refundable unless class is cancelled by the College. **Refunds will not be issued after the end of the first day of class.**

Course Cancellation:

Courses are subject to minimum enrollment. When courses are cancelled, students may transfer to another course or receive a full refund. It is the student's responsibility to call the day before class starts to confirm if class will or will not meet as scheduled.

Transcripts and Letters of Attendance:

To obtain a transcript or a letter confirming attendance write to: (Do not call)

Hostos Division of Continuing Education & Workforce Development
560 Exterior Street Bronx, NY 10451

The College reserves the right to withhold information regarding the record of any students who owes money to the College.

Affirmative Action Policy:

We follow all CUNY policies.
www.hostos.cuny.edu/Administrative-Offices/Office-of-Compliance-and-Diversity/Affirmative-Action-Policy

Certificate Programs:

Certificates of successful completion are issued to all students who satisfactorily complete a Certificate Program. Certificates are withheld pending receipt of all outstanding tuition and fees.

Non-Discrimination Notice:

Hostos Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other category protected under federal, state, and city laws in its programs and/or activities. Inquiries regarding the College's non-discrimination policies can be directed to: Interim Compliance Officer Michele Dickinson, Esq. (Room A-336) at 718-518-4284 or mdickinson@hostos.cuny.edu.

Descuentos en la matrícula:

Si se matricula a dos o más clases: 5% de descuento. Para personas mayores (de 62 años de edad o más) Jubilados Hostos: 15% de descuento. Para estudiantes, personal y alumnos de HHC que presenten una tarjeta de identificación válida: 15% de descuento. **Solamente se permite un tipo de descuento para cada persona.**

Tarifa de Registración:

Hay una **tarifa sin devolución de \$25** para cada persona, cada semestre.

Matriculación y costos:

Los estudiantes se matricularán por orden de llegada. Los estudiantes no se consideran oficialmente matriculados hasta que no hayan pagado el precio total. La mayoría de cursos requieren la compra de libros. Los estudiantes deben efectuar el pago total al matricularse. **No se aceptan cheques personales.**

Cambios en el programa:

El programa de formación continuada para adultos se reserva el derecho de cancelar cursos, sustituir profesores, cambiar los días, horas y lugares de clases si fuera necesario.

No somos responsables de errores de imprenta en el catálogo ni en los anuncios. En caso de error haremos todo lo posible para proporcionarle la información correcta. La realización de los cursos depende de que haya un número suficiente de matriculados. Si Hostos cancela algún curso, todos los alumnos matriculados recibirán el reembolso completo de la tarifa.

Sesión Garantizada:

El mal tiempo o otra circunstancia inesperada podría causar la cancelación de alguna sesión del curso. Para informarse de la posibilidad de cancelación ante un día de mal tiempo, puede llamar al Departamento de Formación Continuada para adultos al 718-514-7534, o Oficina de Seguridad al 718-518-6888. Le garantizamos que el número de sesiones y horas específicas para cada curso estarán cubiertos en su totalidad.

Devolución/ Cancelación:

Para recibir una devolución deberá presentar una aplicación de devolución junto con una copia de su recibo de matrícula. Le enviaremos su devolución por correo a las tres semanas de haber presentado su aplicación de devolución. La falta de asistencia no constituye una cancelación ni el derecho a reembolso. 100% si Hostos cancela la clase. Las tarifas de matrícula no se reembolsarán a no ser que Hostos cancele la clase. **No se consideraran reembolsos después del final del primer día de clase.**

Cancelación de clases:

Los cursos están sujetos a un mínimo de estudiantes matriculados. Cuando se cancele algún curso, los estudiantes pueden transferirse a otro curso o recibir un reembolso total. Los estudiantes son responsables de llamar para confirmar si la clase comenzará o no según el programa.

Certificaciones y cartas de asistencia:

Para obtener un certificado o carta de asistencia por favor escriba a: (No llame, por favor)

Hostos Division of Continuing Education & Workforce Development
560 Exterior Street Bronx, NY 10451

Hostos se reserva el derecho a retener la información de cualquier estudiante que le deba dinero.

Política de Acción Afirmativa:

Seguimos el reglamento de CUNY.
www.hostos.cuny.edu/Administrative-Offices/Office-of-Compliance-and-Diversity/Affirmative-Action-Policy

Certificados de los Programas:

Se expedirán certificados de los cursos a todos los estudiantes que completen el Programa satisfactoriamente. Los certificados se retienen en caso de que haya gastos de matrícula u otras tarifas pendientes.

Aviso de No Discriminación:

Hostos Community College no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad, edad o cualquier otra categoría protegida por las leyes federales, estatales y municipales leyes en sus programas y / o actividades. Las preguntas sobre las políticas de la universidad de no discriminación se pueden dirigir a: Oficial de Cumplimiento Provisional Michele Dickinson, Esq. (Sala A-336) en el 718-518-4284 o mdickinson@hostos.cuny.edu.

Index of Courses*

| | | | |
|---|-----------|--|-----------|
| 16 Hour On-the-Job Training Certificate Program | 34 | CPR/AED for Professional Rescuers and Health Care Providers | 22 |
| 8 Hour Pre-Assignment for Security Officer Certificate Program | 34 | CPT-4 Coding | 29 |
| Alcoholism: A Primary Disease | 26 | Credentialed Alcohol & Substance Abuse Counselor Program CASAC..... | 26 |
| American Sign Language (ASL)..... | 17 | Culinary Arts Certification Program | 30 |
| Anatomy and Physiology | 29 | CUNY Healthcare Interpreter Certificate Program | 28 |
| Ballet for Kids | 49 | Customer Service Training..... | 33 |
| Basic Construction Project Management Certificate Program | 37 | DASA (Dignity for All Students Act) Seminar | 41 |
| Basic Electrical Residential Wiring | 36 | Designing a Client-focused Case Management Service Mode | 32 |
| Basic Property Management | 37 | Drugs Other Than Alcohol | 27 |
| Basic Skills for Children | 40 | ECG Telemetry Technician Certificate | 21 |
| Basic Writing for Adults | 43 | Electrocardiography Technician Certificate..... | 21 |
| Belly Dancing for Kids | 49 | Elements and Techniques of Counseling (Group) Part B..... | 27 |
| Best Practices..... | 43 | Elements and Techniques of Counseling (Individual) Part A | 27 |
| Bookkeeping and Accounting for Private Practice | 29 | Emergency Medical Technician Certificate Program | 25 |
| Bookkeeping and Accounting I & II | 44 | EMT Refresher | 25 |
| Business Record Maintenance and Management | 40 | English Language Arts (ELA)..... | 50 |
| Business Writing for Today's Busy Professionals..... | 32 | ESOL (Advanced) | 16 |
| CASAC Internship..... | 27 | ESOL (Basic) | 16 |
| Case Management Certificate Program | 32 | ESOL (High Intermediate)..... | 16 |
| Certificado de Tecnología | 39 | ESOL (High Intermediate)..... | 16 |
| Certified Nursing Assistant Program (CNA) | 20 | ESOL (Low Intermediate) | 16 |
| Child Care Provider Training Certificate Program | 40 | ESOL Reading & Writing - College Bridge | 16 |
| Child Day Care Program Management | 40 | Etiquette for Kids | 48 |
| Child Development & Learning | 43 | F-03 & F-04 Fireguard Test Prep Certificate | 35 |
| Child Development Associate Certificate | 41 | Fifth Grade Exam Intensive (Math) | 47 |
| Clinical Case Management for Registered Nurses | 23 | Fifth Grade Exam Intensive (Reading) | 47 |
| Clinical Medical Assistant | 23 | Financial Impact of Effective Case Management | 32 |
| CompTIA A+® Certification..... | 38 | First Aid Certification | 22 |
| Computerized Medical Billing | 29 | Food Protection Certificate Program | 30 |
| Contextualized ESOL/ Customer Services | 33 | Functions of the Teacher Assistant | 43 |
| Conversational French..... | 17 | Geometry | 50 |
| Conversational French for Kids | 48 | Global History..... | 50 |
| Conversational Spanish..... | 17 | | |
| Conversational Spanish for Kids | 48 | | |

*Bold indicates Certificate Program (See page 5)

| | |
|---|---|
| <p>Health & Safety40</p> <p>Healthcare Concepts & Terminology for Interpreters28</p> <p>High School Equivalency (HSE) Diploma Test Preparation 14</p> <p>Hip Hop for Kids49</p> <p>HIV Counselor Certificate Program.....27</p> <p>Home Health Aide Certification Program20</p> <p>Hostos Study Abroad42</p> <p>Human Services and Practicalities of Counseling at the Job Site26</p> <p>ICD-9 CM Coding29</p> <p>Improving Math Skills (Grades K-8)47</p> <p>Improving Reading/Writing Skills (Grades K-8)47</p> <p>Improving Your Speaking Skills16</p> <p>Income Tax Preparation.....44</p> <p>Intake and Screening Session (9am to 12pm).....40</p> <p>Integrated Algebra/Algebra I50</p> <p>Interacting with the Workplace Team/ 12 ptIntroduction to Customer Service.....33</p> <p>Introduction to Alcoholism, Substance Abuse and the CASAC Program26</p> <p>Introduction to Healthcare Interpreting28</p> <p>Introduction to Homeland Security Certificate Program35</p> <p>Introduction to Security and Loss Prevention Certificate Program35</p> <p>Introduction to Terror & Anti-Terrorism Certificate Program34</p> <p>Karate for Kids49</p> <p>Landlord Tenant Law.....37</p> <p>Language Arts and Math Curricula Theories & Practices43</p> <p>Learning Through Drama.....48</p> <p>Living Environment: Biology50</p> <p>Local Anesthesia & Nitrous Oxide Administration Certificate Program24</p> <p>Locksmith Certificate Program36</p> <p>Locksmith I36</p> <p>Locksmith II36</p> <p>Locksmith III36</p> | <p>Medical Billing and Coding Certificate Program29</p> <p>Medical Billing for Private Practice29</p> <p>Medical Terminology29</p> <p>Medical, Biological, Physiological & Pharmacological Aspects of Substance Abuse and Alcoholism26</p> <p>MICA Patient26</p> <p>Microsoft Office Certificate Program30</p> <p>Modeling for Kids48</p> <p>New York Tax Course.....44</p> <p>Nutritional Development for Children.....40</p> <p>Patient Care Technician Certificate22</p> <p>Personal Trainer Certification Level I44</p> <p>Pharmacy Technician Certification Program25</p> <p>Plebotomy Technician Certificate.....21</p> <p>Piano for Kids.....48</p> <p>Preparacion para el examen de Equivalencia de la Escuela Secundaria15</p> <p>Preparation for the Notary Public Exam36</p> <p>Principles of Early Childhood Development40</p> <p>Programa Certificación de Protección de Alimentos30</p> <p>QuickBooks44</p> <p>Real Estate Certificate Program.....37</p> <p>Roles and Responsibilities of the Child Care Provider.....40</p> <p>SAT Preparation Course.....50</p> <p>Security Officer Certification 8 & 16 Hours34</p> <p>Self Defense for Kids48</p> <p>Special Populations and Relapse Prevention26</p> <p>Strategies for Managing Behavior40</p> <p>Strategies for Supporting and Managing Behavior43</p> <p>Swimming for Kids49</p> <p>Teacher Assistant Certificate Program43</p> <p>Teacher Assistant Test Prep – NYSATAS43</p> <p>Third Grade Exam Intensive (Math)47</p> <p>Third Grade Exam Intensive (Reading)47</p> <p>Training in the Recognition & Reporting of Child Abuse & School Violence Prevention40</p> <p>Verbal and Non-Verbal Communication33</p> <p>Vocal Training for Kids48</p> |
|---|---|

***Bold indicates Certificate Program (See page 5)**

Staff & Contact Information

Assistant Dean Peter Mertens
Executive Director Evelyn Fernandez-Ketcham
Assistant Director Alex Seki

Staff Directory

Babatunde Oyetunji 718-518-6723
Christopher Gorman 718-319-7916
Darryl E. Rogers 718-319-7931
Dewanda Saabs 718-518-6634
Eileen Newman 718-518-6605
Jacqueline Sotomayor 718-518-6558
Javier Saldaña 718-664-2541
Jeannette Marrero 718-518-6779
Jessica Vilella 718-664-2543
Julio Brito 718-518-6722
Kaila Lopez 718-518-6658
Kwardua Vanderpuye 718-319-7957
Lourdes Mangual De Delgado 718-518-6827
Luisa Perez 718-518-6876
Luisa Porrata 718-518-6509
Magdalena Ramirez 718-518-6719
Marcos Febrillet Jr. 718-518-6778
Marilyn Peña 718-664-2608
Marsha Milan-Bethel 718-518-6830
Marsha Russo 718-518-6746
Monique Pinero 718-319-7928
Nancy Vazquez 718-518-6725
Ninoska Uribe 718-518-6897
Samantha David 718-518-6710
Sheryl Smith 718-664-2542
Tilsa Pattee 718-518-6721
Tina Quiñones-Cabrera 718-664-2544
Wendy Mojica-Florian 718-518-6840
Xiomara Mota 718-518-6662
Yobani Ramos 718-518-6743

Office Hours

Monday to Thursday 8:30am to 6:30pm
Friday 8:30am to 5:00pm
Saturday 8:30am to 4:00pm
Sunday CLOSED

Contact

Telephone 718-514-7534
Fax 718-518-6744
Email cedu@hostos.cuny.edu
Web www.hostos.cuny.edu/Continuing-Ed



Hostos

Community
College

Division of Continuing Education
& Workforce Development

Tel 718-514-7534 Fax 718-518-6744

560 Exterior Street, Bronx, New York 10451

cedu@hostos.cuny.edu www.hostos.cuny.edu/Continuing-Ed

TRANSPORTATION

- Subway:** Take #2, #4, or #5 train to 149th Street & Grand Concourse
- Bus:** Take the Bx #1 or #19 to 149th Street & Grand Concourse
- Car:** Major Deegan Expressway, take E. 153rd Street exit, Exit 6, toward River Avenue. Keep left at the fork on ramp. Go to Exterior Street and E. 149th Street.

TRANSPORTACIÓN

- Trenes:** Número 2, 4 ó 5 hasta la parada de la calle 149 y Grand Concourse
- Autobús:** Bx 1 ó Bx 19 hasta la parada de la calle 149 y Grand Concourse
- Automóvil:** Autopista Major Deegan, tome la salida E. 153rd Street, salida 6, hacia River Avenue. Manténgase a la izquierda en la rampa. Busque las calles Exterior y 149.

Division of Continuing Education & Workforce Development

560 Exterior Street

(E. 149th St. between Exterior St. and River Ave.)

Bronx, New York 10451

tel 718-514-7534

fax 718-518-6744

cedu@hostos.cuny.edu

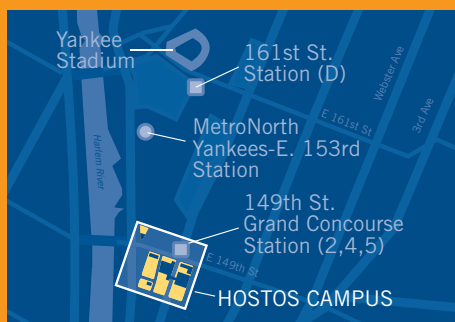
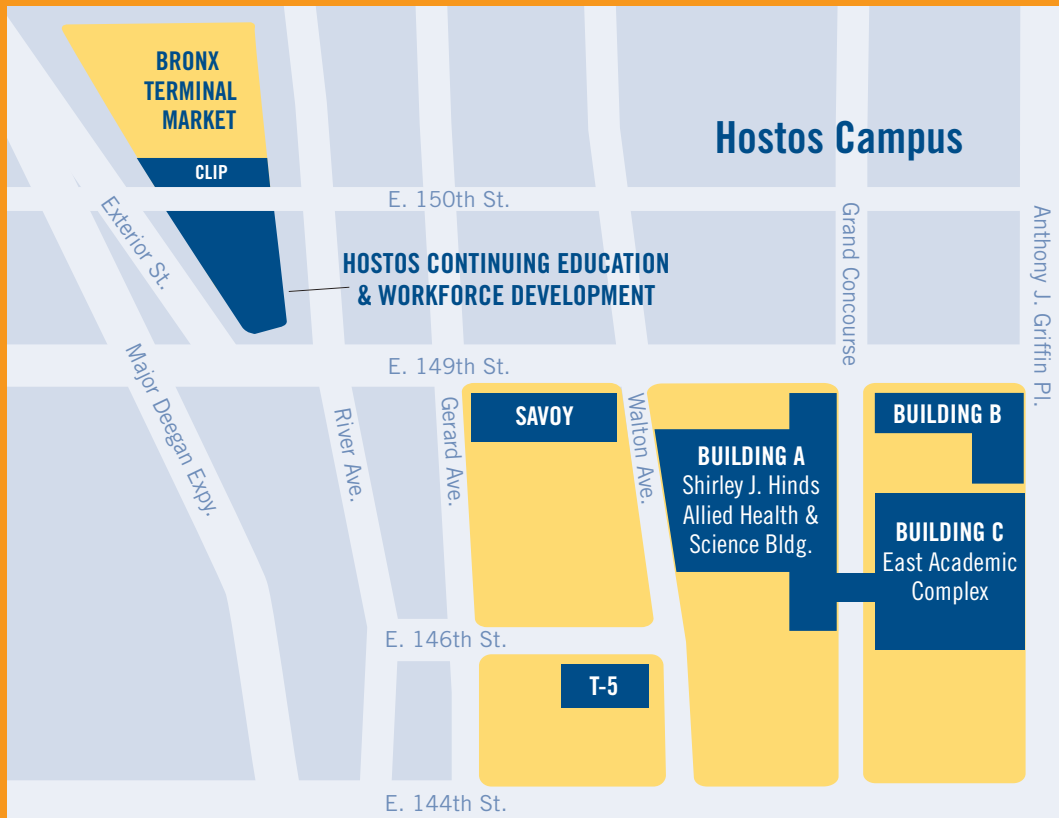
www.hostos.cuny.edu/Continuing-Ed

Fall courses also at

CUNY in the Heights –

Hostos Community College

5030 Broadway, NY, NY 10034



Division of Continuing Education & Workforce Development



**THE SKILLS
TO DO
THE JOB**



Open Houses!

Sat., Jan. 24, 2015 11am-1pm

120 E. 149th. St., Savoy Multi-Purpose Room

Sat., Feb. 7, 2015 11am-1pm

120 E. 149th. St., Savoy Multi-Purpose Room

Thur., Feb. 19, 2015 6pm-8pm

560 Exterior Street, Bronx NY 10451

NEW CERTIFICATE PROGRAMS

- Child Development Associate
- Clinical Case Management for Registered Nurses
- Culinary Arts
- ECG Telemetry Technician
- Electrocardiography Technician
- Home Health Aide
- Hostos Security Academy
- Patient Care Technician
- Pharmacy Technician
- And More

- Basic Construction Project Management
- Certified Nursing (CNA)
- CASAC

- Case Management
- Child Care Provider Training
- Clinical Medical Assistant
- CompTIA A+ Certifications
- Customer Service Training
- CUNY Healthcare Interpreter
- Emergency Medical Technician
- Food Protection Program
- HIV Counselor Program
- Local Anesthesia & Nitrous Oxide Administration
- Locksmith Certificate
- Medical Billing & Coding
- Microsoft Office Program
- Personal Trainer
- Phlebotomy Technician
- Real Estate
- Teacher Assistant



Division of
Continuing Education & Workforce Development

Call 718-514-7534 or email cedu@hostos.cuny.edu
visit www.hostos.cuny.edu/Continuing-Ed

560 Exterior Street, Bronx New York 10451

