

Fall 2014

Division of Continuing Education & Workforce Development



THE SKILLS TO DO THE JOB



Sherina Lucas

I AM HOSTOS

Certifications

High School Equivalency (HSE) & ESOL

College for Kids

OPEN HOUSES

Saturday, Sept. 20

11am–1pm

Saturday, Sept. 27

11am–1pm

Thursday, Oct. 9

6pm–8pm

See back cover for Open House details

STUDENT SPOTLIGHT

“The Patient Care Technician Certificate program at the Division provided me with a wealth of knowledge and skills to enhance my opportunities in the health industry. Hostos Continuing Education is a hidden jewel located in the south Bronx for those seeking guidance and assistance with employment. The Division prepared me as a Patient Care Technician with knowledge to accommodate my clients and their needs. From the moment I walked through the doors to the last day I completed the required course work, the staff provided me with professional support and knowledge to be successful in the medical field. I was most impressed with the guidance provided by the dedicated career specialist after I completed my certification. The skills and service provided by the Division were most beneficial to my career and has led to my recent employment with Workmen's Circle MultiCare Center. I AM HOSTOS.”



Sherina Lucas
Patient Care Technician Certificate Program
Bronx, New York



“I was introduced to Hostos Continuing Education from the Young Men's Initiative Program (YMI). This program caters to young men like myself striving to achieve a High School diploma and pursue an opportunity to earn a college degree. The Division's peer mentors and academic tutors played a vital role in the achievement of my High School diploma. I am now preparing to attend college this fall and major in Business Administration. I AM HOSTOS.”

Richard Shilley
Young Men's Initiative Program (YMI)
Brooklyn, New York

“Hostos provided me with the opportunity to receive the assistance needed to earn my high school diploma and pursue a college degree. The staff gave me the confidence to go back to school and they continuously encouraged me to strive to do my very best at achieving my degree. As a mom, I want to be a role model for my children and teach them that education is a necessity to become successful in life. I am truly appreciative of the Division and the services that were provided. I AM HOSTOS.”



Karina Perdomo
Adult Learning Center, High School Equivalency (HSE) Diploma Preparation
Bronx, New York

Hostos Continuing Education & Workforce Development

The Skills To Do The Job

We hope you have enjoyed your summer and are looking forward to new challenges and rewards in the upcoming fall semester. If you are searching for a new career, looking to improve or refresh your job skills, become proficient in the English language or earn a high school equivalency diploma, we will help you meet the challenge. Your success in becoming more employable or more marketable is our first priority. That is why we only offer job training and career building programs directly related to job growth industries in the State.



Peter Mertens

You will find what you are looking for among the variety of programs we offer in the healthcare, education, business, technology, finance, real estate, construction (the skilled trades) and culinary industries. To support your training and education, you will have access to hands-on experiences, job placement, job fairs, career counseling, and social services.



Evelyn
Fernandez-Ketcham

At Hostos Continuing Education & Workforce Development, we are very proud of the accomplishments of our students. When you are successful in your educational, career and employment pursuits, we know you are strengthening your communities and helping to improve the quality of life of many families.

If you are looking to improve your employment opportunities through job-focused skills and the support and guidance to reach your goals, we invite you to visit or call us. Let us help you obtain the skills to do the job.

Sincerely,

Peter Mertens, *Assistant Dean, Continuing Education & Workforce Development*

Evelyn Fernandez-Ketcham, *Executive Director, Workforce Development*

2013-2014 Highlights

- 136 students received career-focused academic and English language skills instruction, occupational training and other related services via CUNY CareerPATH Program.
- As of spring 2014, we provided Allied Health career services to 539 students as a result of a Health Professions Opportunity Grant Program. Of the 539 participants, 518 completed certificate programs.
- As a result of providing services to 150 veterans and enrolling 80 in our programs, we were awarded a two-year \$300,000 grant from the Stavros Niarchos Foundation to better serve veterans through case management and support services.
- In the fall, in partnership with Montefiore Health System and Phipps Neighborhoods, we will serve additional students with career services through a \$1,000,000 JP Morgan Chase grant.
- Through our partnership with Jewish Home Lifecare, 21 high school seniors earned a total of 80 certifications including Certified Nursing Assistant, CPR, EKG, Phlebotomy and Patient Care Technician.
- To date, our Jobs-Plus Program provided 540 residents of Jefferson Houses in East Harlem with social, financial and employment counseling services. Of the 540 residents, 153 secured job placements.
- Working in collaboration with the Center for Employment Opportunities, 150 formerly-incarcerated men and women successfully participated in an electrical and plumbing training program with a green emphasis leading to entry-level jobs in those trades.
- 30 students graduated from our free Farmer's Market Customer Service Training Program and are now candidates for employment at Harvest Home and GrowNYC—green/healthy living initiatives. The Program focuses on managerial responsibility, computer and accounting skills, verbal and non-verbal communication and defusing conflict.



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)



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Calendar



FALL 2014 CALENDAR

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

| | |
|------------------------------------|------------------|
| Monday, September 1, 2014 | Labor Day |
| Saturday, October 11, 2014 | Columbus Day |
| Sunday, October 12, 2014 | Columbus Day |
| Monday, October 13, 2014 | Columbus Day |
| Thursday, November 27, 2014 | Thanksgiving Day |
| Friday, November 28, 2014..... | Thanksgiving Day |
| Saturday, November 29, 2014..... | Thanksgiving Day |
| Sunday, November 30, 2014..... | Thanksgiving Day |
| Wednesday, December 24, 2014 | Christmas Eve |
| Thursday, December 25, 2014 | Christmas Day |
| Friday, December 26, 2014..... | Christmas Day |
| Saturday, December 27, 2014 | Christmas Day |
| Sunday, December 28, 2014..... | Christmas Day |
| Wednesday, December 31, 2014..... | New Year's Eve |
| Thursday, January 1, 2015..... | New Year's 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

Fall 2014 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 Office Program
- Microsoft Certifications
- Nonprofit Management Program **NEW**
- Patient Care Technician Program **NEW**
- Personal Trainer Program
- Pharmacy Technician Program **NEW**
- Phlebotomy Technician Program
- Real Estate Program
- Teacher Assistant Program
- Security Officer Program

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| Home Health Aide Certification Program (English & Spanish) | page 20 |
| Introduction to Homeland Security | page 35 |
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FREE WORKSHOP SERIES

The History of Latin Music and Latin Jazz Part II



This free seminar series will highlight the history of Latin music and 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 a particular decade, the music that defined that decade 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, October 18, 2014 | 11:00 am - 1:00 pm | Saturday, November 15, 2014 | 11:00 am - 1:00 pm |
| Saturday, October 25, 2014 | 11:00 am - 1:00 pm | Saturday, November 22, 2014 | 11:00 am - 1:00 pm |
| Saturday, November 1, 2014 | 11:00 am - 1:00 pm | Saturday, December 6, 2014 | 11:00 am - 1:00 pm |
| Saturday, November 8, 2014 | 11:00 am - 1:00 pm | Saturday, December 13, 2014 | 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 Fall 2014 3 New Workshops at HOSTOS for Your New and Growing Business

October 17
Marketing on a Shoestring
Diane Drey
2:00pm-4:30pm
Online registration: \$19/Walk in: \$29

November 7
Creating a Business Plan
Sandy Eames/Bruce Director
10:00am-2:00pm
Online registration \$59/Walk in: \$69

December 5
Questions You Need to Answer Before Starting A Business
Burt Wallerstein
10:00am-12:30pm
Online registration: \$19/Walk in: \$29

FOR MORE INFORMATION ON SCORE and WORKSHOPS TO BE HELD AT HOSTOS
PLEASE CALL Hostos: 718-514-7534 or SCORE: 212-264-4507 (newyorkcity.score.org)

Eugenio Maria de Hostos Community College Foundation

9th Annual
Scholarship Fund
Golf Outing

Friday, September 19, 2014
Pelham Bay & Split Rock Golf Courses
Bronx, New York

In support of scholarships and the educational mission of the College.

www.hostos.cuny.edu/golfouting

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)** is moving 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 will serve 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 who 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.

- 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

Hostos Community College CUNY START

475 Grand Concourse, 2nd Fl. Rm. A-222 Bronx, NY 10451

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

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)**
Course start dates: September & November 2014, January & March 2015
- **Clinical Medical Assistant**
- **Dental Assistant**
- **Health Information Technology***
with a certification in
Electronic HealthRecords (EHR)
Course start date: September 2014
- **Patient Care Technician (PCT)**
Course start date: September 2014

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.

WORKFORCE 1

THE BRONX WORKFORCE1 CAREER CENTER IS NOW HIRING FOR POSITIONS IN HEALTHCARE, SOCIAL SERVICES & RETAIL



Hostos and Workforce1 have joined forces to assist qualified Hostos students and area job seekers find job opportunities in the healthcare, social services and retail industries. We are located inside the Center for Workforce Development and Professional Studies, 400 East Fordham Road, Bronx, NY 10458.

**For more information, please visit www.nyc.gov/workforce1
or to schedule an appointment call 718-960-2458.**

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

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 6.0 in math on the placement exam*
- Basic Education - Students must achieve a minimum score of 5.0 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 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 nonprofit 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. Since 2002, Hostos Community College's Continuing Education Workforce Division has partnered with CAUSE-NY, the inter-group relations division of the Jewish Community Relations Council of NY(JCRC).

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

- ◆ **Nonprofit Management Certificate Program at Hostos Community College**
 - ◆ Programs are designed to help you acquire the skills needed for success in the field of Nonprofit Management. Classes offer entry and mid-level managers, as well as others interested in the field, an opportunity to develop and enhance skill sets that will yield immediate results.
- ◆ **Training and Professional Development**
 - ◆ Individual workshops are Data Evaluation, Excel, Strategic Partnerships and Mergers, Fund-Raising and Board Development.
- ◆ **We Are The Bronx Fellowship**
 - ◆ A year-long leadership development and networking program dedicated to advancing the next generation of diverse Bronx leaders.
- ◆ **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
(Entrance through parking lot)

Hostos Community College Jobs-Plus Program

Begin the journey towards financial independence and empowerment:

- Sign-up for free Employment Opportunity sessions
- On-site financial counseling
- Learn how to market yourself
- Resume-building and interview practice

If you are a Jefferson resident contact us at (917) 492-0274
Event Schedule: <http://jeffersonjobsplus.wordpress.com>

Test Prep & Language Skills



Get Your H.S. Equivalency Diploma

Learn English,
Spanish,
French
or
American
Sign
Language

| | |
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THE SKILLS TO DO THE JOB

About TASC™

TASC™ is a state of the art and **affordable** national high school equivalency assessment that assesses five subject areas including reading, writing, mathematics, science and social studies. It measures examinees' levels of achievement relative to that of a graduating high school senior and career and college readiness, as outlined by the Common Core State Standards. TASC™ is available online, as well as in paper and pencil format, in English and Spanish. While TASC™ includes the same subjects previously in the GED®, this assessment will be aligned to the Common Core State Standards which gradually introduces new test items that increase rigor and meaning, to acquire a deeper and greater understanding of each subject area (i.e. depth of knowledge levels) over three years.

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

Students will prepare for the High School Equivalency (HSE) examination by learning test-taking strategies in the five TASC™ content areas and strengthen their reading comprehension skills.

Topics covered will include: learning how to read visuals; use of a Texas Instrumental TI-30xs calculator; practice sample questions similar to those on the State exam.

T, Th & F 9:30am to 12:30pm 9/23-12/9/14
CE1101-F01 96 hrs. 32 sessions \$325

T, Th & F 6:00pm to 9:00pm 9/23-12/9/14
CE1101-F02 96 hrs. 32 sessions \$325

M, W & F 9:30am to 12:30pm 10/29/14-1/19/15
CE1101-F03 96 hrs. 32 sessions \$325

M, W & F 6:00pm to 9:00pm 10/29/14-1/19/15
CE1101-F04 96 hrs. 32 sessions \$325

High School Equivalency (HSE)

Screening Test Schedule



All students who wish to enroll in the High School Equivalency (HSE) Preparation course are required to take a screening exam. You will receive a printout of your readiness assessment score and prediction scores. The screening exam fee is \$20 (**cash only**) and will take place on the dates listed below.

TASC™ course fee is \$325

You must be at least 19 years old to register with appropriate photo ID verifying your age. No friends or children will be allowed at the testing site.

Please be on time for the test.

| | | |
|----------|----------|------------------|
| Tuesday | 9/9/14 | 10:00am & 5:30pm |
| Tuesday | 9/30/14 | 10:00am & 5:30pm |
| Thursday | 10/2/14 | 10:00am |
| Tuesday | 10/14/14 | 10:00am & 5:30pm |
| Thursday | 10/16/14 | 10:00am |
| Tuesday | 10/21/14 | 10:00am & 5:30pm |

To schedule a screening exam please contact us 718-514-7534



TEST ASSESSING
SECONDARY COMPLETION™

For more information about the TASC™ (Test Assessing Secondary Completion) exam, feel free to visit the following websites:

www.nysed.gov www.ctb.com www.lacnyc.org

Sobre TASC™

TASC™ es un examen de evaluación nacional y comparable al nivel de la equivalencia de la escuela secundaria incluyendo las cinco materias que existían en el GED®: lectura, escritura, matemáticas, ciencia, y estudios sociales. Se predice que TASC™ va a medir el nivel del individuo comparando a alguien que a completado la escuela secundaria y preparación de una carrera y para ser admitido en la universidad. Tres formas de TASC™ estarán disponibles cada año en Inglés y Español, en el internet y en formato del papel y de lápiz. Mientras TASC™ incluye los mismos temas con anterioridad en el GED®, esta valoración se ajustará a las Normas Fundamentales Comunes del Estado que introduce gradualmente nuevos elementos de prueba que aumentan el rigor y el sentido, para adquirir un conocimiento más profundo y una mayor de cada una de la materia (es decir, la profundidad de los niveles de conocimiento) en tres años.

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

Los estudiantes se prepararán para el examen de Equivalencia de la Escuela (HSE), aprendiendo estrategias para tomar exámenes en las cinco áreas de contenido TASC™ y fortalecer sus habilidades de comprensión de lectura. Los temas cubiertos incluyen: aprender a leer imágenes, el uso de un instrumental calculadora TI-30XS Texas, y ejemplos de preguntas de práctica similares a las del examen del Estado.

M, W & F 9:30am to 12:30pm 9/24-12/10/14
CE1103-F01 96 hrs. 32 sessions \$325

M, W & F 6:00pm to 9:00pm 9/24-12/10/14
CE1103-F02 96 hrs. 32 sessions \$325

T, Th & F 9:30am to 12:30pm 10/28/14-1/20/15
CE1103-F03 96 hrs. 32 sessions \$325

T, Th & F 6:00pm to 9:00pm 10/28/14-1/20/15
CE1103-F04 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. Usted recibirá una copia de sus resultados del Examen de evaluación y una copia de los previstos. La prueba tiene un costo de \$20 (**solo en efectivo**) y será acabó en los días indicados.

El TASC™ cuesta: \$325

Usted debe de tener 19 años de edad o más para inscribirse. Traiga un documento de identificación que verifique su edad. No se permiten amigos, ni niños en la sala de prueba. Traiga un lápiz #2 y sea puntual para la prueba.

| | | |
|------------------|-----------------|-----------------------------|
| Miércoles | 9/10/14 | 10:00am & 5:30pm |
| Lunes | 9/29/14 | 10:00am |
| Miércoles | 10/1/14 | 10:00am & 5:30pm |
| Miércoles | 10/15/14 | 10:00am & 5:30pm |
| Lunes | 10/20/14 | 10:00am |
| Miércoles | 10/22/14 | 10:00am & 5:30pm |

Por favor, póngase en contacto con 718-514-7534 para programar su examen.



TEST ASSESSING
 SECONDARY COMPLETION™

Para mas informacion sobre el examen de TASC™ (Test Assessing Secondary Completion), usted puede visitar las siguientes paginas web:

www.nysed.gov www.ctb.com www.lacnyc.org

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, we offer instruction at various levels of language proficiency. At each level, instruction will target the four basic skills (speaking, listening, reading and writing) which help you to improve pronunciation, build fluency and gain confidence. You will be given a language proficiency exam to determine your appropriate class level. **The \$20 fee for this exam is not included in the cost for this course.**

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.

M & W 9:30am to 12:30pm 9/15-11/24/14
CE1201-F01 60 hrs. 20 sessions \$225

T & Th 6:00pm to 9:00pm 9/23-12/2/14
CE1201-F02 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 9/16-11/20/14
CE1202-F01 60 hrs. 20 sessions \$225

M & W 9:30am to 12:30pm 9/29-12/8/14
CE1202-F02 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 10/15-12/22/14
CE1203-F01 60 hrs. 20 sessions \$225

T & Th 9:30am to 12:30pm 10/7-12/16/14
CE1203-F02 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 more idiomatic expressions. Students will learn the basics of essay writing (pre-writing, drafting and revision) and prepare and deliver presentations on topics of general interest.

M & W 6:00pm to 9:00pm 11/3/14-1/14/15
CE1204-F01 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. Students will work on developing critical thinking and reading skills needed for interpreting college-level text. Additional topics will include taking effective notes, delivering formal presentations and writing research papers. At the end of the course, students will receive assistance with the Hostos enrollment process.

T & Th 6:00pm to 9:00pm 11/11/14-1/27/15
CE1206-F01 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 10/10-12/19/14
CE1208-F01 30 hrs. 10 sessions \$199

ESOL Screening Test Schedule

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

ESOL course fee is \$225

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 | 9/4/14 | 10am & 5:30pm | Thursday | 10/9/14 | 10am & 5:30pm |
| Thursday | 9/11/14 | 10am & 5:30pm | Thursday | 10/23/14 | 10am & 5:30pm |
| Thursday | 9/18/14 | 10am & 5:30pm | Thursday | 11/6/14 | 10am & 5:30pm |
| Thursday | 9/25/14 | 10am & 5:30pm | | | |

**Language screening is administered by appointment only.
Call 718-514-7534 and make an appointment today!**

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 10/20-12/10/14
CE1221-F01 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 10/18/14-1/3/15
CE1231-F01 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 10/21/14-1/6/15
CE1241-F01 48 hrs. 16 sessions \$499**

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 28-July 8, 2015

Orientation and Pre-Workshops

Hostos Community College

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

Medical & Health



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

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**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 10/20-11/17/14 CE2008-F01 85 hrs. 17 sessions \$449

Spanish:

M-Th 9:00am to 2:00pm 10/27-11/24/14 CE2008-F02 85 hrs. 17 sessions \$449

Prerequisites:

1. CPR Certified
2. Complete medical clearance due first day 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 10/6-11/19/14 CE2001-F01 130 hrs. 26 sessions \$995
 M-Th 6:00pm to 9:00pm 10/20/14-1/12/15 CE2001-F02 130 hrs. 44 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, September 12, 2014 10am
 Thursday, September 25, 2014 6pm
 Thursday, October 9, 2014 6pm

*\$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 9:00am to 2:00pm 10/18/14-2/14/15 CE2004-F01 80 hrs. 16 sessions \$995
 M & W 5:00pm to 9:00pm 10/20-12/29/14 CE2004-F02 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 10/14-11/6/14 CE2005-F01 24 hrs. 8 sessions \$329
 Sat 2:30pm to 5:30pm 10/18-12/13/14 CE2005-F02 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.**

T & Th 6:00pm to 9:00pm 11/11-12/16/14 CE2014-F01 40 hrs. 10 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 10/27/14-1/26/15 CE2015-F01 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 10/17/14 CE2009-F01 3 hrs. 1 session \$35

Fri 9:00am to 12:00pm 11/21/14 CE2009-F02 3 hrs. 1 session \$35

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 10/3/14 CE2006-F01 5 hrs. 1 session \$99

Fri 9:00am to 2:00pm 10/24/14 CE2006-F02 5 hrs. 1 session \$99

Fri 9:00am to 2:00pm 11/14/14 CE2006-F03 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 (including 42 hours online training).

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 9/27/14-1/24/15 CE2100-F01 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.



T & Th 4:00pm-9:00pm 10/28-12/18/14 CE2016-F01 75 hrs. 15 sessions \$899

Prerequisites:

1. Hold a current, active RN license within a state or territory of the United States or the professional, legally recognized equivalent in 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 9/13-9/14/14 and 9/20-9/21/14
CE2031 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, January 15, 2015. Course fee includes textbooks and EMT Equipment Package.

Emergency Medical Technician Certificate Program

T, W, Th 6:00pm to 9:30pm 10/7/14-1/15/15 CE2071-F01 150 hrs. 45 sessions \$1,199
Prerequisite: Students must have a High School Equivalency (HSE) Diploma.

EMT Refresher

T, W, Th 6:00pm to 9:30pm 10/7/14-1/15/15 CE2072-F01 150 hrs. 45 sessions \$395

Pharmacy Technician Training Certificate Program

NEW



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). **Tuition includes all Textbooks and Materials. Exam fee is not included.**



This comprehensive 180 hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's exam. Course content includes:

- Medical terminology specific to the pharmacy
- Reading and interpreting prescriptions
- Defining drugs by generic and brand names

T, W, Th 10/14-1/14/15 6:00pm-9:00pm ACE-0717 CHF01 \$1,499

Students are eligible for 1 to 3 month externship. Tuition includes all materials and textbooks.

This course will be held at CUNY in the Heights:

212-567-7132 5030 Broadway New York, NY 10034 www.cunyintheheights.com

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.

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. **35 hours.**

T & Th 6:00pm to 9:30pm 9/2-10/2/14
CE2057-F01 35 hrs. 10 sessions \$399

Ethics and Professionalism in the Therapeutic Relationship

Learn about the ethics, moralities and boundaries that are interwoven into the professional treatment of alcoholism and other forms of substance abuse. The importance of maintaining a professional relationship will be emphasized. **35 hours.**

M & W 6:00pm to 9:30pm 9/3-10/6/14
CE2056-F01 35 hrs. 10 sessions \$399

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. **35 hours.**

T & Th 6:00pm to 9:30pm 10/7-11/6/14
CE2058-F01 35 hrs. 10 sessions \$399

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. **35 hours.**

M & W 6:00pm to 9:30pm 10/15-11/17/14
CE2060-F01 35 hrs. 10 sessions \$399

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. **35 hours.**

Sat 10:00am to 3:00pm 11/1-12/20/14
CE2052-F01 35 hrs. 7 sessions \$399

Elements and Techniques of Counseling (Family) Part C

Examine the effects of alcohol and drug addiction on the family, significant others, co-workers, friends and associates of the still suffering alcoholic or addict. Chemical dependency and co-dependency will be explored. **35 hours.**

T & Th 6:00pm to 9:30pm 11/11-12/16/14
CE2059-F01 35 hrs. 10 sessions \$399

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. **35 hours.**

M & W 6:00pm to 9:30pm 11/24-12/29/14
CE2050-F01 35 hrs. 10 sessions \$399

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. **35 hours.**

T & Th 6:00pm to 9:30pm 12/23/14-1/29/15
CE2053-F01 35 hrs. 10 sessions \$399

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. **35 hours.**

M & W 6:00pm to 9:30pm 1/5-2/9/15
CE2051-SP01 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: Each of the eleven courses listed above is 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 10/18-12/13/14 CE2066-F01 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.

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 10/15-12/17/14
CE2061-F01 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 9/30-11/20/14
CE2062-F01 40 hrs. 16 sessions \$799



Orientation Dates:

Wed., Sept. 24, 2014 6pm to 9pm

Wed., Oct. 1, 2014 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 2:00pm 10/18-11/22/14
CE2041-F01 27 hrs. 6 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 2:00pm 12/6/14-1/24/15
CE2042-F01 27 hrs. 6 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 2:00pm 1/31-3/14/15
CE2043-SP01 27 hrs. 6 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 2:00pm 3/21-5/2/15
CE2044-SP01 27 hrs. 6 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 5/9-6/20/15
CE2045-SP01 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 6/27-8/8/15
CE2046-SU01 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 8/15-9/12/15
CE2047-SU01 27 hrs. 6 sessions \$335

Culinary Arts Certification Program

NEW



The Culinary Arts Skills Training is an introductory course designed to give students rudimentary skills and a practical working knowledge of 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 88 hours including 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 103 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.

Students who successfully complete this course will be able to attain entry-level positions as professional food service workers with the solid foundational skills necessary to continue and grow with the industry.

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. **Please call 718-514-7534 for more information.**

Dates and times to be determined CE2083-F01 105 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-F01 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 serán 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-F01 15 hrs. 3 sessions \$165**

Professional Development



Enhance Your Professional Development Skills

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**THE SKILLS
TO DO
THE JOB**

Nonprofit Management Certificate Program

NEW



This program is designed to help you acquire the skills needed for success in the field of Nonprofit Management. The classes offer entry and mid-level managers, as well as others interested in the field, an opportunity to develop and enhance skill sets that will yield immediate results. Students will learn practical strategies and gain cutting edge knowledge and networking opportunities.

Total Hours: 45 hours

Program Cost: \$599

Sat & Sun 10:45am to 3:45pm 10/4-11/22/14 CE4166-F01 45 hrs. 9 sessions \$599

Program Design & Project Management

Learn how to design nonprofit programs and product services that are effectively aligned to provide measurable outcomes.

Effective Leadership

What does it take to be a truly effective leader? How does a leader build a team and continue to motivate nonprofit workers? How do you evaluate team members to inspire their growth? These and other leadership questions will be explored.

Board Recruitment and Development

A good board is widely recognized as a critical ingredient in the ability of a nonprofit organization to achieve a favorable impact. Explore board recruitment, development and retention and suggestions for ways to find potential board members.

Accounting and Budgeting

This is an overview of nonprofit accounting and budgeting principles. Students will explore the role of finance management in nonprofit organizations and discuss IRS requirements, governance structure, filing a 990, audits and financial presentations to the board.

Collaborations and Strategic Partnerships

This course will teach you the value of collaborations and strategic partnerships in the business world during this time of financial cutbacks. A discussion on mergers will also be presented.

Evaluating Your Organization

Explore all aspects of organizational evaluations from evaluations of stakeholders and strategic plans to program goals. This course will teach participants how to design a questionnaire, plan an evaluation and discuss the value of various evaluation methods.

Human Resources

A precursor to any fundraising is the creation, evaluation and presentation of an organizational mission. Students will work with their organization's mission statement, evaluate its effectiveness and create logos and presentation materials.

Branding and Marketing Your Organization

A precursor to any fundraising is the creation, evaluation and presentation of an organizational mission. Students will work with their organization's mission statement, evaluate its effectiveness and create logos and presentation materials.

Effective Grant Writing

Participants will examine all aspects of city, state and federal foundation and corporate grant proposals including cover letters and budget presentation.

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.

Certificate Program: \$497 Individual Course Fee: \$195

**Register for individual courses
or the entire certificate program and save over \$40!**

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.

**Sat 9:00am to 2:00pm 11/8-11/15/14
CE4131-F01 10 hrs. 2 sessions \$195**

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

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

**Sat 9:00am to 2:00pm 11/22-12/6/14
CE4132-F01 10 hrs. 2 sessions \$195**

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.

**Sat 9:00am to 2:00pm 12/13-12/20/14
CE4133-F01 10 hrs. 2 sessions \$195**

Professional Development Course

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 8:00pm 10/20-11/3/14 CE6028 10 hrs. 5 sessions \$165

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 10/24/14 CE4303-F01 8 hrs. 1 session \$79
Fri 9:00am to 6:00pm 12/12/14 CE4303-F02 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 10/25-10/26/14 CE4304-F01 16 hrs. 2 sessions \$139
Sat & Sun 9:00am to 6:00pm 12/13-12/14/14 CE4304-F02 16 hrs. 2 sessions \$139

Take both courses for \$195.

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 11/1-11/2/14 CE4305-F01 16 hrs. 2 sessions \$139
Sat & Sun 9:00am to 6:00pm 12/20-12/21/14 CE4305-F02 16 hrs. 2 sessions \$139

F-03 & F-04 Fireguard Test Prep Certificate Program

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.

Sat 9:00am to 6:00pm 11/15/14 CE4307-F01 8 hrs. 1 session \$79
Sat 9:00am to 6:00pm 1/10/15 CE4307-F02 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 11/8-11/9/14 CE4306-F01 16 hrs. 2 session \$139
Sat & Sun 9:00am to 6:00pm 1/3-1/4/15 CE4306-SP01 16 hrs. 2 session \$139

COMING IN SPRING 2015

Introduction to Security and Loss Prevention Certificate Program

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 10/10-11/14/14 CE5001-F01 30 hrs. 10 sessions \$449

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.

Fri 6pm to 9pm & Sat 10am to 1pm 11/15/14-1/2/15 CE5002-F01 30 hrs. 10 sessions \$449

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 1/9/15-2/7/15 CE5003-F01 30 hrs. 10 sessions \$449

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 10/10-12/26/14 CE5201-F01 30 hrs. 10 sessions \$499

Preparation for the Notary Public Exam

The New York Notary Exam is a thorough test of your knowledge of New York Notary Laws and Procedures. This course is designed to refresh your knowledge of laws pertaining to affidavits, certifications and authenticity of acknowledgements, as well as the various notary forms used in the process. US Citizenship is mandatory.

Sat 1:30pm to 3:30pm 10/18-10/25/14 CE1111-F01 4 hrs. 2 sessions \$85

Tue 6:30pm to 8:30pm 11/25-12/2/14 CE1111-F02 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 10/20-12/4/14*
CE4201-SP01 75 hrs. 27 sessions \$395

30 Hour Real Estate Remedial Course

For those who have successfully completed a 45 hour New York Real Estate Salesperson's License

course and have not yet obtained the NYS Salesperson's License, this supplemental 30 hour review course is mandatory to complete the required 75 hours of training.

M - Th 6:00pm to 9:00pm 10/20-12/4/14*
CE4202-SP01 30 hrs. 12 sessions \$149

22.5 Hours of Continuing Ed for Real Estate Sales Agents

New York State real estate agents must complete 22.5 hours of approved real estate continuing education every 2 years prior to license renewal. This course is designed to meet those requirements.

M - Th 6:00pm to 9:00pm 10/20-12/4/14*
CE4203-SP01 22.5 hrs. 8 sessions \$129

In collaboration with the NY Real Estate Institute.

***Open enrollment: Students can register for classes any time within 10/20-12/4/14.**

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

concerns such as tax incentives, abatements, empowerment zones, deferred real estate taxes with infrastructure improvement by the developers and payment in lieu of taxes (PILOT) programs.

Sat 9:30am to 5:30pm TBA
CE4205-SP01 7.5 hrs. 1 session \$99

Zoning Compliance

Provides an understanding of the important zoning issues affecting real estate development. Topics covered include New York State and City Zoning Code Compliance, basic review of NYC Building Codes, researching the feasibility of a development for construction, understanding Zoning Board and Bureau of Standards Appeals (BSA) approval processes and the basic community real estate tax

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

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 11/4/13-1/22/14 CE3021-SP01 80 hrs. 20 sessions \$1,599*
Price includes textbooks
*14 in-class plus 6 online sessions

CompTIA Network+® Certification

CompTIA Network+® Certification is a globally recognized certification attesting to competency in managing, maintaining, installing, troubleshooting, operating and configuring basic networking infrastructures. This course prepares you for the requisite exam. Exam prices not included.

Prerequisites:

1. At least six months of experience in network support or administration
2. Adequate academic training along with a CompTIA A+ Certification.

T & Th 6:00pm to 9:30pm TBA CE3022-SP01 98 hrs. 17 sessions \$1,899*
Price includes textbooks
*17 in-class plus 7 online sessions

COMING IN SPRING 2015
Microsoft Certifications

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.

| | | | | | | |
|------------------|--------------------------|-------------------------|-------------------|----------------|--------------------|--------------|
| M & W | 6:00pm to 9:00pm | 11/10/14-1/21/15 | CE3010-F01 | 60 hrs. | 20 sessions | \$569 |
| Sat | 10:00am to 2:00pm | 10/25/14-3/21/15 | CE3010-F02 | 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**

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|-------------------|-------------------------|------------------------|-------------------|----------------|--------------------|--------------|
| T & Th | 6:00pm to 9:00pm | 10/21/14-1/9/15 | CE3011-F01 | 60 hrs. | 20 sessions | \$569 |
|-------------------|-------------------------|------------------------|-------------------|----------------|--------------------|--------------|

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 10/21-12/16/14
CE6014 -F01 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 1/6-1/27/15
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 10/25-12/20/14
CE6011-F01 24 hrs. 8 sessions \$299

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 1/3-1/24/15
CE6013-SP01 12 hrs. 4 sessions \$159

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 10/4/14 CE2091-F01 8 hrs. 1 session \$119

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

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.

Wed 9:00am to 4:00pm 1/7/15
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.

Wed 9:00am to 4:00pm 1/14/15
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.

Wed 9:00am to 4:00pm 1/21/15
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.

Wed 9:00am to 4:00pm 1/28/14
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.).

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

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 10/18-12/20/14 CE4001-F01 42 hrs. 8 sessions \$1,199

This course is also available in Spanish at our CUNY in the Heights location:

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 9:30am to 3:30pm 11/15/14 CE4027-F01 6 hrs. 1 session \$95

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

Teacher Assistant Certificate Program



The Teacher Assistant Certificate program will enable you to work in educational settings under the supervision and direction of a teacher, providing support to students who require assistance in developmental, behavioral and/or learning tasks.

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

Total Cost: \$797 54 hours

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 | 10/18-12/20/14 | CE4021-F01 | 54 hrs. | 9 sessions | \$715 |
| M & W | 5:30pm to 8:30pm | 10/20-12/17/14 | CE4021-F02 | 54 hrs. | 18 sessions | \$715 |

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 42)

Teacher Assistant Certificate Program Required Courses:

Functions of the Teacher Assistant

Learn the skills to effectively support students and teachers in diverse educational settings.

Child Development & Learning

Explore basic theories, principles, research findings and concepts regarding learning and development from a psychological, sociological and physiological perspective.

Best Practices

An overview of the best practices needed by teacher assistants in special education classrooms.

Language Arts and Math Curricula Theories & Practices

A blend of theory and practice set within the framework of the New York City Board of Education's Language Arts and Mathematics curricula.

Strategies for Supporting and Managing Behavior

An introduction to theories, models and skills required to guide and respond positively to the behavior of children, individually and in group settings.

Enhance Your Skills

Basic Writing for Adults

Designed as a pathway for students to focus on developing life skills that are needed to become effective and efficient communicators. Build knowledge and fluency in the writing process associated with today's technology. Instruction will review basic writing skills needed to work in the business and education sector.

T & Th 5:30pm to 8:30pm 11/4-12/16/14
CE4028-F01 36 hrs. 12 sessions \$229

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 2:30pm 1/10-1/17/15
CE4026-SP01 10 hrs. 2 sessions \$125

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 10/18/14-3/28/15 CE4003-F01 120 hrs. 20 sessions \$1,449

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 9:30am-3:30pm CE4030-F01 TBA 6 hrs. 1 session \$95

Sat 9:30am-3:30pm CE4030-F02 TBA 6 hrs. 1 session \$95

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 5:00pm to 6:00pm 10/18/14-1/3/15
CE7201-F01 10 hrs. 10 sessions \$219**

**Sun 1:00pm to 2:00pm 10/19/14-1/4/15
CE7201-F02 10 hrs. 10 sessions \$219**

ZUMBA Fitness

JOIN THE PARTY! ZUMBA Fitness creates a party like atmosphere that incorporates fun and fitness in your workout. Zumba is a fun, joyful Latin inspired fitness class that combines all the rhythms of Latin music. Zumba incorporates dance moves from Salsa, Cumbia, Mereneque, Rumba, Mambo, Samba, Tango, Reggeaton and Hip Hop. It includes both cardio and resistance training components designed to tone and sculpt the entire body. Zumba is designed for adults of all ages and fitness levels. Class participants at any level can start Zumba right away.

**Sat 5:00pm to 6:00pm 10/18/14-1/3/15
CE7201-F01 10 hrs. 10 sessions \$129**

College for Kids



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

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| Languages | 48 |
| The Arts | 48 |
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| High School Tutorial Prep | 50 |

THE SKILLS TO DO THE JOB

COLLEGE FOR KIDS SATURDAY ACADEMY

**IMPROVE ACADEMICS!
PLAY THE PIANO OR THE GUITAR!
LEARN A FOREIGN LANGUAGE!
DANCE! SWIM! 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.



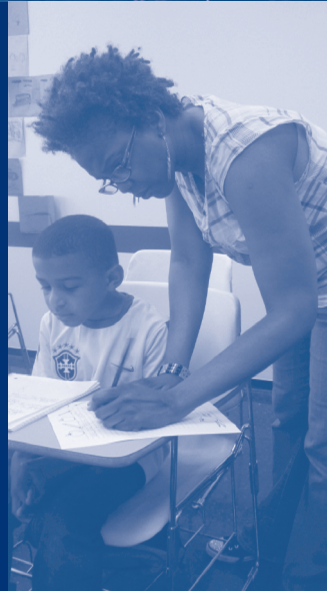
**Saturday Academy Runs from
Oct. 18, 2014 - Jan. 3, 2015
9:00am - 4:00pm**

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)



Register Today! 718-514-7534

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 10/18/14-1/3/15

Kinder-Star

CE8011-F01 20 hrs. 10 sessions

Grade 1

CE8012-F01 20 hrs. 10 sessions

Grade 2

CE8013-F01 20 hrs. 10 sessions

Grade 4

CE8014-F01 20 hrs. 10 sessions

Grade 6-8

CE8015-F01 20 hrs. 10 sessions

Third Grade Exam Intensive (Reading)

CE8016-F01 20 hrs. 10 sessions

Fifth Grade Exam Intensive (Reading)

CE8026-F01 20 hrs. 10 sessions

Improving Math Skills

Sat. 11:15am to 1:15pm 10/18/14-1/3/15

Kinder-Star

CE8021-F01 20 hrs. 10 sessions

Grade 1

CE8022-F01 20 hrs. 10 sessions

Grade 2

CE8023-F01 20 hrs. 10 sessions

Grade 4

CE8024-F01 20 hrs. 10 sessions

Grade 6-8

CE8025-F01 20 hrs. 10 sessions

Third Grade Exam Intensive (Math)

CE8017-F01 20 hrs. 10 sessions

Fifth Grade Exam Intensive (Math)

CE8027-F01 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 11/1/14-1/3/15
CE8101-F01 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 11/1/14-1/3/15
CE8102-F01 8 hrs. 8 sessions \$149

Conversational Italian for Kids

NEW

This is an active, multidisciplinary class that introduces students to Italian through music, games, maps, written tasks, and plenty of speaking. It is conducted entirely in Italian.

(Ages 9 to 14)
Sat 1:30pm to 2:30pm 11/1/14-1/3/15
CE8103-F01 8 hrs. 8 sessions \$149

(Ages 5 to 8)
Sat 2:45pm to 3:45pm 11/1/14-1/3/15
CE8104-F01 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 11/1/14-1/3/15
CE8204-F01 8 hrs. 8 sessions \$149

(Ages 12 to 16)
Sat 2:45pm to 3:45pm 11/1/14-1/3/15
CE8205-F01 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 11/1/14-1/3/15
CE8201-F01 8 hrs. 8 sessions \$149

Guitar for Kids

Trade in that air guitar for the real one! Gain an understanding of the musical language and notes with this introduction to the progressive method of learning melody and chords. Compose your own piece and perform it at the concert at the conclusion of the course. Bring your own guitar and your inner rock star!

(Ages 7 to 9)
Sat 1:30pm to 2:30pm 11/1/14-1/3/15
CE8208-F01 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 11/1/14-1/3/15
CE8206-F01 8 hrs. 8 sessions \$149

(Ages 10 to 13)
Sat 1:30pm to 2:30pm 11/1/14-1/3/15
CE8207-F01 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 11/1/14-1/3/15
CE8202-F01 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 11/1/14-1/3/15
CE8203-F01 8 hrs. 8 sessions \$149

Health and Fitness**Self Defense for Kids****(Ages 11 to 16)****NEW**

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 11/1/14-1/3/15
CE8306-F01 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 11/1/14-1/3/15
CE8312-F01 8 hrs. 8 sessions \$149

(Ages 10 to 16)

Sat 2:45pm to 3:45pm 11/1/14-1/3/15
CE8313-F01 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 11/1/14-1/3/15
CE8302-F01 8 hrs. 8 sessions \$149

(Ages 11 to 16)

Sat 3:45pm to 4:45pm 11/1/14-1/3/15
CE8303-F01 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 11/1/14-1/3/15
CE8301-F01 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 11/1/14-1/3/15
CE8305-F01 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 3:00pm to 4:00pm 10/18/14-1/3/15
CE8307-F01 10 hrs. 10 sessions \$219

Sat 4:00pm to 5:00pm 10/18/14-1/3/15
CE8307-F02 10 hrs. 10 sessions \$219

Sun 11:00am to 12:00pm 10/19/14-1/4/15
CE8307-F03 10 hrs. 10 sessions \$219

Sun 12:00pm to 1:00pm 10/19/14-1/4/15
CE8307-F04 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 10/18/14-1/3/15
CE8401-F01 20 hrs. 10 sessions

Algebra II

Sat 1:30pm to 3:30pm 10/18/14-1/3/15
CE8402-F01 20 hrs. 10 sessions

Geometry

Sat 11:15am to 1:15pm 10/18/14-1/3/15
CE8403-F01 20 hrs. 10 sessions

Living Environment: Biology

Sat 1:30pm to 3:30pm 10/18/14-1/3/15
CE8405-F01 20 hrs. 10 sessions \$249

Global History

Sat 11:15am to 1:15pm 10/18/14-1/3/15
CE8406-F01 20 hrs. 10 sessions

English Language Arts (ELA)

Sat 9:00am to 11:00am 10/18/14-1/3/15
CE8404-F01 20 hrs. 10 sessions

SAT Preparation Course

Sat 9:30am to 3:00pm 9/13-10/25/14
CE8408-F01 30 hrs. 6 sessions

Textbook \$20.

Exam date: Saturday, November 8, 2014

Sat 9:30am to 3:00pm 11/8-12/20/14

CE8408-F02 30 hrs. 6 sessions

Textbook \$20.

Exam date: Saturday, January 24, 2015

Specialized High School Admissions Test (SHSAT)

This course is designed to prepare 8th and 9th graders to sit for the New York City Specialized High School Admissions Test on October 25 & 26, 2014. The focus will be on verbal and logical reasoning, reading comprehension and math skills concentrating on computational and word questions that require arithmetic, algebra, probability, statistics, geometry and trigonometry (for Grade 9 only).

Sat 9:30am to 3:30pm 9/27-10/18/14

CE8409-F01 15 hrs. 3 sessions

Exam date: Saturday, November 1, 2014

ENROLL NOW!

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

Call to Register 718 514-7534

Hostos Community College

Instructor-Led

Online Courses



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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

Policies & Procedures

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.

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.

Matricula 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 matrículas. 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.

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Executive Director Evelyn Fernandez-Ketcham
Assistant Director Alex Seki

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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.

TRANSPORTEACIÓN

- 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

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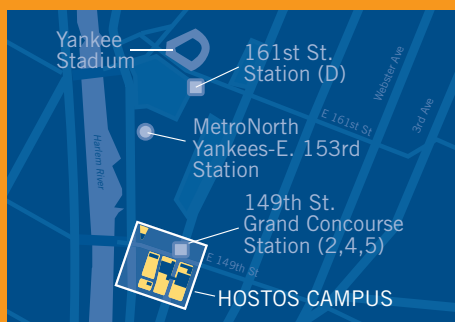
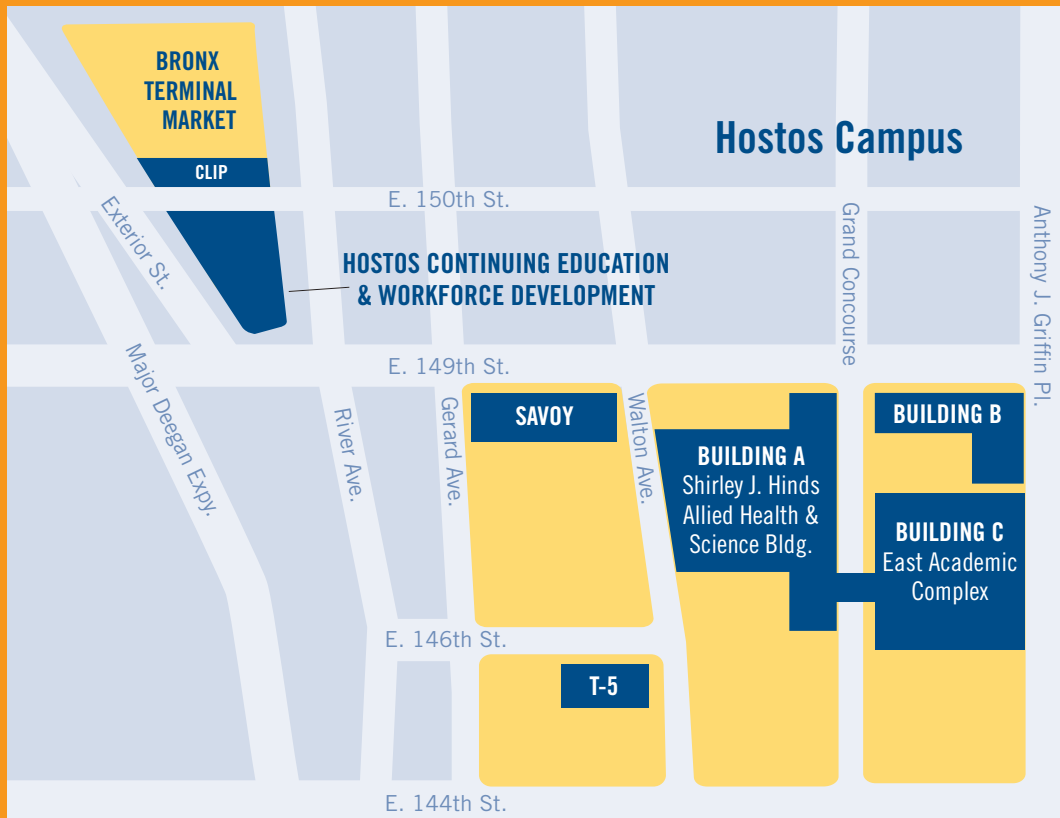
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CUNY in the Heights –

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Hostos Community
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NEW CERTIFICATE PROGRAMS

- Child Development Associate
- Clinical Case Management for Registered Nurses
- Culinary Arts
- ECG Telemetry Technician
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- Home Health Aide
- Hostos Security Academy
- Nonprofit Management
- Patient Care Technician
- Pharmacy Technician
- 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
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- Microsoft Office Program
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- Real Estate
- Teacher Assistant
- Security Officer

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