Welcome to the summer 2016 offerings of Queensborough Community College’s Office of Pre-College, Continuing Education and Workforce Development

Summer is a time for relaxation, preparation for your fall semester, and, in light of the upcoming Presidential election, a hearty debate. Here’s a preview of our new offerings for adults, teens, and children.

Unwind, build health and good posture with a fun and dynamic form of Hatha Yoga, called VINYASA Flow Yoga, which centers on linking breath and movement in a flowing sequence of postures. Become a participant in our Wednesday Workout series in either a new Cardio Hip Hop class or Total Body class that integrates both body weight and added resistance exercises. Explore how the 2016 Presidential election is similar to many past political contests where the Establishment was being challenged by Outsiders in ELECTION 2016: Is It Really Different From America’s Past Elections?

Have your tech savvy teens join our MAJORS/MINORS Program Series by choosing among two STEM related courses and an English Language Arts course. In the Major one course, Scientific Researchers, students will learn how to design and execute scientifically relevant research projects in the fields of microbiology, ecology, physics, and chemistry. Major two, The Coding Academy, is a Python™ Coding Intensive for beginner and intermediate coders. In the MINOR series course, English Language Arts, teens will tap their innate knowledge and literary sources to write original pieces in several forms writing such as poetry, personal memoirs, short fictions, and one act plays. Have your teens prepare for and improve their scores on the new SAT exam by attending this program, The Redesigned SAT.

Children and teens can join our summer long Oasis Day Camp or the new Gold Coast Sports Academy with programs in basketball and tennis. Sue Bird, two time NCAA woman’s champion, and Paul Annacone, famed award winning coach to Pete Sampras and Roger Federer will lead the two academies. If performing arts is your children’s preference, The Theatre Arts Center will offer new programs in acting, musical theatre, and vocal performance.

And if you are an incoming QCC student but is math challenged, look into our new Summer Start program in mathematics. This intensive, low cost, and advisor-supported program will build the skills needed to bypass remediation classes.

We look forward to seeing you on campus this summer.

Diane B. Call, Ed.D.
President
Queensborough Community College

Denise Ward, M.B.A.
Vice President
Pre-College, Continuing Education and Workforce Development
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Professional Certifications

FALL 2016 PROFESSIONAL CLASSES
Call in June for details

BUSINESS
- Accounting
- Bookkeeping
- Cybersecurity
- Enrolled Agents
- Paralegal Studies
- Quickbooks®
- Tax Practitioner’s Institute
- Real Estate Salesperson

ALLIED HEALTH
- Certified Nursing Assistant
- Hemodialysis
- Infection Control
- IV Technician

DRIVING INSTRUCTOR LICENSING
Kye Weaver, MS. Ed.

Driver Training & Traffic Safety Seminar
Emphasizes the principles of defensive driving and behind-the-wheel instructional techniques. Reviews traffic rules and regulations. Recommended for fleet safety supervisors. 
Required Textbook: Responsible Driving is available at the QCC Bookstore.
Meets the technical requirements of the DMV for future or present driving school instructors (also known as the “30-Hour Basic Instructor’s Course” or “Methods and Content Course for In-car Instruction” which satisfies the Commissioner’s Regulations, Part 76.15, of the NYS DMV requirements for certifying driving instructors).
BUX-185 TR / 10 sessions (30 hours) / $240 / Tues & Thurs, 6-9pm, June 7-July 7

Classroom Teaching Techniques
Guidelines, instructional techniques, and actual demonstrations of effective teaching procedures designed to help driving instructors attain a higher level of professional skill in presenting the DMV’s Prelicensing Course. Also known as the “Teaching Techniques and Methodology” course, which satisfies the Commissioner’s Regulation, Part 7.3, of the NYS DMV requirements for certifying driving instructors to teach the Pre-licensing Course.
Offered Fall & Spring Semesters Only.

NOTARY PUBLIC SEMINAR: Prepare for the NYS Test
Juan Carlos Fajardo, JD
Learn the laws, concepts, and procedures for the NYS test. Highlights situations the officer may encounter, i.e., avoiding conflict of interest, professional ethics, proper fees, handling special situations, and minimizing legal liability.
BUX-101 R / 1 session (3 hours) / $65 / Thurs, 6:30-9:30pm, June 16

Sign Up Now for CUNY A!ert at Our Campus!
Students, faculty and staff can now join CUNY A!ert to receive text or voice notifications of campus emergencies or weather related closings. You select the best way to get messages: cell phone, home phone or e-mail. You can sign up even if you are registered with another emergency notification system. So stay alert! Visit www.cuny.edu/alert and sign up for CUNY A!ert now!
Fitness Certification

Human Performance Institute

PERSONAL TRAINER NATIONAL CERTIFICATION

Please register for Live Your Passion, Become a Personal Trainer! On:
- April 6 @ 12:00 PM EDT at: http://tinyurl.com/fitnessorientation406
- May 4 @ 4:00 PM EDT at: http://tinyurl.com/WITSfitness0504
- June 1 @ 12:00 PM EDT at: http://tinyurl.com/WITSfitness0601

Come join this fun profession and be a part of what Fortune Magazine & ABC NEWS.com states as the 4th hottest job in the U.S. at a national average of $34 an hour! Employers seeking our graduates include “24 Hour Fitness”, “LA Fitness”, and “Gold’s Gyms”.

This challenging course is taught over a 6-week period for better retention and skill competency (18 hours of lecture + 18 hours of practical training). The National Certification Exam is held on the sixth week. Registrants who pass both exams are eligible for the 30-hour internship required for certification and will provide graduates the network into their first job in the fitness field.

Learning Outcomes: After successfully completing this course, registrants will be able to:
- Understand and describe basic anatomy, kinesiology and exercise physiology.
- Assess an individual's level of fitness using ACSM guidelines.
- Design and customize exercise programs.
- Demonstrate proper execution of resistance, cardio-respiratory and flexibility exercises.
- Identify and demonstrate at least one strength exercise for every major muscle group.
- Explain ACSM and AHA recommendations for cardiovascular exercise.

The course prepares you for success with coverage of key topics including biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment. World Instructor Training Schools (W.I.T.S.) is the only major certifying body in the country providing comprehensive practical training and internship components. W.I.T.S. is an approved CEU provider for the following organizations: the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), the International Association of Continuing Education and Training (IACET) and the certification test for the GI Bill. The American Council on Education (ACE) has also recommended 3 undergraduate academic credits for this course.

Pre- or Co-Requisite: CPR (AHX-100) - see page 4 to register before/during this program!

Required Textbook: Read the first 3 chapters before the class start date (June 4)
Order directly from W.I.T.S. at http://www.witseducation.com/store/Store.htm#Textbooks or call 1-888-330-9487.

PEX-258 6 sessions (36 hours) / $735 payable directly to W.I.T.S.

S Sat, 9am-4pm (with 1 hour lunch break), June 4-July 16 (skip 7/2)
Practicum @ 9am-noon + Lecture @ 1-4pm; Certification Exam July 16

NOTE: A 3-part payment plan available through Nelnet® @ WITS website.

NO REFUNDS ONCE COURSE STARTS.

Students register directly through the Continuing Education website at www.qcc.cuny.edu/ContEd and go to the W.I.T.S. portal for PAYPAL processing @ http://www.witseducation.com/certifications/ptcert-qbcc.htm

Discounts not applicable for this program.
Cardiac Life Support Training & Certification
This Certification course provides all of the requirements for health care provider & professional rescuer, which includes adult, child, infant CPR, rescue breathing, and use of AED (Automatic External Defibrillator). AHA requires "pass" grade on skills exam & minimum of 85 score on written exam to qualify for certification. Dress comfortably. Required Textbook to be read prior to class: American Heart Association: BLS for Healthcare Providers (latest edition with new 2010 protocols), available at the QCC Bookstore.

NOTE: Students should take Basic (AHX-100) if more than one year since certification.

Basic Cardiac Life Support
Basic techniques for CPR certification.
AHX-100 $115* / 9am-6pm (8 hours) with 1 hr. lunch break
*includes $8.50 for pocket face mask required by AHA protocols and certification card

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<thead>
<tr>
<th>Saturday</th>
<th>Sunday</th>
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<td>S1 May 7</td>
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<td>S2 May 21</td>
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<tr>
<td>S3 June 25</td>
<td>Additional Dates</td>
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<tr>
<td>S4 July 16</td>
<td>May Be Available</td>
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EMT Certification: Basic Course
Stephen Whitlock, RPA-C, Paramedic, Coordinator; Kevin Rummel, Paramedic, CIC, and; Daniel R. Armstrong, DPT
MMR immunization proof required at first class.
Prerequisite: CPR Certification mandatory, previous first aid training highly recommended, minimum 12th grade reading level for intense reading and exam workload, and pass didactic & practical skills exams, and complete clinical rotation on ambulance for certification.

This course covers all techniques and operational aspects of an EMT. Demonstration, practice, and clinical observation are integrated with free online FEMA classes. To take the NYS exam and become certified, registrants must be 18, fluent in English, and not physically disabled. Bring current CPR certification and standard First Aid or CFR credentials to first class.
AHX-110 49 sessions (196 hours) / $1,095
Exam: Thursday August 18 @ 6-10pm
WFM: DAYTIME ONLY: Wednesday, Friday, Monday
9am-6pm w/ 1 hour lunch break
Wed. May 25-July 20
Fri. May 27-July 22
Mon. June 6-July 18 (skip 7/4)
Thurs. August 18 (EXAM)

EMT Refresher Challenge Recertification
Provides testing, evaluation, and necessary retraining for EMTs needing recertification. Test cognition of emergency medical care and performance. Challenge-based format with multiple mandatory sessions to meet updated NYS curriculum.
Enrollment based on successful outcomes of pre-test given at first class.
AHX-111 WFM / $575
Same schedule for Queensborough ONLY as above (AHX-110)
Health Technology Certifications — Daniel R. Armstrong, MS, DPT (Doctorate of Physical Therapy), Coordinator; Candy Zambrano, EMT-B, PTCB, CNA, CPR/BLS instructor, and; other teachers TBA

Required textbooks available at the QCC Bookstore. Certificate of attendance awarded upon satisfying required course attendance, written exam, and skills demonstrations. Prerequisite: CPR (AHX-100) on page 4 (with AHA CPR Certification), and; Medical Terminology for Allied Health (AHX-179) - see below, and Standard First Aid (AHX-183) see below.

No refunds issued for lateness. Timeliness and attendance is enforced; this will impact on eligibility for meeting program and exam requirements. High School Diploma or equivalent required.

EKG Technician (NHA Certified)
Introduction to cardiac anatomy and terminology, recognition of cardiac emergencies, obtaining a 12-lead ECG or EKG tracing and basic rhythm interpretation. Includes additional 4 hours offsite Clinical TBA.

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<thead>
<tr>
<th>AHX-170</th>
<th>10 sessions (40 hours) / $1,575 plus $25 QCC administrative fee below (SA-NHA)</th>
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<tr>
<td>SA</td>
<td>Sat, 8:30am-12:30pm, June 11-Aug. 20 (skip 7/2)</td>
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<tr>
<td>SA-NHA</td>
<td>NHA Exam: Aug. 27 @ 9am-1pm</td>
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Medical Terminology for Allied Health Programs
Learn to identify medical words and terminology by their component parts, receive an introduction to basic anatomy and physiology (with focus on cardiovascular and hematic systems) and understand the importance of medical terminology in the healthcare professions, with online component. Participants required to pass an exam at the end of class. Required textbook is available at the Queensborough Bookstore.

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<th>AHX-179</th>
<th>1 session (8 hours) / $165</th>
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<td>Sat, 9am-6pm (1 hour lunch), June 4</td>
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Phlebotomy Technician (NHA Certified)
Obtain the introductory skills to secure an entry level phlebotomy position. Learn various methods of blood collection through venipuncture, capillary puncture, and existing intravascular devices. Emphasizes use of anticoagulants, the order of draw, and procedures for obtaining and processing specimens. Safety considerations for all health care professionals and patients discussed. Registrants should purchase stethoscope, B/P cuff, lab coats and non-latex gloves; with $35 cash (approximately) paid to instructor at first class meeting for venipuncture supplies. Includes additional 4 hours offsite Clinical TBA.

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<tr>
<th>AHX-171</th>
<th>10 sessions (44 hours) / $1,695 plus $25 QCC administrative fee below (SA-NHA)</th>
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<tr>
<td>SP</td>
<td>Sat, 1-5:25pm, June 11-Aug. 20 (skip 7/2)</td>
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<td>SA-NHA</td>
<td>NHA Exam: Aug. 27 @ 9am-1pm</td>
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Please Note: If you are taking both the EKG and Phlebotomy exams, special TBD schedule will be available.

Standard First Aid Certification
Attain employee training on external bleeding control, injuries, wound care, asthma and allergic reactions, (weather-related) shocks, burns, poisons and sudden illness in the workplace. Learn to recognize everyday emergency situations and take appropriate action until professional help arrives. The American Heart Heartsavers guidelines mandate the required workbook manual be read prior to class (available at the QCC Bookstore @ less than $10).

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<tr>
<th>AHX-183</th>
<th>1 session (8 hours) / $105 includes $8.50 for pocket face mask (AHA protocol)</th>
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<td>Aug. 6</td>
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Child Abuse ID & Reporting Certification
For teachers, MD’s, RN’s, podiatrists, DDS’s, dental hygienists, optometrists, and psychologists.

Michele Singer-Berkowitz, Professional Diploma in School Administration, MS in School Counseling, NYS Certified Prevention Professional. Presently the School Based Services Administrator for the NYC Department of Education – Region 3 Student Placement, Youth and Family Support Services

Approved by the NYS Dept. of Education, this course covers legal definitions of child abuse, neglect, and maltreatment; physical and behavioral signs of abuse; procedures for reporting; and legal implications of reporting and failing to report. Bring license & SSN to class.

PDX-121 TP / 1 session (3 hours) / $65 / Tues, 5-8pm, June 14

TEACHER CERTIFICATION
School Violence Prevention & Intervention Seminar
Michele Singer-Berkowitz, Professional Diploma in School Administration, MS in School Counseling, NYS Certified Prevention Professional. Presently the School Based Services Administrator for the NYC Department of Education – Region 3 Student Placement, Youth and Family Support Services

NYS Law states that a person applying on or after February 1, 2001, initially, or for the renewal of a license, registration, certificate, or limited permit must provide documentation that he/she has completed the required training in School Violence Prevention and Intervention.

This seminar has been approved by the NYS Education Department.

Topics include: Identification of warning signs within a developmental and social context including the statutes, regulations, and policies relating to a safe, non-violent school climate; effective classroom management techniques that promote a nonviolent school climate and enhance learning; the integration of social and problem-solving skill development for students within the regular curriculum; intervention techniques and how to participate in an effective school/community process for students exhibiting violent behavior. Participants will receive the required certificate of completion.

PDX-120 RP / 1 session (3 hours) / $65 / Thurs, 5-8pm, June 16

Patient Care Technician Certification: NHA Certified
Complete Certificate with Seven (7) Course components:

• CPR (AHX-100) – page 4 + Standard First Aid (AHX-183) – page 5
• EKG (AHX-170), Phlebotomy (AHX-171), Medical Terminology (AHX-179) – page 5
• Cultural Competency (MBX-006) (Only offered Fall & Spring Semesters)
• Certified Nursing Assistant (NUX-200) (Only offered Fall & Spring Semesters)

Existing CNA eligible for waiver with price reduction per test assessment.

AHX-176 7 classes / $4295 Bundle Pricing only available at initial time of registration. Plus $20 registration fee each semester & $149 additional fee for NHA Exam.

Review & Exam scheduled as needed.

Partial Payment Schedule available for Bundle Pricing Program Package. 50% due at initial time of registration & 50% due at end of semester.

Refund Policy: Requests calculated by subtracting individual course costs from bundle rate prior to 2nd class meeting.

For more information please contact Jeff Chen @ (718) 281-5546 or jchen@qcc.cuny.edu

Discounts not available for this program.
Emergency Room Technician Certificate Program

Daniel R. Armstrong, MS, DPT (Doctorate of Physical Therapy), Coordinator

An ER Tech provides technical support to MDs and RNs to optimize patient care. The ER Tech assists the MDs and RNs by performing Phlebotomy and IV starts, performing 12-lead EKGs, transporting patients to other departments, performs wound care, obtains lab specimens, documents all care / procedures provided, and performs other responsibilities as assigned.

Requirements: Registrants must have AHA / BLS certification current before beginning program and upon completion of program. Students will be required to meet with Program Coordinator once per semester to assess progress towards completion of program. HS Diploma or equivalent required.

Participants will be required to complete all course work and successfully complete all certification exams within the academic year to be awarded Queensborough "Emergency Room Technician" Certificate of Completion.

To earn the certificate, the following seven courses must be successfully completed within the academic year at Queensborough Community College/Continuing Education:

- AHA/BLS (Basic Cardiac Life Support) AHX-100: Prerequisite for all courses (see page 4)
- Standard First Aid: AHX-183 (see page 5)
- EKG Technician: AHX-170 (see page 5)
- Medical Terminology: AHX-179 (see page 5)
- Phlebotomy Technician: AHX-171 (see page 5)
- Emergency Medical Technician: AHX-110 (see page 4)
- IV Technician: AHX-172 (Only offered Fall Semester)

Waivers available upon verification for current EMTs for EMT requirement

Note: These Courses must be taken sequentially as follows:

- 1st semester: AHX-100, 179, 170, 171, 172, (offered Fall only) 183
- 2nd semester: AHX-110
- Completion semester: AHX-174 & 100 hours EMS Service (volunteer and/or professional) after receiving NYS EMT Certification

Emergency Room Technician (AHX-174) Bundle Pricing:

BUNDLE PRICING for Certificate Program ONLY AVAILABLE at initial time of registration.

REFUND POLICY: Requests calculated by subtracting individual course costs from bundle rate.

All 7 courses @ $4500 plus $20 registration fee each semester and Exam fees.
For current EMT's - Only 3 courses (EKG, IV, Phlebotomy) @ $3,150

Partial Payment Schedule:
50% tuition payment due at initial time of registration & balance due at end of 1st semester.

Students will not be permitted to enroll in sequential certificate courses for 1st subsequent semester unless balance of tuition payment is made prior to new enrollment.

Discounts not applicable for this program.

Custom Contract Training

Continuing Education and Workforce Development provides custom contract training for various organizations including corporations, small businesses, non-profit agencies and government institutions. Please call Jeff Chen at 718.281.5546 to set up a meeting to discuss your needs. Here are a few areas in which we can serve you:

- Customer Service Skills
- Supervisory Skills
- ESL: Customized by Industry
- Computers: Microsoft Software
- Health Care
- Financial Planning
- GED
- Strategic Planning
- Wellness Programs
- Staff & Career Development
- Change Management
- Communication Skills
Medical Office Assistant Certificate Program

The demand for Medical Office Assistants in hospitals, long term care facilities and doctor’s offices continues to increase in NYC. Assistants are now being asked to manage administrative functions of the practice, including electronic health records billing and coding procedures, clinical, technical and diverse cultural skills. Earn industry certifications from the American Heart Association and National Healthcareer Association.

The Certificate Program consists of:
- Medical Office Biller Certificate (6 courses)
- Clinical Competency Track (4 courses): CPR, EKG, Phlebotomy, Standard First Aid
- Electronic Health Records (E.H.R.) & Cultural Competency in Healthcare (1 course each)

Program Highlights
- Training & preparation for employment demands of this growing healthcare sector:
  - Receive four industry-recognized certifications
  - Courses designed to maximize learning potential
  - Cutting edge curriculum across multiple disciplines, including clinical and cultural
- Benefit from QCC’s existing infrastructure in professional and workforce development:
  - Established workforce partners to assist with career development
  - Relevant, industry-based internships to enhance experience and marketability
  - Job search services: industry-specific resume writing, interview skills, referrals

Complete Certificate within Two Consecutive Semesters per below schedules

Please note additional costs and prerequisites under each individual course description. Registrants must pay $20 registration fee each semester and exam fees.

- CPR – page 4
- Standard First Aid – page 5
- EKG – page 5
- Phlebotomy – page 5
- Medical Claims Problem Solving – page 9

Offered Only FALL & SPRING Semesters
- Medical Billing Intro & Cmplt. Mgt.
- Medical Terminology and Systems I & II
- CPT Coding
- ICD10 Coding
- Intro to Pharmacology
- Electronic Health Records
- Cultural Competency

QCC Medical Office Assistant Certificate Training Package: MBX-001
- Pay for individual courses as listed on designated pages OR
- BUNDLE PRICING for Certificate Program ONLY AVAILABLE at initial time of registration: $4,795

REFUND POLICY: Requests calculated by subtracting individual course costs from bundle rate prior to 2nd class meeting.

Partial Payment Schedule available for Bundle Pricing Program Package:
50% due at initial time of registration & 50% balance due at end of 1st semester

For more information please contact Jeff Chen at (718) 281-5546 or jchen@qcc.cuny.edu

Discounts not applicable for this program.

NEW PROGRAM PROPOSALS for Professional Development

Continuing Education offers a multitude of programs for our community.

If you are interested in joining our instructional team toward Learning for a Lifetime, please contact our Program Manager at the email address below and request a PROGRAM PROPOSAL FORM to be submitted with your resume:

JEFF CHEN: jchen@qcc.cuny.edu
**Medical Billing & Coding Certificate**

**Program Coordinator: Azam Rahman, MD**

In the era of technology, there is a rapid change in the Health Care Industry, especially Electronic Health Records, and the Billing & Coding industry. After the implementation of ICD-10-CM and ICD-10-PCS there will be a huge new job market for new students and will also create new job opportunities to the workers who are already in the Billing & Coding business. This new program will prepare new personnel for industry and also focus the current industry workers to prepare the students for the prestigious coding certification exam.

A program certificate is awarded for satisfying all program requirements:
- Complete 4 Required & 2 Elective courses.

**Offered Fall & Spring semesters only**

**Required Courses**
- Medical Billing Introduction & Computer Practice Management with Job Search Preparation
- Medical Terminology and Systems I + II
- ICD Coding 10
- CPT Coding

**Elective Courses**
- Hospital & Hospice Billing
- Introduction to Pharmacology
- Electronic Health Records (EHR) & Health Information Data Management
- Cultural Competency in Health Care

**Review Sessions & Certification Exams**
- Anatomy and Physiology (additional course for test)
- CBCS Exam for NHA Certified Billing & Coding Specialist
- CPC Exam for AAPC Certified Professional Coder

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**NYS Worker’s Compensation & No Fault Insurance**

**Azam Rahman, MD**

Geared to new and established medical office managers, physicians, coders, and entry-level employees to gain better understanding of the rules and regulations of the NYS Workers’ Compensation (WC) program. Learn key provisions of the NYS WC law, including how to enroll, payment process of WC Fee Schedule, procedures to file claims promptly and submission tracking, properly challenge claim denials, differences between arbitration and legal WC issues, reporting requirements, and impact of recent court decisions and legislation on the business practice.

**MBX-118**
- 3 sessions (9 hours) / $135
- W Wed, 6-9pm, June 15-29

**Medical Claims Problem Solving**

**Azam Rahman, MD**

A “must” for healthcare facilities as the link between the medical provider and the insurance carrier. Learn to prevent common reasons claim payment is delayed, reduced, or denied, and proper strategies to resolve disputes.


**MBX-120**
- 6 sessions (18 hours) / $265
- TR Tues & Thurs, 6-9pm, July 5-21

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NOTE:
Updated Medical Billing & Coding Certificate became effective February 2016. Students enrolled in the original Medical Office Biller Certificate prior to Spring 2016 may contact the Program Coordinator, Dr. Azam Rahman via email (arahman@qcc.cuny.edu) to discuss opportunities to complete these Certificate program(s).
Go Online for Professional & Personal Growth

There are hundreds of online courses designed for you to take from the convenience and comfort of your home or office. Online learning offers continuous classroom access, 24-hours a day, 7-days a week. Each course is designed to be hands-on and effective, enabling registrants to rapidly acquire crucial new skills whether it is for business or personal growth.

Our programs are offered through two educational organizations: ed2go and Gatlin Education Services, Inc. Personal Growth programs are offered only through ed2go. Our Career Training and Professional Certificate programs are offered through Gatlin Education Services and ed2go-pro; these professional programs prepare students for developing expertise in their desired career fields and/or prepare them for industry certification exams. Although each course is self-study, each course does have an instructor assigned to answer student questions and help solve problems.

To get more information on programs or to register, please go to www.qcc.cuny.edu/conted and click on Online Courses. Go to either ed2go or Gatlin and click on the title of the course for which you wish to register and follow the online instructions.

Below are Program Categories only.

ED2GO-PRO PROGRAM LISTING

New sessions of each six week course are available monthly.
April 13 • May 18 • June 15
July 13 • August 17

Accounting @ $99
Basic Computer Literacy @ $99
Business Administration @ $99
Career Certificate Programs @ $189
Certification Preparation @ $109
Computer Applications @ $99
Digital Photography & Video @ $99
Database Management & Programming @ $99
Grant Writing & Non-Profit Management @ $99
Graphic Design @ $99
Healthcare Certificates in Continuing Education @ various prices below
Healthcare, Nutrition, and Fitness @ $99
Languages @ $99
Law & Legal Careers @ $99
Math, Philosophy, and Science @ $99
PC Troubleshooting, Networking and Security @ $99

GATLIN PROGRAM LISTING

Healthcare and Fitness Programs @ $599 - $2,795
Hospitality Programs @ $1,395 - $4,095
Business and Professional Programs @ $895 - $4,195
IT and Software Development Programs @ $1,595 - $4,095
Skilled Trades and Industrial Programs @ $1,695 - $3,095
Management and Corporate Programs @ $795 - $4,195
Media and Design Programs @ $1,395 - $4,095
**HSE High School Equivalency (formerly GED)**

**HSE/TASC Preparation for Adults: High School Equivalency Diploma**

*Minerva Ryan-Tidd, HSE Coordinator and instructor, MA, general & special education.*

**TESTING & PLACEMENT for ALL HSE STUDENTS:** Thursday, May 12 @ 6pm sharp

Registrants must take this Placement Test to determine their readiness for the HSE course. Students will be placed into the appropriate class level based on the results of this test. **You will receive notification of your class assignment.**

The **Pre-HSE** course prepares students with the basic skills needed to qualify for the HSE course. The **HSE** course prepares adults to take the High School Equivalency Exam (TASC). Our highly qualified instructors will review and focus on the major subject areas of the test encompassing Mathematics, Science, Social Studies, Reading and Writing, and the **New Special Extended Program** sessions will provide in-class training for test-taking and time management strategies. **This course requires strict adherence to attendance and commitment to daily homework.**

Free Math tutoring available at selected times: Mondays & Wednesdays

**Prerequisite for the HSE course:** Minimum score on the placement test. Students with below the minimum score will be placed into a Pre-HSE section. To qualify to take the HSE exam, students must be at least 16 years of age and meet all the necessary requirements as stated on the N.Y.S. website regarding HSE (TASC) testing eligibility.

A college **Orientation Program** will be held for registrants; schedule to be announced.

Please purchase the required textbook(s) and calculator (TI-30XS model) listed below depending on your placement, available at the QCC Bookstore, and bring to first class meeting.

- **Pre-HSE:** *Common Core Basics* by McGraw-Hill (Math book only)
- **HSE:** *HSE Common Core Achieve* by McGraw-Hill (series of 4 separate books)

**BEX-198** Monday thru Thursday / 30 sessions (120 hours) / (starts Tuesday) May 31-July 21 (skip 7/4)

**Pre-HSE:** MATH ONLY / $240

- **EA-P:** MORNINGS @ 8am-noon
- **HSE:** 30 sessions (120 hours) / $475 / (starts Tuesday) May 31-July 21 (skip 7/4)

- **EA:** MORNINGS: @ 8am-noon
- **EP:** EVENINGS: @ 5-9pm

**SPECIAL EXTENDED SESSIONS FOR TASC PRACTICE**
5 sessions (20 hours) / $75 / Mon. July 25-Aug. 1 (skip 7/29)

- **EA-X:** MORNINGS: @ 8:30am-12:30pm
- **EP-X:** EVENINGS: @ 5-9pm

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**ESL Bridge to HSE**

*(High School Equivalency)*

Designed to prepare English Language learners to take the HSE course. Emphasis on the preparation for the Humanities component (History, Science, English Literature, Grammar, Writing) of the HSE Test, with extra instruction on English language skills.

Also recommended for ESL students who already have an HS diploma/HSE but need to develop academic English language skills.

**Required Textbook:** to be specified on the first day of class.

For language assistance in Spanish or Chinese, please call 718-281-5460

**BEX-193** TRA / 18 sessions (60 hours) / $235 / Tues & Thurs, 8-11:20am, June 7-Aug. 4
ESL: ENGLISH AS A SECOND LANGUAGE
Leila Boodhoo, ESL Coordinator, MA, (TESOL)
Teachers College / Columbia University

Learn the basic English you need to speak with friends, neighbors, and co-workers; continue with emphasis on vocabulary, grammar, listening comprehension and conversation, and; progress to reading and writing.

TESTING & PLACEMENT for ALL ESL STUDENTS (BEX-010 PRE-T)
Tuesday, May 10 at 6-10pm
Registrants must take a Placement Test to determine the appropriate ESL level.
Please arrive promptly at 6pm!

Schedule for all classes:
18 sessions (40 hours) @ 7-9:15pm / $285
TR Tues & Thurs, June 7-Aug. 4

Possible Levels Available:
Beginning • Intermediate • Advanced
For language assistance in Spanish or Chinese, please call 718-281-5460

ESL Bridge to HSE (High School Equivalency)
Designed to prepare English Language learners to take the HSE course. Emphasis on the preparation for the Humanities component (History, Science, English Literature, Grammar, Writing) of the HSE Test, with extra instruction on English language skills.
Also recommended for ESL students who already have an HS diploma/HSE but need to develop academic English language skills.

Required Textbook: to be specified on the first day of class.

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BEX-193 18 sessions (60 hours) / $235
TRA Tues & Thurs, 8-11:20am, June 7-Aug. 4

CUNY Alert
Sign Up Now for CUNY Alert at Our Campus!
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HIGH-QUALITY, AFFORDABLE EDUCATION
Apply now for fall 2016 courses!
Affordable tuition, financial aid, and scholarships are available.

www.qcc.cuny.edu/admissions
CUNY Start is an intensive, low-cost program designed for students who have been accepted to Queensborough Community College but have not qualified for enrollment in most credit-bearing classes based on their CUNY Assessment Test scores. Students participate in college advisement seminars and rigorous academic courses to build the skills and academic habits necessary for success on the CUNY Assessment Tests and in college. **COST: $75**

Two scheduling options are available from August 2016 to January 2017.

- **Full-time:** Math, Reading, and/or Writing, Mon through Fri @ 9:10am-2:50pm (25 hours/wk)
- **Part-time:** Math only, Mon through Thurs @ 2-5pm or 6-9pm (12 hours/wk)

CUNY Start is part of an independent research study to learn about the best ways to help students complete their developmental classes. Space is limited, so students will be chosen by a lottery system. For every 100 students who apply to be in CUNY Start, about 70 students will be selected.

Please call Bonnie Flaherty at (718) 281-5368 to attend Information Sessions or check the CUNY Start website: [www.qcc.cuny.edu/cunystart](http://www.qcc.cuny.edu/cunystart).

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CUNY Language Immersion Program (CLIP)

Dr. Diana G. Berkowitz, *Director*

This program is a full-time (25 hours/week) ESL program for CUNY freshmen. To apply for CLIP, the student must first apply to CUNY and be admitted to one of the CUNY colleges for a degree or certificate program. CLIP prepares ESL students for college level work in English. Students are placed in CLIP based on their CUNY freshmen placement test scores.

Please call 718-281-5460 for further information and for registration.

**SUMMER 2016 SEMESTER:** Monday thru Thursday, June 27-(ends Tues) Aug. 9 (skip 7/4) (with some Fridays TBA)

**SESSIONS:** Morning @ 8:15am-2:15pm • Afternoon @ 2:30-8:30pm • Evening @ 5-10 pm

**TUITION PAYMENT:** NYC residents: $180 • Nonresidents: $450

College Discovery: $45 • Public Assistance: $45

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SUMMER MATH START

Summer Math Start is an intensive, low-cost program designed to build the math skills of incoming QCC students placed in remedial math based on the CUNY Assessment Tests. During the 8-week summer program, students participate in a rigorous math course and college advisement seminar. Students have two opportunities to take the CUNY Elementary Algebra Exam to exit remediation and begin a credit math course in the fall! **COST: $35**

Class runs Monday-Thursday from 9 am to 3 pm for 8 weeks in July and August.

Please call Bonnie Flaherty at (718)-281-5368 or email summerstart@qcc.cuny.edu to learn about attending an Information Session.

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PORT of ENTRY:

**Intensive ESL/ibt TOEFL**

Florence Tse, *Director*

**Website:** [www.qcc.cuny.edu/POE](http://www.qcc.cuny.edu/POE)

For adult international students and new immigrants to improve language skills/enhance English proficiency in speaking, listening, reading, writing.

**I-20 & TOEFL waiver available for eligible college admissions**

Non-Refundable Registration Fee / Tuition

- **Morning** @ 9am-1:30pm / $25 / $1400
- **Afternoon** @ 2-6:30pm / $25 / $1400
  $1600 for 1-20 student
  Mon-Thurs 6/6-8/18
- **Weekend** @ 9am-1pm / $10 / $300
  Sat 6/11-8/20

**Registration Locations & Testing Schedule:**

- **QCC Bayside:** 222-05 56 Avenue, S-108
  718.281.5410
  Thurs 5/12 and Fri 5/13 @ 10am-1pm
- **Flushing Center:** 39-07 Prince Street, #2A
  718.640.9200
  Mon 5/16 and Tues 5/17 @ 10am-1pm
  Sat 5/21 @ 10am-1pm

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CUNY Start is an intensive, low-cost program designed for students who have been accepted to Queensborough Community College but have not qualified for enrollment in most credit-bearing classes based on their CUNY Assessment Test scores. Students participate in college advisement seminars and rigorous academic courses to build the skills and academic habits necessary for success on the CUNY Assessment Tests and in college. **COST: $75**

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CUNY Start is part of an independent research study to learn about the best ways to help students complete their developmental classes. Space is limited, so students will be chosen by a lottery system. For every 100 students who apply to be in CUNY Start, about 70 students will be selected.

Please call Bonnie Flaherty at (718) 281-5368 to attend Information Sessions or check the CUNY Start website: [www.qcc.cuny.edu/cunystart](http://www.qcc.cuny.edu/cunystart).
**Computer Skills: PC & MAC**

**PC EVENING CLASSES**

*Required: All classes require knowledge in using a computer keyboard and mouse.*

Anthony Jordan, BFA, Microsoft certified training consultant/specialist

**For Beginners**

**PC Tour: Boot Camp - Get De-Briefed!**

Receive an overview and learn the major PC applications, including Windows, Word, Access, Excel, and PowerPoint. Each week — another session of training!

- **CPX-115** 5 sessions (15 hours) / $145
- **MW** Mon & Wed, 6:15-9:15pm, June 6-(Mon) 20

**Microsoft Word for Windows**

Learn menu commands; edit and copy; formatting, fonts and attributes, paragraph alignment, bullets, numbering.

- **CPX-260** 3 sessions (9 hours) / $105
- **M** Mon, 6:15-9:15pm, July 11-25

**For Advanced Beginners**

**Microsoft Excel**

Create, edit, save, print worksheets; construct formulas, columns, rows; format text and cells; learn copying; introduction to charts.

- **CPX-230** 3 sessions (9 hours) / $135
- **W** Wed, 6:15-9:15pm, June 22-July 6

**Microsoft PowerPoint**

Need to make an impressive presentation in front of a group? Step-by-step instructions to create, edit, print and file slides, outlines, speaker’s notes, and handouts.

- **CPX-240** 3 sessions (9 hours) / $105
- **W** Wed, 6:15-9:15pm, July 13-27

**SOCIAL MEDIA:**

**1-Day Workshops on Saturdays**

*Recommended: Knowledge of the Mac or Windows Operating System*

Alvin Estrada, A.S., B.S., M.A. +30 credits, Lecturer-Department of Mathematics and Computer Science at John Jay College of Criminal Justice, Adjunct Professor-Department of Mathematics and Computer Science at Adelphi University, Technical Assistant-Department of Mathematics, Computer Science and Information Technology at Nassau Community College

Acquire the basic skills on these free online social media sites.

Register for all three (3) classes below at the initial time of registration for $125.

- **Facebook®: Business & Personal Use**
  
  **Topics include:** news feed, networks, friends, inbox, poking, commenting, likes, tagging, photo albums, online chat, notifications, following, trending and more.

  - **CPX-510** 1 session (6 hours) / $55
    - **S1** Sat, 10am-4pm, June 4

- **LinkedIn®, Tumblr®, Twitter®: Social Networking**

  **Topics include:** connections, news feed, inbox, commenting, notifications, following, followers, trending, tweets, twitter stream, hashtags, quotes and more.

  - **CPX-510** 1 session (6 hours) / $55
    - **S2** Sat, 10am-4pm, June 11

- **Flickr®, Instagram®, Pinterest®, Shutterfly®: Photo Storage, Sharing & Blogging**

  **Topics include:** upload, boards, pins, likes, search, following, photo albums, sharing and more.

  - **CPX-510** 1 session (6 hours) / $55
    - **S3** Sat, 10am-4pm, June 18

**REGISTER NOW**

Students, faculty and staff can now join CUNY Alert to receive text or voice notifications of campus emergencies or weather related closings. You select the best way to get messages: cell phone, home phone or e-mail. You can sign up even if you are registered with another emergency notification system. So stay alert! Visit www.cuny.edu/alert and sign up for CUNY Alert now!
ADOBE® Premiere Foundations
Daniel McKleinfeld, BA, Columbia University, professional editor for 15 years College Lab Technician, The Speech Communication & Theater Arts Department at Queensborough Community College.

Learn how to use the Adobe® Creative Suite’s video software, a program that’s great for amateurs or professionals. You will learn the foundations of digital video editing, including selecting shots, assembling a cut, adding music and sound effects, and using color filters to make your footage look just right. Whether you want to make a highlights reel, an animated slideshow, or your own feature films, this class will show you how to start. Enrollment limited.

CPX-306  MW / 6 sessions (12 hours) / $105 / Mon & Wed, 6:30-8:30pm, June 6-22

The Art of Digital Photography
Leo Correa, Central University-Bogota DC (District of Columbia), multimedia & visual artists, lead photographer - Queensborough Office of Marketing & Communications

Explore the basic principles of becoming proficient with your digital camera (digital “DSLR” or casual compact camera) and the art of photography. Learn how to utilize manual camera operation to produce expert photographs. **Topics include**: exposure, composition, portrait & landscape techniques, design in photography, and basic retouching techniques. Weekly assignments, walking tours, photo demonstrations and group critiques are integral course components.

ARX-260  TR / 8 sessions (22 hours) / $155 / Tues & Thurs, 6-8:45pm, May 31-June 23

HISTORY SERIES
Gerald Matacotta, MA

ELECTION 2016: Is It Really Different from America’s Past Elections?
Throughout America’s history, many of our national elections have been between The Establishment versus Outsiders. In 1940, a businessman who never held political office ran against a two-term president. In 1972, an outsider, George McGovern, a darling of the left and the young, was crushed by Richard Nixon. George Wallace, Eugene V. Debs, William Jennings Bryan, Huey P. Long, Teddy Roosevelt, James B. Weaver, and Andrew Jackson are “outsiders” who ran for president. We will connect the 2016 election season to elections of the past.


HIX-116  R / 2 sessions (4 hours) / $55 / Thurs, 7:30-9:30pm, June 9 & 16

CREATIVE WRITING WORKSHOP: Object Lessons

If you always wanted to write a story or describe a special moment in time, this class is for you! By using your own personal object to fire up your creative brain cells - a childhood gift, something you bought yourself - you will be on your way to crafting that story or memory piece. If size allows, bring your “object of affection” to class.

ENX-146  T / 4 sessions (7 hours) / $55 / Tues, 6:15-8pm, June 7-28

Queensborough Performing Arts Center

50 YEARS!
The Gold Standard in Entertainment!

Saturday, October 1, 2016, 8pm
The Havana Cuba All-Stars
A band comprised of Cuba’s greatest and most prominent musicians, devoted to promoting the entire tapestry of Cuban music. $45, $40, $35

Sunday, October 9, 2016, 3pm
Pump Boys and Dinettes
A jubilant musical comedy centered around a coffee shop way down south! $40, $35

For a full list of upcoming events, log onto www.visitQPAC.org
### Basic Rider Motorcycle Course – $350

This Basic Rider Course (BRC) was developed by the Motorcycle Safety Foundation (MSF) as a complete riding program for the beginner rider.

Learn about the different types of motorcycles and how they operate, what to wear for comfort and protection, how to develop a riding strategy for dealing with traffic and road hazards, and the effect of alcohol and other drugs on your ability to ride safely. The BRC’s riding exercises cover straight-line riding, shifting, braking, cornering and swerving techniques and motorcycle dynamics.

Trama’s Auto School Inc. provides motorcycles, helmets, eye protection and course materials. You need to provide your own riding gear: sturdy, low-heeled over-the-ankle footwear, jacket, long pants, full-fingered gloves, and, if necessary, raingear.

**Prerequisite:** You must be at least 16 years of age to participate. Participants under the age of 18 will be required to have their parent or guardian’s notarized signature on their application. The ability to ride a bicycle is a requirement for admission to the BRC.

**Schedule:** Sat & Sun Class & Riding at 7:45am-5/6pm, June through August.

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### Protect Your Assets 2016

**Ann Margaret Carrozza, JD, Esq., Trust & Elder Law Section of the NYS Bar Association**

Learn about long term care and Medicaid eligibility rules. Review of the current estate tax laws and discussion of strategies to transfer assets to the next generation while maintaining control.

**FIX-152**  
W / 1 session (2 hours) / **FREE** plus $20 registration fee  
Wed, 6-8pm, June 1

### Auto Insurance/Point Reduction

**Bell Auto School**

Completion of this certified course for eligibility of a 10% reduction in auto liability and collision insurance rates each year for 3 years, and a reduction of 4 points in penalties (if any) on driver’s license. **Bring photocopy of driver’s license to class.**

GSX-050  
MW / 2 sessions (6 hours) / $42  
Mon & Wed, 6-9pm, June 20 & 22

### DRIVERS EDUCATION Program – see page 23

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### QCC ALUMNI: Join Now!

The Alumni Association is an exciting dynamic, civic minded organization that exists to support the students and the alumni.

**Our mission is:** "To increase the involvement of the alumni, community and support the economic growth of the College".

Contact us for membership details & program updates:

Tel: (718) 281-5144  
Fax: (718) 281-5035  
Email: Alumni@qcc.cuny.edu
HATHA YOGA: Strength & Stretch
Helen Robinson, MA, RYT (certified Yoga instructor registered with Yoga Alliance)
Yoga is an ancient holistic science that unites the body, mind, and spirit. Hatha Yoga is a series of exercises (asanas - done barefoot) designed specifically to fortify the mind and body. Learn postures for increased strength, stamina, flexibility and bio-mechanical alignment. Improve endurance while quieting the mind through breath control and meditation.
PEX-276 6 sessions (9 hours) / $105
R Thurs, 6:30-8pm, June 2-July 7

MEDITATION: Peace & Harmony
Michele Mason, BA, holistic stress management
Use meditation to help manage stress, assist self-healing, personal growth. Experience relaxation, mindfulness, focusing and visualizations to integrate body, mind and spirit.
PSX-200 4 sessions (8 hours) / $105
T Tues, 6:15-8:15pm, June 14-July 12 (skip 7/5)

VINYASA Flow Yoga
Join the latest Yoga trend for low-impact cardio, strengthening, and flexibility.
Marissa Jordan, Yoga Alliance RYT 2001
A fun and dynamic form of Hatha Yoga centered on linking breath and movement in a flowing sequence of postures. The benefits of this ancient traditional form of Yoga includes weight loss, toned muscles, decreased stress, increased energy, reduced migraines, and strengthened internal systems.
PEX-371 6 sessions (9 hours) / $105
M Mon, 6-7:30pm, June 6-July 18 (skip 7/4)

TAI CHI: Basic
Wenmey Ting, Queensborough staff
Treasure your life and do some proper exercise to keep you healthier and happier.
PEX-273 6 sessions (9 hours) / $75
T Tues, 6:30-8pm, June 7-July 12

ZUMBA® Fitness
Amy Bienkowski, MS, Licensed in Zumba® & Zumba Atomics®, CPR/AED Certified
Designed for everyone, every shape and age. Move to upbeat music & dance to create a dynamic, exciting & effective fitness system.
PEX-241 6 sessions (6 hours) / $65
TP Tues, 5:15-6:15pm, June 7-July 12

FENG SHUI Your Life!
Discover how the foundational principles of the Chinese art of placement can dramatically improve your life. Learn how to enhance your home and workplace to benefit and support changes in your health, wealth, career and relationships. We will use the ‘bagua’ energetic life map to shift your emotional and spiritual well being. Feng Shui meditation will also be taught to remove negative influences and build up your inner ch’i.
IDX-133 2 sessions (4 hours) / $55
R Thurs, 7:15-9:15pm, June 2 & 9

Wear loose-fitting clothing. Bring a towel, yoga sticky mat, bottle of water. Please do not eat food 2 hours prior to class.

For the classes listed below please bring a new, unused Chinese or American red envelope (available at Staples) with $1 inside to present to the instructor as a part of this Feng Shui time-honored tradition.

Ileen Weiss Nelson, President and Feng Shui Master Teacher at Long Island Feng Shui Institute, Certified Yoga Instructor, Reiki Master healer

SLEEP Yoga™
Can’t sleep? Worrying? Busy Mind?
There are many different reasons why we cannot fall asleep or stay sleeping. If sleep eludes you, this can impact on your daytime life in negative ways.
Join us for this relaxing class. Re-train your body to listen to the subtle signals of sleep. Use simple Feng Shui meditation, Restorative Yoga postures, aromatherapy and relaxation techniques.
PEX-277 2 sessions (4 hours) / $55
W Wed, 7:15-9:15pm, June 1 & 8
**Fitness & Sports**

**NEW**

**FITNESS: Wednesday Workouts**

*Rueben L. Edwards, AFAA (Aerobics and Fitness Association of America) Group Fitness Certification and NASM (National Academy of Sports Medicine) Personal Training Certification*

**Cardio Hip Hop**

A totally fun and intense way to burn calories and see what it feels like to be a Hip Hop Dancer. The class is ideal for students looking to tone muscles, achieve weight loss and/or increase stamina, all while indulging in a fun-filled dance activity. **Please wear sneakers.**

PEX-321 WP / 5 sessions (5 hours) / $65 / Wed, 5:15-6:15pm, June 1-29

**Total Body**

A fitness class specifically designed to tone and strengthen the muscles in all areas of the body by integrating both body weight and added resistance exercises. Using large variety of movements and techniques, the students will increase muscle density, muscle power, muscle endurance and muscle strength in all areas of the body. **Please wear sneakers.**

PEX-325 W / 5 sessions (5 hours) / $65 / Wed, 6:15-7:15pm, June 1-29

**Tennis for Beginners / Intermediate**

*Ronald A. Fusco, EdD, QCC Prof, HPE&D*

Basic strokes, court strategy during matchplay, televised student play for visual imagery, etiquette, rules and scoring. **Note:** Enrollment limited to 12 students.

*Only tennis shoes with white soles permitted.* Students must supply rackets & balls. In case of rain, instruction takes place indoors. Registrants may come to courts 1/2 hour before start time.

PEX-278 6 sessions (12 hours) / $155

SA Sat, 10:30am-12:30pm, June 4-July 16 (skip 7/2)

**World Instructor Training Schools**

*“Educational Excellence For Fitness Professionals”*

**PERSONAL TRAINER NATIONAL CERTIFICATION**

Come join this fun profession and be a part of what Fortune Magazine & ABC NEWS.com states as the **4th hottest job in the U.S. at a national average of $34 an hour!**

PEX-258 6 sessions (36 hours) / $735 includes $20 Registration Fee

S Sat, 9am-4pm, June 4-July 16 (skip 7/2)

Practicum @ 9am-12noon + Lecture @ 1-4pm; **Final Exam July 16**

Students register directly through the Continuing Education website at www.qcc.cuny.edu/ContEd and go to WITS portal for PAYPAL processing @ www.witseducation.com/certifications/ptcert-qbcc.htm

**Note:** A 3-part Payment Plan available through Nelnet® on website.

**PLEASE SEE PAGE 3 for DETAILED PROGRAM INFORMATION**

Discounts not applicable for this program.
Community Swimming
A supervised recreational swimming program. Adults must register and accompany child(ren) under 18 years of age for safety.

See box below for pool hours.
REFUND POLICY: after first week, No Refunds will be granted. Original Confirmation Letter must be returned to the Continuing Education office for refund to be considered. Note: No make-up dates for unanticipated facilities and/or weather condition closings

Up to 82 sessions / 203.5 hours

PEX-287 Tues, May 31-Sun Aug. 14 (skip 7/1-4)
E $175, adults
E1 $115, young people under 18 years (must be accompanied by parent)
E1-A $115, adult accompanying in pool a child (under 12 years) in current instructional swim
E2 $55, adult or child (under 12 years) in current instructional swim

Swimming Instruction
Joshua Bernstein, MS, Aqua Therapy License

BEGINNER
PEX-246 9 sessions (6.75 hours) / $125
M Mon, 9-9:45pm, June 6-Aug. 8 (skip 7/4)

PEX-246 9 sessions (9 hours)/ $155
ZP Sun, noon-1pm, June 5-Aug. 7 (skip 7/3)

INTERMEDIATE
PEX-247 9 sessions (6.75 hours) / $125
T Tues, 9-9:45pm, June 7-Aug. 2

Aqua Aerobics
Joshua Bernstein, MS, Aqua Therapy License; Logan Cramer, BA, Physical Education

Improve posture, muscle tone and coordination while increasing strength, flexibility and endurance — without stress! For swimmers & non-swimmers at all levels.

PEX-248 9 sessions (9 hours) / $145
SP Sat, noon-1pm, June 4-Aug. 6 (skip 7/2) (Cramer)
ZA Sun, 9-10am, June 5-Aug. 7 (skip 7/3) (Bernstein)

Aqua ZUMBA®
Amy Bienkowski, MS, licensed to teach Zumba® Fitness, Aqua Zumba®, Zumbatomic®, and Zumba® Toning, CPR/AED certified

The Aqua Zumba® pool party gives a new meaning to the idea of an invigorating workout. Combine Zumba® and aqua fitness foundations to provide a safe, challenging, water-based workout that's cardio-conditioning, body toning, and most of all, exhilarating! Participants should bring bathing suit, water, towel, and water shoes.

PEX-240 6 sessions (6 hours) / $105
M Mon, 8-9pm, June 6-July 18 (skip 7/4)

Swimming

Afternoons, Evenings, Weekends
Monday thru Thursday: 6-7:45pm
Wednesday: 1-2:45pm
Friday: 6-9:45pm
Saturday & Sunday: 1-4:45pm

COMMUNITY SWIM POOL HOURS
Registration Invoice for Community Swim (PEX-287) required for entrance to pool.
Pool hours are subject to change to meet class scheduling requirements, life guard availability, and pool maintenance requirements.

MONTHLY COMMUNITY SWIM PROGRAMS!
Please call 718-631-6343 for details.

Sign Up Now for CUNY Alert at Our Campus!

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Letter from the Director

The Teens Summer Academy is committed to prepare your teen to become a well-rounded dynamic student. We are offering another summer of two STEMNICITY Majors again! This summer we are continuing with Scientific Researchers where Ms. Cristianna is returning with all new experiments to sharpen your teens’ investigation skills. Returning students are welcome! Our second Major is New! The Coding Academy! This is what is trending right now, and since our Coding fall and spring classes were so successful, we decided to offer it as a full day Major! Don’t worry we have our ELA class as a Minor so students can continue their quest for the perfect essay or poem!

Each track will help your teen develop crucial skills that will enhance their academic prowess. As concerned parents, we know that you want the best for your teen so they can get into the high school of their choice, as well as getting your high school teen to supplement the skills and knowledge they will need to succeed in college and career. We invite you to review the rich details of each major.

Jacqueline M. Montgomery, Program Manager; Judy McDermott, Coordinator

All Academic instructors are experienced NYS certified teachers. All enrichment instructors have special expertise in their fields.

NEW PROGRAM PROPOSALS

Continuing Education offers a multitude of youth programs for our community. If you are interested in joining our instructional team for Kids & Teens College, please contact our Kids & Teens College Program Manager:

Jacqueline Montgomery: jmontgomery@qcc.cuny.edu

Sign Up Now for CUNY Alert at Our Campus!

Students, faculty and staff can now join CUNY Alert to receive text or voice notifications of campus emergencies or weather related closings. You select the best way to get messages: cell phone, home phone or e-mail. You can sign up even if you are registered with another emergency notification system. So stay alert! Visit www.cuny.edu/alert and sign up for CUNY Alert now!
STEM is our teen’s future - they live in this age of technology. They are fast-paced, tech-savvy and enthusiastic learners. The ultimate goal of this MAJORs program is to increase student competencies in the sciences and research strategies in STEM-related fields by providing them with the knowledge and skill sets necessary for performing scientific and technological investigations outside the classroom. A future with STEM is one of their best career options, and their key to wise decisions.

**MAJOR One:**
**SCIENTIFIC RESEARCHERS**
Learn the ins and outs of conducting academic research: from development of a research question to data analysis. Students will design and execute fun, interesting and scientifically relevant research projects in the fields of microbiology, ecology, physics and chemistry. This course will employ a hands-on inquiry-based approach to familiarizing students with the fundamentals of conducting scientific research across STEM disciplines such as physics, chemistry, engineering, ecology, biology and applied mathematics. **A $35 materials fee due in cash on the first day of class.**

CLX-485 9 sessions (36 hours) / $260
MW Mondays & Wednesdays

**MAJOR Two:**
**THE CODING ACADEMY**
**Python™ Coding Intensive**
The Python™ Coding Intensive is a class for beginning and intermediate coders who want to take a deep dive into Python™. Beginning coders will learn the fundamentals of Python™ coding, and will learn enough to create the game Pong. Intermediate coders will work through more advanced problems, and will be given a choice of two projects: create a more complicated game OR create a project through using Python’s™ data tools.

**Required Book:** See website below - $23 for e-book or $35 for print & e-book
https://www.packtpub.com/application-development/python-projects-kids

CLX-486 9 sessions (36 hours) / $260
TR Tuesdays & Thursdays

**The MINOR: ENGLISH LANGUAGE ARTS**
The power of language and literature is essential to be a confident student who has the capability to express themselves on paper. Excellence in grammar and vocabulary are required in the classroom, and for life success. Students will be given the opportunity to tap into their innate knowledge and literary sources to enable them to write original pieces such as poetry, personal memoirs, short fiction, one act plays, modern fairy tales, fables and nonfiction essays. They will also focus on grammar, punctuation, paragraphs, the development of ideas and sentence structure. Students will learn to analyze written assignments, structure essays, organize thoughts, and use sophisticated vocabulary, all with a new sense of self confidence.

CLX-280 9 sessions (18 hours) / 9:30-11:30am / $130
MW: Monday & Wednesday  **OR**  TR: Tuesday & Thursday

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**KARAOKE AT THE MOVIES**
The perfect family fun-filled activity! Singalong with us to these popular Disney classics. Now you too can be a movie star! One-of-a-kind interactive film series. Captioned, trivia, prizes. Costumes encouraged. $5 for all

**KARAOKE AT THE MOVIES**
Saturday, December 10, 2016, 6:30pm **THE LITTLE MERMAID** Rated G
Saturday, January 14, 2017, 6:30pm **TARZAN** Rated G

For a full list of upcoming events, log onto www.visitQPAC.org
**The Teens College Summer Internship Program**

Monday thru Thursday July 6 to July 28 / Scheduled Time TBA

**The Teens College Internship Program** includes internships with The QCC Art Gallery, The Kupferberg Holocaust Center, and the SANYS Self Advocacy Association of NYS. Internships teach our future stakeholders tolerance through art, history, community awareness, and understanding, that all people deserve the freedom to live the life they choose.

All internships require full participation and attendance.

A certificate of completion will be awarded. Seats are limited. $20 registration fee is required.

All interested students must submit a letter of interest and be interviewed by the deadline June 10.

Please email to Jacqueline Montgomery, at Jmontgomery@qcc.cuny.edu

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**QCC Art Gallery**

*Faustino Quintanilla, Executive Director*

The QCC Art Gallery at Queensborough Community College is seeking students to serve as interns in the Summer Teen College Internship Program. Students will spend a portion of this summer gaining experience in art administration and acquiring skills necessary to work in a Museum environment. The interns will be required to document incoming art donations and research one item in the collection.

**CLX-705: MW on Monday & Wednesday / TR on Tuesday & Thursday**

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**The Harriet and Kenneth Kupferberg Holocaust Resource Center and Archives**

*Dan Leshem, Director*

The Harriet and Kenneth Kupferberg Holocaust Resource Center and Archives: Students will explore the background of the Holocaust and meeting people who became victims of the many tragic events that took place during this period. The interns will be required to interview a local Holocaust survivor and document his/her story.

**CLX-709  MW: Monday & Wednesday**

---

**The Diversity & Disability Internship**

One cannot talk about Disability without defining Diversity. The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. (QCC Diversity Committee). Students will explore the history of the Disabilities Movement, the grass roots efforts of self-advocacy; the intersections of social, emotional and physical aspects related to disabilities, and learn to become disability awareness advocates in their communities. Students will journal and write an essay upon completion of program.

**CLX-708  TR: Tuesday & Thursday**
\textbf{Specialized HS Entrance Test Prep}  
Unscramble the SHSAT through learning logical reasoning, comprehension, algebra, word problems, probability, and statistics. \textbf{Textbook Required:} \textit{Barron's NYC SHSAT} (latest edition)  
CLX-375  EA / $260 / 9-11am

\textbf{TACH (CO-OP) Test Prep}  
Test for Admission into Catholic High Schools  
If you are an 8th grader who wants to go to a Catholic HS, this test prep is for you. The next exam will be this November so get an early start to be prepared. Develop skills and attain the knowledge to increase your performance on the test. \textbf{Textbook Required:} \textit{TACHs Book-Kaplan Catholic High School Entrance Exams: COOP-HIST-TACHS.}  
CLX-374  EA / $260 / 11:15am-1:15pm

\textbf{The Redesigned SAT}  
Prepare and improve your scores with this newly designed test prep class. Develop mathematics and reading, writing, language skills, and vocabulary that you will use in your everyday life. Learn how to select your answers through careful strategic analysis. As this is the NEW SAT, there will be no individual subjects at this point. Find the class that works for you!  
CLX-580  
EA: 9:30-11:30am / $650  
\textbf{Required Textbook:} \textit{Collegeboard.org SAT book}  
EP: 4-6pm / $650  
\textbf{Required Textbook:} \textit{Grubers Complete guide 2016}

\textbf{Drivers Education}  
Joel Ingram, Coordinator, Bell Auto School

This NYS Education Dept.-approved course is for all eligible public and private high school students. Instructors are licensed by the NYS Department of Education. This program uses late model vehicles with dual controls.  
\textbf{ELIGIBILITY.} All high school students are eligible to register for the Driver Education program provided they are or will be 16 years of age by July 1, 2016. Students must have a learner’s permit or junior license before and bring to first class.  
\textbf{Objectives}  
\begin{itemize}
  \item Acquire safe driving skills and defensive driving awareness.
  \item Earn the MV 285 “Completion Certificate,” providing eligibility for 10-15% discounts on insurance premiums with most companies; Duplicate cards, $20; Duplicate letters, $10.
  \item Qualify to apply for senior driver’s license at age 17.
\end{itemize}

\textbf{TUITION & FEES.} Tuition is $580 (does NOT include textbook cost of $45). Full tuition must accompany your application/registration. \textbf{No partial payments accepted.}  
Additional fees, not payable to QCC, include learner’s permit and optional road test services.  
\textbf{SCHEDULE}  
Convenient schedules offered weekdays. Parental permission forms and schedules are available in L-118P or call 718.631.6343. Students are required to purchase a $45 text from the instructor.  
DEX-100  48 hours instruction / $580  
E  Tues, Wed, Thurs,  
(starts Wed) July 6-August 11  
\textit{NOTE: This program is an introduction to driving. Additional practice outside of class will be needed.}  
This program is exempt from discounts.  
\textbf{REFUND POLICY FOR DRIVERS EDUCATION}  
\begin{itemize}
  \item 90% of total tuition fee will be refunded if requested in writing prior to first class.
  \item No refunds after classes have begun.
Swimming

Tiny Tots Swimming (ages 2-6)
Joshua Bernstein, MS, Aqua Therapy License; Vijay Mistry, BA, Physical Education
Develop water skills safely and with fun – and with parents. One adult must sign up with and accompany each child during instruction.

BEGINNER

- PEX-745 9 sessions (4.5 hours) / $105
- SA each child and $75 each adult
- Sat, 10:30-11am, June 4-Aug. 6 (skip 7/2) (Mistry)
- ZA each child and $75 each adult
- Sun, 10:30-11am, June 5-Aug. 7 (skip 7/3) (Bernstein)

INTERMEDIATE

- PEX-746 9 sessions (4.5 hours) / $105 each child and $75 each adult
- ZA Sun, 10:30-11am, June 5-Aug. 7 (skip 7/3) (Bernstein)

SWIM CLUB TEAM (ages 7-18)

Work with swim coach to improve swim techniques & practice lap swimming
Co-Coaches: Joshua Bernstein, MS, Aqua Therapy License, and; Daniel Armstrong, MS, DPT (Doctorate of Physical Therapy)

Welcome to the wonderful world of competition swimming! Our coaches will test and teach your child(ren) in various competitive swimming techniques. Style, racing dive, and turns will be analyzed and remediation is available. Time trials and competing in local and exhibition meets will be provided.

This course also includes FREE sessions within our Community Swim program schedule (see page 19 for details).

Note: Parents who want to attend Community Swimming with their child(ren) must sign up and pay tuition & registration fee.

- PEX-753 18 sessions (27 hours) / $270
  - WZ Wed & Sun, (starts Sun)
  - June 5-Aug 7 (skip 7/3)
  - Wednesday @ 5-6pm
  - Sunday @ 7-9am

Adolescent/Pre-Teen Swimming (ages 7-14)
Joshua Bernstein, MS, Aqua Therapy License; Vijay Mistry, BA; Logan Cramer, BA, Physical Education
Participants are classified at the first session to ensure similar swim levels for each group. To enroll, a child must be able to stand in 3-1/2 feet of water.

NON-SWIMMERS/BEGINNERS

Enjoy the water and gain skills.

PEX-748 9 sessions (9 hours) / $175
- SA1 Sat, 8:30-9:30am, June 4-Aug. 6 (skip 7/2) (Mistry)
- SA2 Sat, 11am-noon, June 4-Aug. 6 (skip 7/2) (Cramer)

INTERMEDIATE/ADVANCED

To join the intermediate or advanced levels, the child should be able to float front and back, do the cross stroke, and use rhythm breathing.

PEX-749 9 sessions (9 hours) / $175
- SA Sat, 9:30-10:30am, June 4-Aug. 6 (skip 7/2) (Mistry)
- ZA Sun, 11am-noon, June 5-Aug. 7 (skip 7/3) (Bernstein)
- R Thurs, 8-9pm, June 2-July 28 (Bernstein)

COMPETITIVE SWIM INSTRUCTION (ages 7-14)
Joshua Bernstein, MS, Aqua Therapy License
Coaching in various competitive swimming techniques. Style, racing dive, and turns analyzed and remediated. Time trials and information on registering and competing in local, regional swimming competitions will be provided.

PEX-750 9 sessions (9 hours) / $175
- WP Wed, 6:30-7:30pm, June 1-July 27
- FP Fri, 6:30-7:30pm, June 3-Aug. 5 (skip 7/1)

COMMUNITY SWIMMING
Supervised recreational swimming program.
Afternoons, Evenings, Weekends
See page 19 for program schedule, details & refund policy
NEW

LEARN-TO-SWIM Program® (ages 7-12)
Daniel Armstrong, MS, DPT (Doctorate of Physical Therapy), and;
Logan Cramer, BA (Physical Education), both American Red Cross
Certified Lifeguards, Water Safety Instructors, certified by American
Swim Coaches Association (ASCA)

The six-level Learn-to-Swim program is unlike anything offered by other learn to swim
programs. Students progress through the various levels at their own pace, mastering the
skills in one level before advancing to the next. Each level of the Learn-to-Swim® class
includes training in basic water safety and helping others in an emergency, in addition to
stroke development. Enrollment limited to 8 students per class.

PEX-754  10 sessions (7.5 hours) / $205

Level 1: Introduction to Water Skills
MW-EPI  Mon & Wed, 4:30-5:15pm, July 11-Aug 10
TR-LPI  Tues & Thurs, 5:15-6pm, July 12-Aug 11

Level 2: Fundamental Aquatic Skills
TR-EP2  Tues & Thurs, 4:30-5:15pm, July 12-Aug 11
MW-LP2  Mon & Wed, 5:15-6pm, July 11-Aug 10

Level 3: Stroke Development
MW-LP3  Mon & Wed, 5:15-6pm, July 11-Aug 10
TR-EP3  Tues & Thurs, 4:30-5:15pm, July 12-Aug 11

Level 4: Stroke Improvement
MW-EP4  Mon & Wed, 4:30-5:15pm, July 11-Aug 10
TR-LP4  Tues & Thurs, 5:15-6pm, July 12-Aug 11
Summer Performing Arts Programs
AGES 8—18
BROADWAY PROFESSIONALS
ONE OF THE BEST VALUES IN NYC!
FULLY STAGED PUBLIC PERFORMANCES

Theatre Arts Center
New York

ACTING
June 27 — July 24

VOCAL PERFORMANCE
Aug. 1—7

MUSICAL THEATER & DANCE
July 5 — 31

An Independent Private Studio In Residence at
PROFESSIONAL PERFORMING ARTS CTR
QUEENSBOROUGH COMMUNITY COLLEGE

718-595-2905
TheatreArtsCenter.com/New-York/
Oasis Day Camp
in Bayside
at Queensborough Community College

- Fantastic **LOW PRICES**
- Academic enrichment in ELA, Math, STEM, & Fine Arts
- **CHINESE ACADEMY** featuring Mandarin language instruction & Tae Kwon Do
- Traditional Day Camp for kids ages 5-11
- Early Start Imagination Camp for pre-K kids ages 3-4
- Teen Travel for young adventurers ages 12-14
- 8:30am-5:30pm with extended hours available
- Beautiful outdoor facilities & ample air-conditioned indoor space
- Modern indoor swimming pool & daily Red Cross certified swim instruction
- Sports, Visual & Performing Arts, Outdoor Adventure
- Hot Lunch & Busing (with A/C) available
- Low Ratios with Mature Staff
- Flexible enrollment for 2-7 weeks

[Image]

**Oasischildren.com**  
(646)519-5055 • bayside@oasischildren.com
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**CHINESE ACADEMY at Oasis Day Camp**

QCC Chinese Academy campers will receive daily Mandarin Chinese language instruction as well as cultural classes, such as Chinese Dance, Kung Fu, Tae Kwon Do, Origami, Paper Cutting and Abacus. Chinese Academy campers will attend academy courses during the morning Monday-Friday. In the afternoon they will join camp groups and participate in traditional Oasis Day Camp activities, including daily instructional swimming.
Queensborough Community College is located in Bayside, between Springfield Blvd. and Cloverdale Blvd. (223rd street) on 56th Ave. The campus is easily accessible by car from all parts of Queens and Long Island. It is just a few blocks north of the Springfield Boulevard Exit 29 on the Long Island Expressway, and immediately south of the Northern Boulevard exit on the Cross Island Parkway.

By Subway and/or Bus

From Flushing: Take Main Street Flushing Line (No. 7) to Main Street, Flushing Station. Take Q27 bus to campus.

From Jamaica: Take F train to 169th Street and Hillside Ave. and then the Q30 bus via Horace Harding Blvd. to Springfield Blvd. Walk north to 56th Ave. and turn right to campus. You can also take the E, J, or Z trains to the Sutphin/Archer station and take the Q10 bus from there.

From the Bronx: Take the Q44 bus to Flushing Main Street. Transfer to the Q27 bus and go directly onto the QCC campus.

From Nassau County: The N-20, 21 bus line from Nassau County stops at the corner of Northern Blvd. and 223rd Street (Cloverdale Blvd.). The bus makes stops in the towns of Glen Cove, Roslyn, Manhasset, and Great Neck.

* The Q27 and Q10 buses now stop on the campus from 7 am to 11 pm on weekdays. Limited-Stop buses stop at Springfield Blvd. and 56th Ave.

Building Designations

A – Administration Building
C – C Building
G – Gymnasium (Robert F. Kennedy Hall)
GATE – Main Gate
H – Humanities Building / QCC Theater
HB – Humanities Basement
L – Library
LB – Library Basement
M – Medical Arts Building
MC – Medical Arts Lower Level
Oakland Building
S – Science Building
SU – Student Union Building
T – Technical Building
Y2 – Y Building
W – Campus Bookstore
Z – Z Building – (Z-111 is here)
Z – Annex (A + B)

Sign Up Now for CUNY Alert at Our Campus!

Students, faculty and staff can now join CUNY Alert to receive text or voice notifications of campus emergencies or weather related closings. You select the best way to get messages: cell phone, home phone or e-mail. You can sign up even if you are registered with another emergency notification system. So stay alert! Visit www.cuny.edu/alert and sign up for CUNY Alert now!
TUITION & FEES
- The tuition fees listed for each continuing education course represent the total charges for the course. A one-time $20 per person registration fee is required each semester.
- Matriculated QCC students in full-time credit courses are exempt from the registration fee.
- FREE courses require $20 Registration Fee.
- Personal checks will only be accepted ten (10) days prior to class start date.
- A student who has submitted a bad check, or who stopped payment on a check to the College, will not be permitted to pay by check again. In these cases, payment must be by money order or credit card only (cash payments not available). A fee of $15 will be charged for a bad check.
- A paid invoice is needed for class admission. The fee for a duplicate invoice is $5.00.

REFUND POLICY
- Refunds are given either when QCC-CE cancels classes or based on individual student requests.
- All requests for refunds must be submitted in writing, by mail, fax, email or in person. Non-attendance does not constitute a withdrawal or request for refund.
- NO CASH REFUNDS. Refunds are made to the credit card or by check only to the payer of record.
- No refunds for classes which meet for only one or two sessions; or for classes after second meeting.
- Materials fees are not refundable.
- The $20 registration fee is not refundable.
- Refunds are computed when official notification is received by this office as follows: 90% refund at least 3 days prior to first class meeting. 75% refund prior to second class meeting (for courses that have more than two meetings).

NOTE: All refunds take approximately 2-3 weeks after the Office of Continuing Education receives your request and/or a class is cancelled by our office.

TAX DEDUCTION OF EXPENSES
An income tax deduction may be allowed for expenses of education undertaken to maintain current professional skills and jobs.

COLLEGE RULES & REGULATIONS
All participants in the QCC Continuing Education program must follow the College’s rules & regulations. Please ask for Annual Security Report.

The College has the right to change schedules, replace instructors and/or cancel classes at its discretion.
Open Registration begins NOW! Register Early!

Registration Info: Your mailed confirmation contains a map, directions, and course location.

Skip Dates: Please note Skip Dates for most courses are indicated on your confirmation letter. Please check your course schedule in the Catalog and with instructor for any additional skip dates not noted on your confirmation letter.

Updates: The Office will send an updated notice for any changes in your schedule & location.

Fees & Discounts: All FREE courses require payment of $20 registration fee.

Many ways to register:

EMAIL-IN QCCContinuingEd@qcc.cuny.edu
Use Registration form with your signed MasterCard, VISA, Discover or Amex authorization.

FAX-IN 718.281.5538
Use Registration form with your signed MasterCard, VISA, Discover or Amex authorization.

MAIL-IN to the address indicated on Registration form
Send registration form to address indicated — with your check or money order (including $20 registration fee for free courses) payable to Queensborough Community College, or your credit card number.

PHONE-IN 718.631.6343
It takes just 3 or 4 minutes using MasterCard, VISA, Discover or Amex. Please be patient if placed on hold due to volume of calls. Have all information ready for EACH student.

ONLINE REGISTRATION cep.qcc.cuny.edu
NOTE: Certain classes not available for online registration. Please call our office at 718.631.6343 to register. Simple step-by-step process to register with credit card only at any time, any place, 365 – 24/7. For discounts, check, money order, and voucher programs, please contact office directly at 718.631.6343 to register.

Register online and save!
Registering online saves you (do not pay) the $20 Registration Fee!

WALK-IN Library Building, Room 118P
DAYS ONLY: Monday through Friday, 9am-5pm
(Office closed Monday May 30 & Fridays June 24; July 1, 15, 22, 29, and; August 5)

WEB-DOWNLOAD www.qcc.cuny.edu/ContEd
Visit our website and download the registration form in the Bulletin. Then just fax or mail-in per above!

SPECIAL DISCOUNTED PRICING for applicable/eligible courses on tuition only
5% at initial time of registration for:
• First Time (New) students with QCC Continuing Education
• QCC Alumni with current ID Card (with $20 registration fee waived)
Seniors 65 and above: 5% for less than $150; 10% for $150 and over
Note: Only one discount applicable per registrant. All discounts will be taken on tuition only. Certain programs are exempt from discounts (please refer to page listings). Excludes online courses. Not applicable for web-based registration: must call our office @ 718.631.6343 for discounts.

PAYMENTS No partial payments accepted. Cash payments no longer available.

PERSONAL CHECKS Only accepted ten days prior to class start date.

PURCHASE ORDER & VOUCHERS For Employee Training. Organizations enrolling staff for training and development purposes will be invoiced if a purchase order number is quoted.
## QCC Continuing Education Registration Form

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### FORM OF PAYMENT

- ☐ Check
- ☐ Bank Check or Money Order  (Check #_________)
- ☐ Credit Card (indicate below)

**Please make checks payable to:**
Queensborough Community College
and mail to:
Office of Continuing Education, Room L-118P
Queensborough Community College, Bayside, NY 11364-1497

Registration Fee $....... 20.00* ......
Each add’l child $.......15.00* ......
TOTAL $____________________

* Payable one time per semester.

**Special Discounts available**
- see page 31

**One form per student. Incomplete information will delay registration.**
This form may be duplicated.