SPRING CONTINUING EDUCATION

SPRING 2016

EXPLORE > LEARN > INSPIRE

TO REGISTER: www.qcc.cuny.edu/conted • 718.631.6343

QUEENSBOROUGH COMMUNITY COLLEGE CUNY
Welcome to the spring 2016 offerings of Queensborough Community College’s Office of Pre-College, Continuing Education and Workforce Development

Whether you are looking to advance your career, improve your children’s academic ability, or enrich your personal lives, we have some exciting new programs for you to explore.

At this time of renewal and enrichment, we have many new courses in the areas of art and culture, personal computing, finance, and history. In the Creating Smart Phone Apps course you will learn the Intel XDK Developer software and an introduction to HTML 5 programming as a means to design your own phone apps. The four part Art History Series explores couples in the work or art and photography and include the following artists: Frida Kahlo and Diego Rivera, Alfred Stieglitz and Georgia O’Keeffe, Willem and Elaine de Kooning, and Lee Krasner and Jackson Pollock.

This semester’s History Series includes sessions about Whiskey in America, The Space Race, and Andrew Jackson. Our Cultural Series looks at the History of Voting, American Heroes and Comparative Religion. The documentary film option explores LBGT American heroes as these men and women confront military institutions with their lifestyle choices.

The Digital Photography and DSLR Camera course goes in depth exploring techniques to perfect your photo taking. And our last new offering, Understanding the Stock Market, will guide your financial investing options.

For your children and young adults we have updated our Lifeguard Training: American Red Cross Certification. The SAT Preparatory class is now in line with the Redesigned SAT exam. Give your high school teens their best shot on doing well by preparing them for this newly designed SAT exam. Young Chinese Academy members can take advantage of learning the new demands of the Common Core through entertainment in our EDUTAINMENT for Early Childhood program. In addition, enroll your pre-kindergarten through four year old child in the ABC Fun for the Pre-school Child which uses stories, art, music, movement and games to advance their learning. And for the kindergarten and first grade students, Reading and Writing for the Young Learner will use some of their favorite story books to practice their listening, speaking and writing skills.

To keep in step with workplace requirements, we have revamped our Medical Office Biller program to be more in line with industry demands. The new program, called Medical Billing and Coding has extended hours, review and certification exam, and a deeper emphasis on the newly required ICD-10 coding schemes. The opportunities for job placement significantly increase when you complete this newly aligned program. Supporting our professional and enrichment programs, is our redesigned High School Equivalency (HSE) program and the B for Business Skills as part of our ABC Series for Non-Native Speakers.

We look forward to seeing you on campus in the upcoming spring semester. Please stop by our office in the Library to enroll and say hello.

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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**NOTE:** NEW classes highlighted in color

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**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
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CUNY Alert® 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 A!ert now!
Accounting & Computer Assisted Business Certificate

Designated for new business owners, bookkeepers, and those individuals prospectively working to support the business function in any field/industry, and students contemplating business careers and further study of accounting at the college level.

Ken Williams, BBA, MS, CUNY College Accountant-QCC; Ron Williams, MAEd

This curriculum focuses on basic accounting theory, combined with practical manual and computerized accounting technologies. **Prerequisite:** HS diploma or equivalent recommended.

Complete the Certificate in One Year! (Two semesters: Fall & Spring)

**REQUIRED CERTIFICATE COURSES:**
- BUX-194 Bookkeeping
- BUX-197 Accounting
- CPX-300 QuickBooks for Windows

**ACCOUNTING**

Designed for those who seek to apply the tools of bookkeeping (acquired in BUX-194 or relevant life experience) to an in-depth study of accounting principles as they apply throughout the accounting cycle

Ronald Williams, MAEd

Attain an introduction to fundamental financial accounting principles concentrating on analyzing, recording and communicating the economic events of business organizations. **Required Textbook:** *Accounting Principles* by Weygandt, Keiso & Kimmel is available at the QCC Bookstore.

Registrants will:
- differentiate service-based businesses and merchandising firms
- develop competency in preparing and understanding financial statements
- gain insight into how owners, managers and stakeholders use/interpret financial results
- explore how contemporary issues have impacted the business and regulatory environment and the crucial role accountants serve in the overall economic system
- encounter internal control systems implemented to monitor and safeguard assets

BUX-197 12 sessions (30 hours) / $425
TR Tues & Thurs, 6:30-9pm, Tues March 1-15 and; Thurs, March 3-May 5 (skip 4/28)

**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, March 17

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**ENROLLED AGENT (EA)**

**Preparation Course for the Enrolled Agent Exam**

*These course(s) will be taught by Enrolled Agents*

**Offered Summer 2016. Please call in April for scheduling details.**

An Enrolled Agent (EA) is a federally licensed tax practitioner who has technical expertise in the field of taxation and is empowered by the U.S. Department of the Treasury to represent taxpayers before all administrative levels of the IRS. This program will prepare the registrant to become an Enrolled Agent.

**Part 1: Individual Taxation** *(offered again Summer 2016)*

**Part 2: Business & Partnership** *(offered Summer 2016)*

**Part 3: Ethics & IRS** *(offered Fall 2016)*

This program is exempt from further discounts
MICROSOFT
Anthony Jordan, BFA, Microsoft certified, training consultant/specialist

Excel
Create, edit, copy, save, print worksheets; construct formulas, columns, rows; format text and cells; introduction to charts.
CPX-230 3 sessions (9 hours) / $165
W Wed, 6:15-9:15 pm, April 6-20

Access
Learn tables, database queries, forms, and reports. Create a system to manage your business.
CPX-220 3 sessions (9 hours) / $155
W Wed, 6:15-9:15 pm, May 4-18

BOOKKEEPING
Designed for those with little or no previous experience in Bookkeeping but aspire to grow in this career
Ken Williams, BBA, MS, CUNY College Accountant - QCC
This course covers basic bookkeeping information and practices. Emphasis will be placed on manual bookkeeping. Registrants will be encouraged to discuss job situations and also share personal experiences in this field. Classrooms with Computer Lab component.

Registrants will learn bookkeeping terms and their applications, including:
- revenues and expenses
- journal entries
- general ledger
- the accounting cycle
- financial statements
- special journals
- merchandising accounts
- depreciation
- checking account
- interest
- payroll records
- partnerships
- corporations
- bank reconciliations
- preparing reports with computer

Required Textbook: Bookkeeping Made Simple by David A. Flannery, The Philip Lief Group is available at the QCC Bookstore.
BUX-194 12 sessions (36 hours) / $435
MW Mon & Wed, 6:15-9:15pm, Feb. 22-(Mon.) April 11 (skip 3/7, 9, 23)
includes 1 session Computer Lab: Monday, April 4

FREE–Career Counseling, Job Development and Job Placement Services will be available for Accounting and Bookkeeping.

Quickbooks Pro for Windows
Ron Williams, MAEd
Quickbooks™ is a popular and user-friendly business/management technology tool, chosen by myriad companies, given its fundamental platform to integrate accounting and business principles, and perform the vast array of transactions pertinent to all organizations.
Registrants will develop competencies in setting up and customizing the Quickbooks™ software for easy access to essential measures of the firm’s financial performance on which managers rely.
In this class, you will create a Quickbooks™ company to learn, practice, and apply how Quickbooks™ facilitates your firm’s transactions and interactions with customers, vendors, and employees.

Recommended: knowledge of Microsoft applications and a background in bookkeeping or accounting. Up to 30 CPA-CPE credits available through NYS Department of Education Sponsor License #001711.
CPX-300 7 sessions (21 hours) / $415
T Tues, 6:15-9:15pm, March 22-May 10 (skip 4/26)
Professional Certifications

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, Feb. 23-March 24

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.

BUX-186 TR / 10 sessions (30 hours) / $240 Tues & Thurs, 6-9pm, March 29-May 5 (skip 4/26, 28)

TECHNOLOGY CERTIFICATIONS

Avid ® Media Composer Editing Essentials (MC-101)
Daniel McKleinfeld, B.A. - Columbia University, professional editor for 15 years, College Lab Technician-Speech Communication & Theater Arts Department at Queensborough Community College.

This class is the first step in achieving confidence, creativity, and efficiency with Avid® Media Composer, the non-linear film/video editing application used in most movie and television productions. Learn by doing with real-world projects, including the basics of 3-point editing and how to construct a scene, trimming dialogue, techniques to mix music and sound effects, create titles and transitions, and deliver the program to specification.

Acquire critical skills needed to work as an assistant editor: how to sync picture and sound, organize a project, manage media and metadata. Recommended: background in editing, production, or post-production. Required Textbook: Available through the Avid® website and QCC Bookstore.

CPX-430 MW / 12 sessions (24 hours) / $650 / Mon & Wed, 6:30-8:30pm, Feb. 22-March 30

Cybersecurity Preparation for Certification (with review of CompTIA Security+)
Merlinda Drini, Ph.D., Assistant Professor, Engineering Technology Department at Queensborough Community College.

As hacking and other online intrusions become increasingly prevalent, cybersecurity has become an issue of paramount importance for companies which need to hire and retain a well-trained workforce knowledgeable in securing a network and managing risk. It is a very large subject, hence this course which covers the essentials of the current and leading topics in security. Through a combination of lectures and hands-on labs, registrants will also have an opportunity to get solid understanding of each topic required to meet the CompTIA Security+ objectives. Queensborough is a CompTIA Academy Partner. Topics include: Network Security; Compliance and Operational Security; Threats and Vulnerabilities; Application, Data and Host Security; Access Control and Identity Management; Cryptography. The course is intended for people who have knowledge in networking and 2 years of experience in IT administration with a focus on security. Required Textbook: CompTIA Security+ Study Guide: Exam SY0-401

CPX-128 SA 7 sessions (21 hours) / $400 / Sat, 9am-noon, Feb. 27-April 16 (skip 3/26)
Fitness Certification

World Instructor Training Schools
“Educational Excellence For Fitness Professionals”

PERSONAL TRAINER NATIONAL CERTIFICATION

Please register for the ORIENTATION for Personal Training as a SUPER Career!

Register directly with WITS for below schedules:

- **Jan. 13, 2016 4:00 PM EST** at: [http://tinyurl.com/fitnessorientation113](http://tinyurl.com/fitnessorientation113)
- **Feb. 03, 2016 12:00 PM EST** at: [http://tinyurl.com/fitnessorientation203](http://tinyurl.com/fitnessorientation203)
- **Mar. 02, 2016 4:00 PM EST** at: [http://tinyurl.com/fitnessorientation302](http://tinyurl.com/fitnessorientation302)

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 an 8-week period for better retention and skill competency (16 hours of lecture + 16 hours of practical training). The National Certification Exam is held on the 9th 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 Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, and the International Association of Continuing Education and Training (IACET). The American Council on Education has recommended 3 undergraduate academic credits for this course. Veteran Administration partnership pending.

**Pre- or Co-Requisite:** CPR (AHX-100) - see page 7 to register before/during this program!

**Required Textbook:** *Read the first 3 chapters before the class start date (March 5)*


Order directly from W.I.T.S. at [http://www.witseducation.com/store/Store.htm#Textbooks](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.

- includes $20 QCC Registration Fee
- Sat, 9am-4pm (with 1 hour lunch break), March 5-April 16 (skip 3/26) Practicum 9am-noon + Lecture @ 1-4pm; Certification Exam April 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](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 material fee of $8.50 for pocket face mask (AHA protocols) and $7 CPR certification card
Saturday          Sunday
S1 Jan. 9       Z1 Jan. 17  
S2 Jan. 23      Z2 March 13  
S3 April 16  
Additional dates may be available.

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 50 sessions (200 hours) / $1,095  
Saturday counted as 2 sessions  
Exam: Thursday May 19 @ 6-10pm  
MWS: EVENING – Queensborough Campus
Monday, Wednesday, Thursday 6-10pm  
Saturday 9am-6pm w/ 1 hour lunch break
Mon Feb. 1-May 16 (skip 2/15, 4/23)  
Wed Feb. 3-May 11 (skip 3/23, 4/27)  
Sat Feb. 6-May 14 (skip 2/13; 3/26; 4/23, 30)  
Thurs. May 19

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 MWS / $575 Same schedule for Queensborough ONLY as above right column (AHX-110)

We offer CPR & First Aid Training provided at your corporate location. Please contact the Office of Continuing Education at 718-631-6343 to schedule.

MASSAGE THERAPY & NURSING
STUDENTS for CPR / $92
Required by third week.
Health Technology Certification - Daniel R. Armstrong, MS, DPT (Doctorate of Physical Therapy), Coordinator; Candy Perez, EMT-B, PTCB, CNA, CPR/BL5 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 7 (with AHA CPR Certification), and; Medical Terminology for Allied Health (AHX-179) - see below, and Standard First Aid (AHX-183) on page 9.

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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<th>Required Exam</th>
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<tr>
<td>AHX-170</td>
<td>10 sessions (40 hours)</td>
<td>$1,575 plus $25 NHA exam fee below</td>
<td>May 21 @ 9am-1pm</td>
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<tr>
<td>SA-NHA</td>
<td>NHA Exam: May 21 @ 9am-1pm</td>
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**Please Note:**
If you are taking both EKG and Phlebotomy exams, special TBD schedule available.

IV Technician
Attain training in IV administration via lectures, demonstrations and hands on skills practice sessions. Topics: Venous/Vascular Anatomy and Physiology, Complications of IV Therapy, Fluids and Electrolytes, Calculations, Drug Interactions, Adverse Reactions and IV Therapies. **Prerequisite:** Phlebotomy Technician (AHX-171)

**NOTE:** Only offered FALL semester

Medical Terminology for Allied Health Programs
Learn to identify medical words and terminology by their component parts, and also receive an introduction to basic anatomy and physiology (with a focus on the 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 QCC Bookstore.

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<tr>
<td>AHX-179</td>
<td>S / 1 session (8 hours)</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. **Includes additional 4 hours offsite Clinical TBA.**

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<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Tuition</th>
<th>Required Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHX-171</td>
<td>10 sessions (44 hours)</td>
<td>$1,695 plus $25 NHA exam fee below</td>
<td>May 21 @ 9am-1pm</td>
</tr>
<tr>
<td>SP-NHA</td>
<td>NHA Exam: May 21 @ 9am-1pm</td>
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</table>

**Please Note:**
If you are taking both EKG and Phlebotomy exams, special TBD schedule available.

**FREE—Career Counseling, Job Development and Job Placement Services will be available.**
Health & Allied Services Certifications

Standard First Aid Certification
Daniel R. Armstrong, MS, DPT (Doctorate of Physical Therapy), Coordinator
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).

AHX-183 1 session (8 hours) / $105 includes material fee of $8.50 for pocket face mask (AHA protocol) and $5 for certification card

Sunday, 9am-6pm (with 1 hour lunch)  Z1: Jan. 24  Z2: March 20
Saturday, 9am-6pm (with 1 hour lunch)  S1: Jan. 16  S2: April 9

Infection-Control Techniques Licensing Certification
Required in health-care practice for RN’s, LPN’s, MD’s and PA’s
Madhuoal Bhaskaran, MD
NYS-mandated training for renewing health-care licenses. **Approved by the NYS Dept. of Education**, this course covers Dept. of Health policy on H.I.V. and Hepatitis B, and Board of Regents and Dept. of Health regulations on professional conduct.

AHX-150 M / 1 session (4 hours) / $85 / Mon, 6-10pm, April 11

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, March 15

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, March 3
HEMODIALYSIS CERTIFICATION PREP

Approved by the Board of Nephrology Examiners

Nursing & Technology (BONENT) Hemodialysis Education

A. Rashad, Coordinator; V. Persuad, RN, MS, FNP, Nurse Educator, and; A. Calderon, RN, Nurse Educator

Health & Allied Services Certifications

Designed to prepare for employment in the Hemodialysis industry as Certified Hemodialysis:

Technician (CHT) • Biomedical Technician (CHBT) • Nurse (CHN)

Hemodialysis cleans the blood of waste products and excess fluids by passing the blood through an artificial kidney, or dialyzer, for patients with end-stage renal disease.

Topics per Certification Type:

- Principles of Hemodialysis, Renal Anatomy and Physiology

Prerequisite: High School diploma (or equivalent) or official transcript.

Required Textbook:

- Review of Hemodialysis for Nurses and Dialysis Personnel, 8th Edition by Judith Z. Kallenbach

Classes held at the CUNY Flushing Center: 39-07 Prince Street, Suite 2A

Certified Hemodialysis Technician (CHT)

Responsible for providing direct patient care, monitoring the patient and hemodialysis machine, and perform safety checks on the equipment and systems.

AHX-173 28 sessions (91 hours) includes BONENT exam review sessions / $3,000
MWF-FL Mon, Wed, Fri, 7-10pm, Feb. 22-(ends Mon) May 2 (skip 3/25; 4/22, 25, 27, 29), and; Sat, 10am-7pm with 1-hour lunch break, March 5 (BCLS/CPR class) & 5-hour BONENT REVIEW TBA / Internship: minimum 250 hours (If qualified)

Certified Hemodialysis Biomedical Technician (CHBT)

Responsible for maintaining and repairing the hemodialysis machines and water treatment system, inventory management, maintaining facility OSHA and fire safety regulations. Perform technical in-service of the hemodialysis team.

AHX-177 14 sessions (49 hours) includes BONENT exam review sessions / $2,000
MWF-FL Mon, Wed, Fri, 7-10pm, Feb. 22-March 18, and; Sat, 10am-7pm with 1-hour lunch break, March 5 (BCLS/CPR class) & 5-hour BONENT REVIEW TBA / Internship: available (if qualified)

Certified Hemodialysis Nurse (CHN)

Responsible for overall patient care. Provide assessment of the patients and their laboratory results, administration of medications and IV solutions. LPNS/LVNS are eligible for the CHN examination upon completion of this BONENT Approved Program. Additional Required Textbook: Review of Hemodialysis for Nurses and Dialysis Personnel, 8th Edition by Judith Z. Kallenbach Prerequisite: A valid RN or LPN/LVN state license.

AHX-178 28 sessions (91 hours) includes BONENT exam review sessions / $3,500
MWF-FL Mon, Wed, Fri, 7-10pm, Feb. 22-(ends Mon) May 2 (skip 3/25; 4/22, 25, 27, 29), and; Sat, 10am-7pm with 1-hour lunch break, March 5 (BCLS/CPR class) & 5-hour BONENT REVIEW TBA / Internship: minimum 250 hours (If qualified)

Students self-register for BONENT examination: Additional $220 for paper & pencil exam or $250 for computer based testing paid directly to BONENT (CHT exam also available in Spanish)
Nursing Pre-Admission (NLN PAX) Exam Prep
Charlotte Muller, RN
Prepares the student for the National League for Nursing Pre-Admission Examination (NLN PAX), a standardized entrance exam for potential nursing students who seek admittance into nursing schools. The following three main areas of the PAX exam are covered: Verbal skills, which consists of both word knowledge and reading comprehension; Mathematics, which includes basic calculations and word problems, and; Science, which reviews general biology, chemistry, physics, and earth science. Includes one (1) computer lab session for test review.

Aligned with the Spring 2016 PAX exam dates (on March 3, April 12, May 7) offered by the Queensborough Community College Nursing Department

Required Textbook: National League for Nursing, Preview Guide for RN Pre-Entrance Exam 3rd Edition by Jones and Bartlett

NUX-195 (20 hours) / $299
MW1 8 sessions / Mon & Wed, 7-9:30pm, Feb. 1-(ends Mon) 29 (skip 2/15)
MW2 8 sessions / Mon & Wed, 7-9:30pm, (starts Wed) March 9-April 6 (skip 3/23)
SA 5 sessions / Sat, 10am-2pm, March 12-April 16 (skip 3/26)

Patient Care Technician Certification: NHA Certified
Complete Certificate with Seven (7) Course components:
- CPR (AHX-100) – page 7 + Standard First Aid (AHX-183) – page 9
- EKG (AHX-170), Phlebotomy (AHX-171), Medical Terminology (AHX-179) – page 8
- Cultural Competency (MBX-006) – page 15
- Certified Nursing Assistant (NUX-200) – see below

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.

Certified Nursing Assistant (CNA)
Gladys Maingrette, MSA, RN, Coordinator
Certified Nursing Assistants are in high demand in the bilingual community; those who can converse in a second language and assist in a multi-ethnic environment will be highly marketable. Prepare and function effectively in long-term and/or acute-care facilities and in the community. Instruction includes lectures, lab, and clinical practice under the supervision of a licensed registered nurse. This program is fully accredited by the New York State Education Department.

Prerequisites: High School Diploma or GED (now HSE), and; US Citizenship or Legal Working Permits. Registrants will be tested in basic reading comprehension prior to admission into the program. Proof of immunizations required. Note: Certification testing off-campus.

NUX-200 30 sessions (120 hours) / $1050 plus textbook cost
WRF Wed, Thurs, Fri, 6-10pm, Feb. 24-May 13 (skip 3/23, 25; 4/27, 28, 29)

Payment Plan: $685 due at initial time of registration / $365 balance due after first month.

FREE—Career Counseling, Job Development, Job Placement Services available for CNA.
Health & Allied Services Certifications

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 7)
- Standard First Aid: AHX-183 (see page 9)
- EKG Technician: AHX-170 (see page 8)
- Medical Terminology: AHX-179 (see page 8)
- Phlebotomy Technician: AHX-171 (see page 8)
- Emergency Medical Technician: AHX-110 (see page 7)
- 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:

<table>
<thead>
<tr>
<th>BUNDLE PRICING</th>
<th>for Certificate Program ONLY AVAILABLE at initial time of registration.</th>
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</thead>
<tbody>
<tr>
<td>REFUND POLICY</td>
<td>Requests calculated by subtracting individual course costs from bundle rate.</td>
</tr>
<tr>
<td>All 7 courses @ $4500 plus $20 registration fee each semester and Exam fees.</td>
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<tr>
<td>For current EMT’s - Only 3 courses (EKG, IV, Phlebotomy) @ $3,150</td>
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</tbody>
</table>

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.

HELENA RUBINSTEIN FOUNDATION

Scholarships Available to Continuing Education Students
Inquire when Registering

The Helena Rubinstein Foundation is offering competitive scholarships to students enrolling in vocational, non-credit programs who have not earned an Associate or Bachelor degree. Applications are available through the Continuing Education Office or through your program coordinator. Please contact the Office of Continuing Education @ 718.631.6343 for scholarship details and application.

DUE DATE: Early January 2016
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 7
- Standard First Aid – page 9
- EKG – page 8
- Phlebotomy – page 8
- CPT Coding – page 14
- ICD10 Coding – page 14
- Medical Billing Intro & Cmpt. Mgt. – page 14
- Medical Claims Problem Solving – page 15
- Medical Terminology and Systems I & II – page 14
- Intro to Pharmacology – page 15
- Electronic Health Records – page 15
- Cultural Competency – page 15

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
Required Courses

Medical Billing Introduction & Computer Practice Management with Job Search Preparation
Azam Rahman, MD
Learn the fundamentals of Medical Office Billing with the hands-on management of a medical practice using the Medisoft Advanced Patient Accounting software. Simulate an on-the-job setting with an in-depth look into the business practices of a successful medical practice. Topics include: setting up and managing a medical practice, using the universal coding system to prepare medical claims to third party payers, government and insurance regulations, maintaining good patient medical and financial records.

To fully prepare the student for successful and professional marketing objectives, this course continues with additional focus on the challenges of the job interview and establishing a top-notch resume and effective cover letter, along with follow-up procedures for job interviews and salary negotiation. Required Textbook: Computers in the Medical Office (8th edition) by Susan M. Sanderson, available at the QCC Bookstore.

This course will count toward 1 Required & 1 Elective in this certificate program.

Recommended for class: Basic computer skills, USB 2.0 “thumb drive” device.

MBX-125 10 sessions (35 hours) / $845
R Thurs, 6-9:30pm, March 3-May 12
4 classroom sessions:
March 3-24
4 computer lab sessions:
March 31-April 21
2 Job Search sessions (Computer Lab): May 5 & 12

Medical Terminology and Systems I & II
Sergeo Guilbaud, MHA, Education Director, L.I. College Hospital

MBX-126 8 sessions (16 hours) / $275 plus $10 payable at first class meeting
W Wed, 7-9pm, March 2-May 4 (skip 3/23, 4/27)

ICD Coding 10
Azam Rahman, MD
Focus on diagnostic coding through use of the International Classification of Diseases, Clinical Modification system. Course completion in conjunction with the CPT coding course (MBX-103) (listed below) enables obtaining maximum reimbursements on claims. Required Textbook: 3-2-1 Code It (5th edition) by Michelle A. Green, available at the QCC Bookstore.

MBX-104 8 sessions (24 hours) / $345
F Fri, 6:15-9:15pm, March 4-May 13 (skip 3/25; 4/22, 29)

CPT Coding
Warren J. Goodman, DPM, AVP Revenue Cycle, Episcopal Health Services, Inc.
Learn the universal medical coding system to select the correct procedural code(s) for bill submission to maximize reimbursement. Required Textbook: 3-2-1 Code It (5th edition) by Michelle A. Green, and a medical dictionary, available at the QCC Bookstore.

MBX-103 8 sessions (24 hours) / $345
WP Wed, 5:30-8:30pm, March 2-May 4 (skip 3/23, 4/27)
NEW Medical Billing & Coding Certificate

ELECTIVE COURSES

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. Required Textbook: Insurance Handbook for the Medical Office (13th edition) by Marilyn T. Fordney, available at the QCC Bookstore.

MBX-120 6 sessions (18 hours) / $265
W Wed, 6:30-9:30pm, April 6-May 18 (skip 4/27)

Hospital & Hospice Billing
Bertrand Batista, BA, Director, Patient Financial Services, Kingsbrook Jewish Center & Rutland Nursing Home

MBX-123 5 sessions (15 hours) / $265
SA Sat, 9:30am-12:30pm, April 2-May 14 (skip 4/23, 30)

Introduction to Pharmacology
Teacher TBA
Learn definition of key pharmacology terms; classification of drugs based on preparation; types and uses of drugs; system of measurement of medication; federal laws concerning the 5 levels of controlled substances and OSHA regulations; and; reaction of drugs. Required Textbook: Essentials of Pharmacology for Health Professions (7th edition) by Ruth Woodrow, available at the QCC Bookstore.

MBX-108 4 sessions (16 hours) / $265
SP Sat, 1-5pm, March 5-April 2 (skip 3/26)

Electronic Health Records (EHR) & Health Information Data Management
Natalya Margolina, MA
Students will explore the new technology in Electronic Health Records, and they will benefit from hands-on software in industry, including standard electronic health records, medical office management, billing, and coding. Class will be held in computer lab: please bring your own Flash Drive to class to save your in-class work. Required Textbook: Electronic Health Records with software (3rd edition) by Byron Hamilton, available at the QCC Bookstore.

MBX-005 6 sessions (24 hours) / $395
SA Sat, 11:15am-2:15pm, March 5-April 16 (skip 3/26)

Cultural Competency in Health Care
Azam Rahman, MD
In order to meet the needs of an increasingly diverse patient population, healthcare providers must understand how cultural forces influence health perceptions. Learn how to produce healthcare providers who understand the role of culture in health care practice, and are equipped with the skills necessary to assess and navigate their profession with cultural awareness and responsiveness. Required Textbook: Cultural Competency for the Health Professional by Patti R. Rose, available at the QCC Bookstore.

MBX-006 4 sessions (12 hours) / $200
M Mon, 6-9pm, March 7-28

Sign Up Now for CUNY A!ert!
Join CUNY Alert to receive text or voice notifications of campus emergencies or weather related closings. Visit www.cuny.edu/alert and sign up for CUNY Alert now!
NEW Medical Billing & Coding Certificate

The below classes are designed specifically for taking the Review Sessions & Certification Exams. The Review Sessions are open for both Continuing Education students and any other student(s) interested in attending these sessions. The Review Session tuition is not part of this Medical Billing & Coding Certificate program. Students must pay certification fees to the respective exam-conducting bodies listed.

Anatomy and Physiology
Instructor TBA


NOTE: This course is Required for Review Sessions and Exams indicated below.

MBX-101  6 Sessions (24 hours) / $425
SA    Sat, 9am-1pm, March 5-April 16 (skip 3/26)

REVIEW SESSIONS FOR CERTIFICATION EXAMS
Conducted by certified instructors, who are very experienced in their respective fields. Students will be prepared for high yield topics and drilled with questions, and case abstraction form coding.

for CBCS Exam (NHA)
Certified Billing & Coding Specialist by National Healthcareer Association

MBX-007 SA    Review Session: 1 session (5 hours) / $75 / Sat, 9am-2pm, May 7
MBX-007 T-NHA Exam: 1 session (2 hours) / $25 / Tues, 6-8pm, May 31
plus $105 additional Exam Fee payable directly to NHA on date of exam

for CPC Exam: Certified Professional Coder
AAPC-American Academy of Professional Coders

MBX-009 SA    Review Session: 2 sessions (10 hours) / $150 / Sat, 9am-2pm, May 7 & 14
NOTE: Exam is held off-campus @ $325 additional fee to AAPC when register directly on their website. AAPC administers this exam.

NOTE:
This updated Medical Billing & Coding Certificate will begin 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).

HELENA RUBINSTEIN FOUNDATION
Scholarships Available to Continuing Education Students
Inquire when Registering

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DUE DATE: Early January 2016
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.
January 13 • February 10 • March 16
April 18 • June 16

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: Tuesday, February 16 @ 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. 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, Fridays

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 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 (series of 5 separate books)
- HSE: HSE Common Core Achieve by McGraw-Hill (series of 5 separate books)

BEX-198 Various scheduling options / 30 sessions (120 hours) / $475

Pre-HSE: 30 sessions (120 hours)
- MWFA-P: MORNINGS @ 8am-noon / Mon, Wed, Fri, March 7-(ends Wed) May 25 (skip 3/25; 4/22-29)
- MTW-P: EVENINGS @ 5-9pm / Mon, Tues, Wed, March 7-May 18 (skip 3/25; 4/25, 27, 29)

HSE: 30 sessions (120 hours)
- MWFA: MORNINGS: @ 8am-noon / Mon, Wed, Fri, March 7-(ends Wed) May 25 (skip 3/25; 4/22-29)
- SPECIAL EXTENDED PROGRAM SESSIONS MWF-X: 5 sessions (20 hours) / $75 @ 8am-noon / Mon, Wed, Fri, (starts Wed) June 1-10
- MTW: EVENINGS: @ 5-9pm / Mon, Tues, Wed, March. 7-May 18 (skip 3/25; 4/25, 27, 29)
- SPECIAL EXTENDED PROGRAM SESSIONS MTW-X: 5 sessions (20 hours) / $75 @ 5-9pm / Mon, Tues, Wed, May 23-June 1 (skip 5/30)

HIGH-QUALITY, AFFORDABLE EDUCATION

Apply now for fall 2016 courses!
Affordable tuition, financial aid, and scholarships are available.

www.qcc.cuny.edu/admissions
ESL: ENGLISH AS A SECOND LANGUAGE
Leila Boopathi, 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-M)
Monday, February 22 at 6-10pm
Registrants must take a Placement Test to determine the appropriate ESL level.
Please arrive promptly at 6pm!

Schedule for all classes:
20 sessions (40 hours) @ 7:30-9:30pm / $285
TR Tues & Thurs, March 1-May 12
(skip 4/26, 28)
Possible Levels Available:
Beginning • Intermediate • Advanced
For language assistance in Spanish or Chinese, please call 718-281-5460

ABC Seminar Series for Non-native Speakers of English
A for Academics, B for Business, C for Communication

The A’s: Academic Skills
English for Academic & Professional Purposes
Advanced ESL students will have the opportunity to develop reading and writing skills necessary for college courses and careers. Topics include: improving vocabulary, making inferences, and developing essays. Course will include both classroom (2 hours) and computer instruction (1 hour). Recommended: Advanced English learners, have strong listening and speaking skills, and are able to write a paragraph in English with few errors.
BEX-141 8 sessions (24 hours) / $175
FA Fri, 11am-2pm, March 4-May 13
(skip 3/25; 4/22, 29)

The B’s: Business Skills
Business Law & Communication
Study and discuss basic business law concepts, including contracts, litigation, and bankruptcy. Participate in negotiation exercises and become familiar with writing terminology intended to provide stronger legal protections. Strengthen your analytical skills as you engage in critical discussions and debates. Learn how to make presentations, write e-mails, and engage in negotiations in a business setting. Improve collaboration, writing, reading, and conversation skills.
BEX-148 4 sessions (8 hours) / $65
R Thurs, 7-9pm, March 31-April 21

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.

For language assistance in Spanish or Chinese, please call 718-281-5460
BEX-193 20 sessions (60 hours) / $235
TRA Tues & Thurs, 8-11am, March 1-May 12 (skip 4/26, 28)

Sign Up Now for CUNY Alert
Join CUNY Alert to receive text or voice notifications of campus emergencies or weather related closings. Visit www.cuny.edu/alert and sign up for CUNY Alert now!
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.

Two scheduling options are available from February 2016 to July 2016.

- **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.

**SPRING 2016 SEMESTER:** Monday thru Friday, Feb. 1-June 7 (skip 2/11, 12, 15; 3/25; 4/22-29, and; 5/30)

**SESSIONS:** Morning @ 8:45am-2:15pm • Afternoon @ 2:30-8pm • Evening @ 5-10 pm

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

College Discovery: $45 • Public Assistance: $45
Our Computer Labs utilize Windows 7 & Office 2010 applications. Limited enrollment.

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) / $155
MW Mon & Wed, 6:15-9:15pm, Feb. 29-(Mon) March 14

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, March 21-April 11 (skip 4/4)

Microsoft Project Pro
This is the ideal course for the Project Manager or a project team to track and manage a project! Learn to balance the project's scope, cost, time and resources efficiently. Create schedules, using of Gantt Charts, Calendar Views, Resource Sheets, creating and customizing reports, work breakdown structures and milestones.
CPX-213 4 sessions (12 hours) / $145
M Mon, 6:15-9:15pm, April 18-May 16 (skip 4/25)

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) / $165
W Wed, 6:15-9:15pm, April 6-20

Microsoft Access
Learn tables, database queries, forms, and reports. Create a system to manage your business.
CPX-220 3 sessions (9 hours) / $155
W Wed, 6:15-9:15pm, May 4-18

Quickbooks Pro
see page 4

For Advanced Beginners

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) / $125
W Wed, 6:15-9:15pm, March 16-30

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) / $165
W Wed, 6:15-9:15pm, April 6-20

Microsoft Access
Learn tables, database queries, forms, and reports. Create a system to manage your business.
CPX-220 3 sessions (9 hours) / $155
W Wed, 6:15-9:15pm, May 4-18

WELCOME to the Mac!: Introduction Workshop
Alvin Estrada, see credentials on next page.
Acquire the basic skills needed to take advantage of the features the Mac has to offer.
Topics include: the basics of navigating, getting organized, keeping your software up to date, customization, keyboard shortcuts, gestures, hiding application windows and more.
CPX-455 Z / 1 session (6 hours) / $65 / Sun, 10am-4pm, Feb. 28

Cybersecurity Preparation for Certification (with review of CompTIA Security+)
Merlinda Drini, Ph.D., Assistant Professor, Engineering Technology Department at Queensborough Community College
As hacking and other online intrusions become increasingly prevalent, cybersecurity is important for companies to hire personnel in securing networks and managing risk. Learn through lectures and hands-on labs to attain CompTIA Security+ objectives. Queensborough is a CompTIA Academy Partner. See page 5 for topics & textbook details.
CPX-128 SA 7 sessions (21 hours) / $400 / Sat, 9am-noon, Feb. 27-April 16 (skip 3/26)
SOCIAL MEDIA: 1-Day Workshops on Sundays

**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

THE I’S HAVE IT: iPad • iPhone • iPod touch:
Demonstration Lecture – How to Buy & Use Apple Products

Attain information on how to decide which device to buy among the various iPads, iPhones and iPod touches on the market. **Topics include:** the basics of navigating, getting organized, keeping your device up to date, customization, personalize your settings, learn awesome apps that are available and more. **You do not need to bring your own device.**

CPX-451  ZA / 1 session (3 hours) / $35 / Sun, 10am-1pm, March 6

CLOUD COMPUTING: Demonstration Lecture

Learn how to store and access your photos, music, and documents through your computer, smartphone, and tablet devices, and the “what, why and how” to use the cloud storage on the Internet for personal use. **Topics include:** how to find free and paid cloud storage site on the Internet, learn streaming of audio, movies, and other rich media and more.

CPX-135  ZP / 1 session (3 hours) / $35 / Sun, 1:15-4:15pm, March 6

SOCIAL MEDIA

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  Z1 / 1 session (6 hours) / $55 / Sun, 10am-4pm, March 13

- **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  Z2 / 1 session (6 hours) / $55 / Sun, 10am-4pm, March 20

- **Flickr®, Instagram®, Pinterest®, Shutterfly®:** Photo Storage, Sharing & Blogging
  **Topics include:** upload, boards, pins, likes, search, following, photo albums, sharing and more.
  CPX-510  Z3 / 1 session (6 hours) / $55 / Sun, 10am-4pm, April 3

WELCOME to AUCTIONING / SELLING / BUYING ONLINE:
Amazon®, Craigslist®, eBay®

Acquire the basic skills needed to auction, sell, and buy, including how to list postings and more. **Topics include:** the resolution center, profiles, reviews, ratings, and searches.

CPX-515  Z / 1 session (6 hours) / $55 / Sun, 10am-4pm, April 10

NEW

**APPS: There is an App for That! — Demonstration Lecture**

Stacey Estrada, B.A.

**Topics include:** Flipboard, Goodreads, Groupon, Instagram, LivingSocial, Pinterest, Snapchat, Waze, Yelp and more. Recommended: Knowledge of the Mac or Windows Operating System

CPX-518  Z / 1 session (6 hours) / $55 / Sun, 10am-4pm, April 17
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, March 1-24

Using Your DSLR Camera
Daniel McKleinfeld, BA, Columbia University, professional editor for 15 years College Lab Technician, The Speech Communication & Theater Arts Department at Queensborough Community College.

So you've upgraded from a point-and-shoot to a big camera with custom lenses... Now what? This class will teach you what you need to get the most out of your new camera, including “the photographer's trinity”, what choices you make when picking a lens, the meaning of the modes available on the Canon Rebel series, and some basic principles of photography, lighting, and composition that apply to any kind of picture-taking.

This class will be taught using a Canon Rebel T3i. However, the principles taught will apply to any DSLR camera, and an effort will be made to help students with Nikon or other DSLRs to apply the lessons to their cameras.

CPX-412 MW / 6 sessions (12 hours) / $105 / Mon & Wed, 6:30-8:30pm, April 11-May 4 (skip 4/25, 27)

Avid® Media Composer: Editing Essentials (MC101)
Daniel McKleinfeld, see credentials above.

Learn the non-linear film/video editing application used in most movie and television productions. Start with the basics of 3-point editing and how to construct and rework a scene including trimming dialogue, and the techniques to mix music and sound effects, create titles and transitions. Develop critical skills to work as an assistant editor, including syncing picture and sound, organizing a project, managing media and metadata. **Recommended:** background in editing, production, or post-production. **Required Textbook:** Available through the Avid® website and QCC Bookstore.

CPX-430 TR / 12 sessions (24 hours) / $650 / Tues & Thurs, 6:30-8:30pm, Feb. 22-March 30

Creating Smart Phone Apps
Robert Kueper, Assistant Professor, Engineering Technology Department at Queensborough Community College, Microsoft Certified System Engineer (MCSE), Microsoft Certified Professional (MCP), Master Accredited System, Engineer (MASE-HP), CompTIA A+ and Certified Internet Webmaster (CIW) Associate certified

This course introduces the use and features of smartphones in modern life and how to create working smart phone applications. Registrants will create “apps” using the Intel XDK developer software. After this initial experience, basics of HTML 5 programming language will be introduced with a minimum of JavaScript programming to introduce the student to the needs of more advanced application development. Students will run their apps in the Emulator, and distribute apps into their smart phone environment. No programming knowledge necessary. **Registrants can enroll for entire courses or per module sessions below.**

CPX-444 T:  3 Classes on Tuesdays @ 6-8:30pm
Register for Each @ $45 • Register for All Three @ $105

T1:  March 1  Intro to Intel XDK Cross Developer Application Software
T2:  March 8  Make Simple Smart Phone Applications
T3:  March 15 Make More Advanced Smart Phone Applications
ART Workshops: Mixed Level

Katalin Papp-Gyokeny, MFA (NY School of Visual Arts), award-winning artist

Drawing Your Heart Out

Learn traditional principles and contemporary techniques in drawing. Attain a greater working knowledge of line, shape, perspective, proportion, volume, and composition. Introduce narrative ideas, collaborative projects and conceptual art techniques.

Required art supplies: tracing paper, sharpener, charcoal, pen and ink.

ARX-102 7 sessions (14 hours) / $135 plus approximate cost of supplies is $30
ZA Sun, 10am-noon, Feb. 28-April 17 (skip 3/27)

Astonishing Watercolors

Learn to create astonishing watercolors using techniques ranging from dry-into-dry, wet-into-wet and wet-into-dry and explore color, composition, and texture. Paint still life, nature, portrait, and figure.

Required art supplies: For painting—artist quality watercolor set, 1 round #10 sable brush (fingernail size), 1 flat sableline brush (2 fingernail size), natural sponge, container for water, 2B pencil, kneaded eraser, scrap paper for sketching and cold press watercolor paper pad. For texturing—spray bottle, kitchen salt, rubbing alcohol.

ARX-120 7 sessions (21 hours) / $195 plus approximate cost of supplies is $100
ZP Sun, noon-3pm, Feb. 28-April 17 (skip 3/27)

Acrylic Painting: Introduction to Visual Perception & Artistic Expression

Kate Manafeeva, BA-art minor, MA, MBA

Introduces the basic elements of painting, including preparation of materials and exploration of color, light, texture, transparency, impasto, composition, and myriad ways to use acrylic paint. Learn fundamental processes to create convincing effects of light and form in space on a two-dimensional surface, painting methodologies and applications of techniques. Registrants must purchase art supplies at approximate additional cost of $150. Materials list will be available at the first class session.

ARX-118 5 sessions (10 hours) / $75
R Thurs, 6:15-8:15pm, March 3-31

ART HISTORY Series

Mary L. Dono, MS, Doctor of Education, Instructional Leadership

ARX-304 M: Mondays @ 7-8:30pm
Register for Each @ $30
Register for All Four @ $100

COUPLES IN THE ART WORLD: Lovers have supported each other as they perfected their art!

M1: February 29
Frida Kahlo & Diego Rivera

Her work has been celebrated in Mexico as emblematic of national and indigenous tradition, and by feminists for its uncompromising depiction of the female experience and form. His large wall works in fresco helped establish the Mexican Mural Movement in Mexican art.

M2: March 28
Alfred Stieglitz & Georgia O’Keeffe

He was an American photographer and modern art promotor, instrumental in his 50-year career to make photography an accepted art form. She is best known for her paintings of enlarged flowers, New York skyscrapers, and New Mexico landscapes. O’Keeffe has been recognized as the "Mother of American modernism".

M3: April 18
Willem & Elaine de Kooning

He painted in a style that came to be referred to as Abstract expressionism or Action painting, and was part of a group of artists that came to be known as the New York School. She was an Abstract Expressionist and Figurative Expressionist painter in the post-World War II era. She wrote extensively on the art of the period and was an editorial associate for Art News magazine.

M4: May 16
Lee Krasner & Jackson Pollock

He was an influential American painter and a major figure in the Abstract Expressionist movement. He was well known for his unique style of drip painting.
PERSONAL ENRICHMENT

ACCESSORIES: for Home!
Rita Plush, MA, President, Rita Plush Interiors
A room without accessories is like a face without a smile. The right accessories liven up a room and give it your own personal style. A new paint job, a toss pillow, a picture, can make all the difference between blah and beautiful. Learn the how’s and why’s of accessorizing from a pro and give your rooms some oomph!
IDX-129  4 sessions (8 hours) / $95
R  Thurs, 6:15-8:15pm, March 17-April 7

COCO CHANEL: The Woman - The Legend!
Rita Plush, MA, President, Rita Plush Interiors
"Fashion fades, only style remains," said Coco Chanel in the 1920’s, and she was the one to know. She took women out of crinolines and put them in pants, draped them in jersey and made junk jewelry chic. Almost 100 years later, her style savvy is still influencing how women dress. Learn about this fascinating woman who became one of the most influential women of the 20th Century.
IDX-144  1 session (1.5 hours) / $35
R  Thurs, 6:15-7:45pm, April 14

FENG SHUI Your Life!
Ileen Weiss Nelson, President and Feng Shui Master Teacher at Long Island Feng Shui Institute
Discover how the principles of the Chinese art of placement can improve your life. Learn to enhance your home and workplace to benefit and support changes in your health, wealth, career and relationships using the ‘bagua’ energetic life map to build up your inner ch'i. Please bring a new, unused Chinese or American red envelope with $1 inside to traditionally present to the instructor.
IDX-133  2 sessions (4 hours) / $55
R  Thurs, 7-9pm, Feb. 25 & March 3

NEW

Book Talk & Signing
Rita Plush, author
Rita Plush, book reviewer for the Fire Island News, instructor of the decorative arts and creative writing, will discuss her new novel, Feminine Products (Penumbra Publishing 2015). Filled with references to fashion and furnishings, the book centers around Rusty Scanlon, a woman who has an eye for fashion and a gift for messing up her love life.
ENX-141  1 session (1.5 hours) / FREE plus $20 registration fee
R  Thurs, 6:30-8pm, April 21

NEW

Mary L. Dono, MS, Doctor of Education, Instructional Leadership
Gather in a diverse group setting and participate in an informal but challenging discussion of contemporary and classical literature and the reading experience. Learn what authors do to capture a reader's interest and to keep a reader reading. Join in and talk about how authors create characters, develop plot and theme. American Pastoral by Philip Roth will be the first selection to read; please read this book PRIOR to the 1st class meeting.

Books & Brunch
Read and discuss one book every two weeks totaling seven (7) selections and view one film based on a book selection.
ENX-156  8 sessions (14.5 hours) / $120
11:30am-1pm for both sections (TA or RA below)
Film on Tues, May 3 @ noon-2pm
& Luncheon on Tues, May 17 @ 11:45am-3:30pm
TA  Tues, Feb. 23; March 8, 22; April 5, 19; and; May 3 (film), 10, 17 (luncheon)
RA  Thurs, Feb. 25; March 10, 24; April 7, 21; and; May 3 (Tues. film), 12, 17 (Tues. Luncheon)

By The Book
Read and discuss one book every month totaling five (5) selections.
ENX-154  5 sessions (8.5 hours) / $80
T  Tues, 6:15-7:30pm,
Feb. 23; March 22; April 19; and; May 10, 17 (Luncheon)
WHISKEY in AMERICA: The Long History
Whiskey has been an important "element" in America's history. The Whiskey Rebellion was the first real test for the new federal government. President Washington and Treasury Secretary Alexander Hamilton had to lead federal troops to challenge the rebels. From 1820 to 1920, one of the important social and political movements in America was the Temperance Movement to outlaw alcohol. It led to the Volstead Act of 1920, which was one of the worst laws ever enacted in our country's history. This will be a great and unique class, which will also include discussion on the place of whiskey in today's America.

HIX-263 R / 2 sessions (4 hours) / $55  Thurs, 7:30-9:30pm, March 3 & 10

RED MOON RISING: The Space Race
The Space Race was a big part of the Cold War. Spy planes (U2's) were driving Nikita Khrushchev crazy. The Soviets came up with a solution: an Artificial Satellite that would orbit the earth and cross American skies at will. Thus, the Space Race began! Join us for this class which will cover space flight from 1945-1993.
Suggested Readings: The First Space Race: Launching the World’s First Satellites by Matthew A. Bille and Erika Lishock; Red Moon Rising by Matthew Brzezinski; Apollo: The Epic Journey to the Moon 1963-1972 by David West Reynolds and Gene Cernan, and; Soviet Space Dogs by Oleya Turkina.

HIX-272 R / 2 sessions (4 hours) / $55  Thurs, 7:30-9:30pm, March 24 & 31

ANDREW JACKSON: President of the Common Man
Jackson, the hero of New Orleans, founded the Democratic party and the defender of the Common Man. Some have said he should be taken off the twenty ($20) dollar bill. This class will tell you why he is ON the bill. An exciting class which will explain how this great President helped to lay the foundation of the American Democracy we know today.
Suggested Readings: American Lion: Andrew Jackson in the White House by Jon Meacham; Andrew Jackson and His Indian Wars by Robert V. Remini, and; The Age of Jackson by Arthur Meier Schlesinger, Jr.

HIX-174 R / 2 sessions (4 hours) / $55  Thurs, 7:30-9:30pm, April 7 & 14
American Heroes: Documentary Films

Hal Sobel, EdD

This course uses documentary film as a way of introducing American heroes who have made a significant contribution to our democracy. In 1994, Colonel Margereth Camermeyer sought a top-secret security clearance and, in the process, affirmatively answered a question about being a lesbian. She was discharged from the army. Thirteen year old Stephen Cozza, a “straight” scout, challenged the Boy Scout’s policy of discrimination against “gays”. And in “For the Bible Tells Me So”, we meet five families who experience firsthand the clash between religion and homosexuality. After viewing each of these films, there will be an open-ended discussion about the issues raised.

PSX-302   W / 3 sessions (7.5 hours) / $85    Wed, 6:30-9pm, March 2-16

Political Elections in the USA & Voting in America: History & Trends

Kenneth Newberg, M.S.-History Education, 21 years teaching History/Political Science-NYC DOE

Learn about election history, how campaigning and elections have changed over time, including the use of technology, media, money being spent, the effect of PAC lobbying agents and the impact of Citizens United on the electoral process. Understand the creation and value of the electoral college system vs the popular vote, the determining factors of how many electoral votes are allocated to each state, how the delegates actually represent the voters, and the demographics of how people vote. Discussion includes the primaries, the caucus states and national conventions, and the differentiation of the outcomes in the electoral race. The course will conclude with why there are red states, blue states, and battle ground states. Finally, relevant topics will be raised as to how people vote (i.e. if a female candidate gets a party’s nomination to run for President, will women from the other party stick to party lines or vote for the opposing party candidate because she is a woman?). We will investigate, look at statistics and the breakdown how people voted for past elections, including cross-party voting trends, campaign financing reform, highlighting the changes in polling over time. This course will be candidate and party neutral, only emphasizing the importance of voting in a participatory representative democracy.

HIX-111   M / 3 sessions (6 hours) / $65    Mon, 6:30-8:30pm, Feb. 22-March 14 (skip 2/29)

Comparative Religion

Laurie Gold, Esq, Rabbi

Registrants will explore the similarities and differences between religions to gain an understanding and appreciation of the beliefs, customs and traditions of (other) faith(s). Topics to be discussed include food & wine, the soul, God, and the after-life.

PSX-279   M / 4 sessions (6 hours) / $75    Mon, 6:30-8pm, April 11-May 9 (skip 4/25)

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
Music

THE SINGER’S WORKSHOP:
For Beginners & Experienced Singers
Susan Agin, MS, Director of Queensborough Performing Arts Center (QPAC), member of Actor’s Equity, recording artist, voice coach, Cantor
Learn the fundamentals of singing, as well as what and how to perform. Topics covered include choosing the appropriate music, song interpretation, microphone technique, connecting with an audience, overcoming stage fright and stage presence. Accompaniment provided with the use of pre-recorded tracks.
A CABARET Performance, open to friends and family, will culminate on the last date of the workshop. Limited enrollment.
NOTE: Age Requirement, 21 years and older
MUX-130 7 sessions (10.5 hours) / $155
M Mon, 6:15-7:45pm, March 7-April 18

NOTE: Please be advised that based on the registration for this class, a second section may be added which will begin at 8pm.

COME SING WITH US!
The Oratorio Society of Queens, under the artistic direction of Maestro David Close, welcomes singers to join our community chorus and experience the joy of choral singing.

Rehearsals are held on Monday evenings at 7:45 pm, beginning January 11 in the FSG Hall at Temple Beth Sholom, 172nd Street and Northern Blvd., Flushing.

Contact OSQ at 718-279-3006 to schedule your audition for either January 11 or 18. Please visit our website, www.QueensOratorio.org to listen to us and to learn more about our group.

OSQ’s Annual Spring Concert, featuring “150th Psalm” (Franck), “Requiem” (Fauré), opera highlights and Americana, will be performed on Sunday, May 22, 2016 in the Queensborough Performing Arts Center.

QPAC Cultural Partner for the Arts
Understanding the Stock Market
Micheal Moise, BA-Business Administration, Licensed: Series 7, 63, 24
This is the ideal course for anyone currently investing, thinking of investing, or just curious about the market. Understand what you hear on television about the stock market, including key words such as what is the "Dow"? Bear Market, Bull Market, and interest rates. Learn about stocks and bonds; what are the exchanges, the OTC Market, and various indexes (Dow, S&P, Nasdaq), and finally; how to research, and invest, with an advisor (i.e. broker), and the basics of mutual funds.
FIX-137 T / 3 sessions (6 hours) / $55 / Tues, 6-8pm, April 5-19

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, March 16

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 S / 1 session (6 hours) / $42 Sat, 9:30am-3:30pm, April 9

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, March through May/June.

For further program details, schedule and to register, please contact TRAMAs directly @ 718.847.2015.

The programs listed on this page are exempt from discounts.
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  8 sessions (12 hours) / $135
R    Thurs, 6:30-8pm, March 3-April 21

TAI CHI: Basic
Wenmey Ting, Queensborough staff
Treasure your life and do some proper exercise to keep you healthier and happier.
PEX-273  8 sessions (12 hours) / $105
T    Tues, 6:30-8pm, March 1-April 19

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 10 sessions (10 hours) / $115
TP   Tues, 5:15-6:15pm, March 8-May 17 (skip 4/26)

QI-GONG: Mindful Movement
Meri Harmon Halem, LCSW, LMFT, Holistic Integrative Psychotherapist, QiGong certified.
QiGong incorporates gentle movement, breath practice, self applied massage, and relaxation with meditation and visualization to facilitate and enhance the flow of qi energy and optimize your self healing abilities for relaxation and tranquility, enhanced flexibility, confidence, strength, improved range of motion, concentration and awareness, increased vitality and the activation of your own internal self healing.
PEX-377  8 sessions (8 hours) / $95
RP   Thurs, 2-3pm, March 3-April 21

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  5 sessions (10 hours) / $135
M   Mon, 6:15-8:15pm, Feb. 29-April 4 (skip 3/28)

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

SLEEP Yoga™
Ileen Weiss Nelson, President and Feng Shui Master Teacher at Long Island Feng Shui Institute, Certified Yoga Instructor, Reiki Master healer
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  1 session (2 hours) / $35
W    Wed, 7-9pm, March 16

FENG SHUI Your Life!
Ileen Weiss Nelson, see credentials above
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, 7-9pm, Feb. 25 & March 3
Ballroom Dance
Dominick Paradise, professional dance instructor, formerly with Fred Astaire & Arthur Murray Dance Studios
The ideal course in the art of Ballroom, Latin, and Hustle Dancing! Learn to dance for a lifetime with the proper techniques to become a good social dancer. **Partner not required.**
PEX-261 7 sessions (14 hours) / $155
F Fri, 7-9pm, Feb. 26-April 15 (skip 3/25)

Belly Dancercize
Gwen Garson-Vigil, LMT (Licensed Massage Therapist), over 30 years in various dance venues
Join Shoshana... come and tone your body, especially your abs, while learning the ancient art form of Middle-Eastern dance. This is an ideal course to strengthen your body and increase self-esteem. Appropriate for every age since it is a low-impact form of exercise. Wear loose comfortable clothing.
PEX-253 7 sessions (7 hours) / $85
T Tues, 7:30-8:30pm, March 1-April 12

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
SP Sat, 10:30am-12:30pm, April 9-June 11 (skip 4/23, 30; 5/21, 28)

Golf for Beginners
Bill Milgrim, MA, Certified Member, U. S. Golf Teachers Federation, PGA (Professional Golfers Association)
Attain the fundamentals of the swing, grip, alignment, stance, posture, body rotation, weight transfer, and balance—and the proper techniques for pitching, chipping and putting.
First 2 classes meet at QCC, 3rd-5th session at a local driving range, and the 6th at an 18-hole pitch and putt golf course. **Note:** Enrollment limited to 6 students.

Please note: There is an approximate separate $30 additional fee to be paid at driving range ($10/bucket of golf balls) and a $15 admission fee at golf course.
PEX-409 6 sessions (10 hours) / $345
TZA Tues, 6-7:30pm, April 5-May 10 (skip 4/26) and; Sun, 10am-12:30pm, May 15

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, March 5-April 16 (skip 3/26)
Practicum @ 9am-12noon + Lecture @ 1-4pm; **Final Exam April 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 6 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 102 sessions / 210.5 hours

**PEX-287**
- Mon, Feb. 1-Wed May 18
- (skip 2/12-15; 3/23-27, and; 4/22-30)
- **E** $215, adults
- **E1** $155, young people under 18 years (must be accompanied by parent)
- **E1-A** $155, adult accompanying in pool a child (under 12 years) in current instructional swim
- **E2** $95, adult or child (under 12 years) in current instructional swim

**Swimming Instruction**

**Joshua Bernstein, MS, Aqua Therapy License**

**BEGINNER**
- **PEX-246** 10 sessions (7.5 hours) / $135
- **M** Mon, 9-9:45pm, Feb. 29-May 9 (skip 4/25)
- **PEX-246** 10 sessions (10 hours) / $165
- **ZP** Sun, noon-1pm, Feb. 28-May 15 (skip 3/27, 4/24)

**INTERMEDIATE**
- **PEX-247** 10 sessions (7.5 hours) / $135
- **T** Tues, 9-9:45pm, March 1-May 10 (skip 4/26)

**Aqua Aerobics**

**Joshua Bernstein, MS, Aqua Therapy License; Logan Cramer, BA**

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

**PEX-248**
- **SP** 9 sessions (9 hours) / $145
- Sat, noon-1pm, Feb. 27-May 14 (skip 3/26; 4/23, 30) (Cramer)
- **ZA** 10 sessions (10 hours) / $165
- Sun, 9-10am, Feb. 28-May. 15 (skip 3/27, 4/24) (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**
- 10 sessions (10 hours) / $175
- **M** Mon, 8-9pm, March 7-May 16 (skip 4/25)

**Lifeguard Training: American Red Cross Certification** (age 15 or older by class end-date)

Daniel Armstrong, MS, DPT (Doctorate of Physical Therapy), Coordinator-Allied Health programs

Attain knowledge and skills to prevent, recognize and respond to aquatic emergencies, and to provide care for breathing and cardiac emergencies, injuries and sudden illnesses until EMS (Emergency Medical Services) personnel take over. See page 37 for details.

**PEX-271**
- 9 sessions (27 hours) / $395
- plus $30 paid directly to Red Cross for Certification
- **TP** Tues, 4-7pm, March 15-May 17 (skip 4/26)
Jacqueline M. Montgomery, Program Manager, and Judy McDermott, Coordinator
All Academic instructors are experienced NYS certified teachers. All Enrichment instructors have special expertise in their fields.

Letter from the Director

Have you heard the news?! The SAT has been redesigned! And just like the last decade, students, parents and teachers alike are scrambling to understand what is new, what is required, and how to be successful! We will have an OPEN HOUSE where you can find out what is expected from the test. Come by on January 23 and register!

Last summer we had a successful Teens College Summer Academy with the Majors Program, where students chose their major for the summer. They had a blast! This summer we are going to introduce another major: the Teens College Coding Academy! Our fall semester Coding teacher Jessica Ingrassellino, who holds a doctorate, believes that all students can become career ready at the same time they are experiencing a fun opportunity to explore the world of computers. She will be teaching our Spring Coding class with all new lessons!

Don’t forget the spring state exams for 3rd grade through 8th grade! Our classes supplement their study skills so they gain confidence for the tests.

All of our classes seamlessly integrate enrichment activities, academically focused experiences within the framework of STE@M. We continue to make every effort to help your child navigate the Common Core State Standards.

WHAT TO EXPECT!
Attend the January 23, 2016 Kids & Teens College
Open House & Registration

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
Kids & Teens College

Curriculum will be according to each grade. Please note class grades may be combined without affecting the integrity of learning achievement of each individual.

Test Prep  English Language Arts  Mathematics

Reading & Writing Preparation (grades 1 & 2)
This course will give students the foundation to begin writing as a source of expression, reflection and personal development. They will further their appreciation of literature and learn to master their vocabulary and comprehension skills. Curriculum will be according to each grade.
CLX-235 SA: 9 sessions (11.25 hours) / $130 / Sat, 9-10:15am, Feb. 27-May 14 (skip 3/26; 4/23, 30)

Mathematics Preparation (grades 1 & 2)
Students will be encouraged to approach math in a fun and interactive way while strengthening their mathematics and problem solving skills, by working with numbers, operations, money. Curriculum will be according to each grade.
CLX-222 SA: 9 sessions (11.25 hours) / $130 / Sat, 10:30-11:45am, Feb. 27-May 14 (skip 3/26; 4/23, 30)

Kid's Art from the HeART (Pre-K & Kindergarten)
Express yourself in a creative manner through painting, drawing, collage, and sculpture. Look at the works created by famous artists and create works in their style. Use conventional objects in non-conventional ways by creating three-dimensional pieces using recycled materials.
CLX-113 SA / 9 sessions (9 hours) / $110 / Sat, 10-11am, Feb. 27-May 14 (skip 3/26; 4/23, 30)

STEM: Apprentice Engineers! (grades 3-5)
Are you science obsessed? Do you love solving math problems of all kinds? Explore the world of Science, Technology, Engineering and Math (STEM) by becoming an “Apprentice Engineer”. Work on projects related to engineering, electricity, light, ecosystems and other scientific topics. A supply fee of $35 is required on the first day of class payable to instructor.
CLX-204 SP / 9 sessions (9 hours) / $170 / Sat, 1-2pm, Feb. 27-May 14 (skip 3/26; 4/23, 30)

NYS Mandated Assessment Test Prep: Elementary & Middle School
Curriculum will be according to each grade. Please note class grades may be combined without affecting the integrity of learning achievement of each individual. Required Subject Workbooks will be announced first day of class.

English Language Arts (ELA) Test (grades 3-8)
Test: April 5, 6, 7
Focus on test segments, essay responses to oral and written passages dealing with listening, comprehension and writing.
CLX-280  SA-3-8 / 5 sessions (10 hours) / $240 Sat, 9-11am, Feb. 27-April 2 (skip 3/26)

Mathematics Test (grades 3-8)
Test: April 13, 14, 15
Review and practice the required skills measured by the new exam, with emphasis on problem solving.
CLX-290  SP-3-8 / 5 sessions (10 hours) / $240 Sat, 11:15am-1:15pm, March 5-April 9 (skip 3/26)
Teens College Code Academy (Middle & High School)
Do you have an interest in coding or computer science? This class will cover basic programming fundamentals so you can do robotics, mobile development, or web development and design. Python™ will be used as the introduction to coding concepts and both data-scraping and visual design projects will be offered. Lessons will be different from fall 2015 class. This is a great pre-requisite for our new Major: Teens College Summer Coding Academy.
CLX-480 SA / 9 sessions (18 hours) / 9-11am / Feb. 27-May 14 (skip 3/26; 4/23, 30) / $260

TEENS SUMMER LEARNING OPPORTUNITIES
This is your summer to create your future!
The Majors:
STEMNICITY  CODE ACADEMY  LANGUAGE ARTS

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!

DO YOU WANT TO ENCOURAGE YOUR CHILD’S MUSICAL TALENT? DOES YOUR CHILD NEED AN ARTISTIC OUTLET?
Our Enrichment Program provides young people with “hands on” arts training by industry professionals in a supportive and fun environment.
Boys and Girls Ages 8-13
Fees: One course (1.5 hours/week for 10 weeks): $250
Two courses (3 hours/week for 10 weeks): $450
718-631-6311 • WWW.VISITQPAC.ORG
Scholastic Aptitude Test: 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
SA 9 sessions (27 hours) / $560
Sat, 9:30am-12:30pm, Feb. 27-May 14
(skip 3/26; 4/23, 30)

SP 9 sessions (27 hours) / $560
Sat, 1:30-4:30pm, Feb. 27-May 14
(skip 3/26; 4/23, 30)

RP 11 sessions (27.5 hours) / $560
Thurs, 4-6:30pm, Feb. 25-May 12
(skip 4/28)

Please check out the CHINESE ACADEMY PROGRAMS on pages 38-40
Includes NEW courses open to ALL Youth and Teens
- Edutainment
- Common Core
- Test Prep

Drivers Education

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.

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 February 1, 2016. Students must have a learner’s permit or junior license before and bring to first class.

Objectives
- Acquire safe driving skills and defensive driving awareness.
- Earn the MV 285 “Completion Certificate,” providing eligibility for 10-15% discounts on insurance premiums with most companies; Duplicate cards, $20; Duplicate letters, $10.
- Qualify to apply for senior driver’s license at age 17.

TUITION & FEES. Tuition is $580 (does NOT include textbook cost of $45). Full tuition must accompany your application/registration. No partial payments accepted.

Additional fees, not payable to QCC, include learner’s permit and optional road test services.

SCHEDULE
Convenient schedules offered weekdays and Saturdays. 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

NOTE: This program is an introduction to driving. Additional practice outside of class will be needed.

This program is exempt from discounts.

REFUND POLICY
FOR DRIVERS EDUCATION
- 90% of total tuition fee will be refunded if requested in writing prior to first class.
- No refunds after classes have begun.
Swimming

Tiny Tots Swimming (ages 2-6)
Joshua Bernstein, MS, Aqua Therapy License; Vijay Mistry, BA

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
SA 9 sessions (4.5 hours) / $105 each child and $75 each adult
Sat, 10:30-11am, Feb. 27-May 14 (skip 3/26, 4/23, 30) (Mistry)
ZA 10 sessions (5 hours) / $115 each child and $85 each adult
Sun, 10-10:30am, Feb. 28-May 15 (skip 3/27, 4/24) (Bernstein)

**INTERMEDIATE**

PEX-746
SA 9 sessions (9 hours) / $175 each child and $85 each adult
Sat, 8:30-9:30am, Feb. 27-May 14 (skip 3/26, 4/23, 30) (Mistry)
ZA 10 sessions (10 hours) / $195 each child and $85 each adult
Sun, 11am-noon, Feb. 28-May 15 (skip 3/27, 4/24) (Bernstein)

Adolescent/Pre-Teen Swimming (ages 7-14)
Joshua Bernstein, MS, Aqua Therapy License; Vijay Mistry, BA; Logan Cramer, BA

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
SA1 9 sessions (9 hours) / $175
Sat, 8:30-9:30am, Feb. 27-May 14 (skip 3/26, 4/23, 30) (Mistry)
SA2 9 sessions (9 hours) / $175
Sat, 11am-noon, Feb. 27-May 14 (skip 3/26, 4/23, 30) (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
SA 9 sessions (10 hours) / $175
Sat, 9:30-10:30am, Feb. 27-May 14 (skip 3/26, 4/23, 30) (Mistry)
ZA 10 sessions (10 hours) / $195
Sun, 11am-noon, Feb. 28-May 15 (skip 3/27, 4/24) (Bernstein)
R 10 sessions (10 hours) / $195
Thurs, 8-9pm, March 3-May 12 (skip 4/28) (Bernstein)

Lifeguard Training:
American Red Cross Certification (age 15 or older by class end-date)
Daniel Armstrong, MS, DPT (Doctorate of Physical Therapy), Coordinator-Allied Health programs

The purpose of the American Red Cross Lifeguarding course is to provide entry-level lifeguard participants with the knowledge and skills to prevent, recognize and respond to aquatic emergencies and to provide care for breathing and cardiac emergencies, injuries and sudden illnesses until emergency medical services (EMS) personnel take over.

**Prerequisites:** Must be 15 years old on or before the final scheduled session of this course and Swim 300 yards continuously demonstrating breath control and rhythm breathing. Candidates may swim using the front crawl (freestyle), breaststroke or a combination of both, but swimming on the back or side is not allowed. Swim goggles may be used. Complete a timed event within 1 minute, 40 seconds.

**Required Textbook** to be announced at first class meeting for additional fee.

PEX-271 9 sessions (27 hours) / $395 plus $30 paid directly to Red Cross for Certification
TP Tues, 4-7pm, March 15-May 17 (skip 4/26)

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
WP 10 sessions (10 hours) / $195
Wed, 6:30-7:30pm, March 2-May 18 (skip 3/23, 4/27)
FP 9 sessions (9 hours) / $175
Fri, 6:30-7:30pm, Feb. 26-May 13 (skip 3/25; 4/22, 29)

Community Swimming

Supervised recreational swimming program. Afternoons, Evenings, Weekends

See page 32 for program schedule, details & refund policy.
Chinese Academy

皇后社区学院附属中文学校
QCC CHINESE ACADEMY
2015-2016 学年春季
February 5 - June 25

师资优，课程棒
Great Teachers, Excellent Classes

新生及在校生优惠
Registration Discount is available for new and transferring students!

联系方式 Contact
Phone: 718-281-5128
718-281-5346
Fax: 718-281-5538
E-mail: yxu@qcc.cuny.edu

上课地点 Class location
纽约市立大学皇后社区学院
Queensborough Community College 222-05 56th Ave,
Bayside, NY 11364

学费和注册费 Tuition & Registration fee
只上中文课
2-hour Chinese class only $250
中文课和兴趣课
2-hour Chinese & 1-hour Enrichment class $350

书本费 Textbook fee
幼稚园班 Kindergarten Class $5
普通中文班课本 Regular Chinese class $15
CSL 班课本
Chinese as a Second Language class can be purchased directly

中文课 Chinese class: 2 hours
学习汉语拼音，简体字
训练中文听、说、读、写
Learn Pinyin, simplified characters; explore Mandarin Chinese through listening, speaking, reading and writing.

上课时间 Class schedule
星期五晚上 Friday evening
6:45pm - 8:45pm
星期六上午 Saturday morning
9am - 11am
星期六下午 Saturday afternoon
12pm - 2pm

兴趣课 Enrichment class: 1 hour
书法，绘画，编织，
水彩，素描
Calligraphy, Drawing,
Crochet, Watercolors,
Sketching

上课时间 Class schedule
星期六上午 Saturday morning
11am - 12pm
星期六下午 Saturday afternoon
2pm - 3pm
EDUTAINMENT for Early Childhood
Learning through Entertainment for the Common Core
Angela Black-Santora, M.A.-Early Childhood Education and Special Education

ABC Fun for the Preschool Child (Pre-Kindergarten / 4 year old)
Students will learn to recognize the ABCs through stories, art, music, movement and games. These activities will help to advance your child’s ability to use the letters of the alphabet to read and write. Students will practice to speak, listen and read in alignment with the common core standards for the preschool age child. We will read, sing, dance, act and create art projects while learning to recognize the English alphabet and begin to use the letters to read and write.
CLX-858 9 sessions (13.5 hours) / $120
SP Sat, 1-2:30pm, Feb. 27-May 14 (skip 3/26; 4/23, 30)

Reading & Writing for the Young Learner (Kindergarten & 1st grade)
Students will listen to read aloud out of children’s favorite storybooks to deepen their ability to comprehend the stories through listening, speaking and writing. We will learn to act out the stories, create art projects and use music and movement to better comprehend stories so students can speak clearly about the stories and to write better responses to literature which will help them meet the grade-appropriate Common Core standards. Students will make text to text connections, text to self-connections, and be able to share their opinions verbally and in writing.
CLX-868 9 sessions (13.5 hours) / $120
SP Sat, 2:30-4pm, Feb. 27-May 14 (skip 3/26; 4/23, 30)

COMMON CORE for Elementary

Reading and Writing: “The Road to Success” (grades 2 & 3 and 4 & 5)
Students will learn the strategies needed to deepen their literacy skills and concepts in multiple disciplines. Collaborative strategies aligned with the Standards of Reading, Writing, Speaking and Listening, will provide students the exposure needed to purposefully build upon their knowledge and skills in order for them to become independent readers, writers, and thinkers.
CLX-808 9 sessions (13.5 hours) / $220 / Sat, Feb. 27-May 14 (skip 3/26; 4/23, 30)
SP-2/3: grades 2 & 3 @ 1-2:30pm  SP-4/5: grades 4 & 5 @ 3-4:30pm

Vocabulary Development & Close Reading Challenge (grades 2 & 3 and 4 & 5)
Students are exposed to interesting reading text to draw out information (including title, captions, pictures, graphs, passages, and various forms of written text) and understand the content within. Through these exercises, students will attain increased reading comprehension skills, vocabulary knowledge, context clues and inference skills, comparing and contrasting, critical thinking, and the understanding of all text features per Common Core Learning Standards (CCLS).
CLX-828 9 sessions (13.5 hours) / $220 / Sat, Feb. 27-May 14 (skip 3/26; 4/23, 30)
SP-2/3: grades 2 & 3 @ 3-4:30pm  SP-4/5: grades 4 & 5 @ 1-2:30pm
Chinese Academy

Courses for Middle School and High School.

Instruction provided by NYC Department of Education Principals and Teachers.

COURSES OPEN FOR ALL TEEN STUDENTS.

Specialized HS Entrance Test Prep (grade 8)
Practice SHSAT skills through learning logical reasoning, comprehension, algebra, word problems, probability, and statistics. Develop test-taking skills, learn to analyze questions and select correct answers.
CLX-838 10 sessions (20 hours) / $330
SZ Saturday Feb. 27-April 2 (skip 3/26) @ 3:15pm-5:15pm
& Sunday Feb. 28-April 3 (skip 3/27) @ 9am-noon

College Entrance Test Prep
Prepare for the NEW SAT format. Work to improve your scores by developing your verbal, mathematics and essay writing skills. Course includes evaluation of practice tests and essay writing. Required Textbook: Gruber’s Complete Guide (latest edition)
CLX-848 10 sessions (30 hours) / $540 /
Z Sunday, 10:30am-1:30pm, Feb. 28-May 15 (skip 3/27, 4/24)

Location

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 Q30 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, Z1 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 bus now stops on the campus from 7 am to 11 pm on weekdays. Limited-Stop buses stop at Springfield Blvd. and 56th Ave.

CUNY Alert

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!
Summer Programs

Oasis in Bayside
at Queensborough Community College

- Fantastic LOW PRICES!
- Traditional Day Camp for kids ages 5-11
- Early Start Imagination Camp for pre-K kids ages 3-5
- Teen Travel for emerging teens ages 12-14
- 8:30am-5:30pm with extended hours available
- Beautiful outdoor facilities & ample air-conditioned indoor space
- Sports, Visual & Performing Arts, Outdoor Adventure, Red Cross Swim Instruction & Chinese Academy available
- Hot Lunch & Transportation available
- Low Ratios with Mature Staff
- Flexible enrollment for 2-8 weeks

Call or visit us online today!
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Summer Workshops for Talented Performers
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Ages 8 - 19

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Ages 14 - 19

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Quality Training Close to Home
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Produced by Theatre Arts Center NY, LLC
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. Refund is based on the 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.

QUEENSBOROUGH COMMUNITY COLLEGE

Diane B. Call, Ed.D., President
Paul J. Marchese, Ph.D.
Provost & Vice President for Academic Affairs

OFFICE OF CONTINUING EDUCATION
Denise A. Ward, Vice President
Arpy S. Coherian, Director
Barbara Nasewicz, CE Education Specialist
Jeffrey Chen, Program Manager - Workforce & Professional Development
Miatta Weisel, Career Direct Manager
Jacqueline Montgomery, Program Manager - Kids & Teens College, After School Academy, Connect2College
Yang Xu, Program Coordinator, Chinese Academy
Kate Manafeeva, Administrative Specialist
Gail Grayson, College Assistant

COORDINATORS:
Daniel R. Armstrong, Allied Health
Armani Rashad, Hemodialysis
Judy Mc Dermott, Kids & Teens College
Dr. Azam Rahman, Medical Billing & Coding
Minerva Ryan-Tidd, HSE (formerly GED)
Leila Boohdoo, ESL
Josh Bernstein, Recreation

PRE-COLLEGE PROGRAMS:
Ashley Legitme, BTECH
Dr. Diana BERKOWITZ, CLIP & CUNY Start
Mary Anne Meyer, College Now / Focus
Darlene O’Rourke, Connect2College
Bonnie Flaherty, CUNY Start
Florence Tse, Port of Entry
Yicel Nota-Latif, Project PRIZE Liberty Partnership
Sherri-Ann Simmons & Albert Cardinale, 21st Century Community Learning Center

GRANTS:
Vera Melella, Financial Administrator
Luba Fredericks, Career Counselor
Rodney Shannon, Job Developer
Josephine Troia, Adviser
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.

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

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MALE</th>
<th>FEMALE</th>
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ADDRESS

CITY, STATE, ZIP

E-MAIL ADDRESS

EVENING PHONE

DAYTIME PHONE

BIRTH DATE

### FORM OF PAYMENT

- [ ] Check
- [ ] Bank Check or Money Order (Check #______)
- [ ] Credit Card (indicate below)

**Card No.**

Please include Security # found on back of card.

**Signature**

**Exp. Date**

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Please make checks payable to:
Queensborough Community College
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 43

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