Welcome to the fall 2015 semester of Queensborough Community College’s Office of Pre-College, Continuing Education and Workforce Development

We are excited to introduce several new career options for you. In technology, we have offerings in the areas of cybersecurity, movie and television productions, and data analysis and queries. If you want to steer your IT administrative work in the direction of a hot new career in Cybersecurity, then enroll in the *Cybersecurity Essentials (with review of COMPTIA Security+)*.

Or if you are interested in the entertainment or advertising industries, try your hand at film and video editing. Enrolling in the *Avid® Media Composer Editing Essentials (MC101)* is the first step in achieving confidence, creativity, and efficiency in non-linear film/video editing used in most movie and television productions.

Accessing, analyzing and building data queries and reports that support management research are covered in the *Microsoft Access* and in the *Data Analysis & Database Development* courses.

If you are looking to add options to your nursing career, enroll in the Certified Hemodialysis Nurse program to become a *BONENT Certified Hemodialysis Nurse (CHN)*.

Aspiring CPA’s and Tax Professionals – if you are studying taxation and business, you may want to enhance your earning power now by becoming an Enrolled Agent (EA). The *ENROLLED AGENT (EA) Tax Prep* course will position you for the exam and, once passed, you will become a federally licensed tax practitioner.

For those adults looking to enhance their lifestyles this fall, enroll in one or two of the following courses: *Acrylic Painting: Introduction to Visual Perception & Artistic Expression*, a studio art program, or art appreciation in our *Art History Series*. Our *History Series will cover topics in the Korean War, the Great War in the Middle East: Lawrence of Arabia, and Woodrow Wilson: Progressive President*. Tech programs include *Cloud Computing* and *Social Media* and *Multimedia Foundations* focusing on multiple sites. Other new programs include *Welcome to Auctioning, Selling, and Buying Online; Dreamweaver: An Introduction to Small Business, Personal & Legacy Websites; Sleep Yoga and Belly Dancercize*. Lectures include topics in Personal Law: *Bankruptcy Law & Debtor’s Rights* and *TORT Law: Negligence*.

New youth programs include additions to the *Chinese Academy roster in Test Preparation*. We are also offering *Kid’s Art from the HeArt (Pre-K & K)* and *Building NY through Art*.

We look forward to seeing you and your family on campus this fall.

Diane B. Call, EdD
President
Queensborough Community College

Denise Ward, MBA
Vice President
Pre-College, Continuing Education and Workforce Development
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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
- Change Management
- Communication Skills
These programs are exempt from further discounts
Accounting & Computer Assisted Business Certificate

Accounting & Computer Assisted Business Certificate
Designed 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 and recent publicized events 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, Thurs, Oct. 1-Dec. 10 (skip 11/26) and; Tues, Oct. 6 & 13

**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, Oct. 22

**Data Analysis & Database Development**

**Tish Edwards, M.S.-Telecommunications and Information Management**

This course is a project-based team approach to learn Microsoft applications in Excel and Access to enable speedy data analysis, create queries, and work with SQL coding structures. Spreadsheet analysis includes PivotTables, PivotCharts, and Sparklines, to transition into database functions. **Pre-requisite:** Familiarity with Excel and/or Access. **Required Textbook:** Dashboarding and Reporting with Power Pivot and Excel: How to Design and Create a Financial Dashboard with PowerPivot-End to End by Kasper de Jonge (approximately $21)

CPX-223  8 sessions (16 hours) / $165 plus required textbook
SA Sat, 11am-1pm, Oct. 3-Nov. 21
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

Required Textbook: Bookkeeping Made Simple by David A. Flannery, The Philip Lef Group is available at the QCC Bookstore.

BUX-194 12 sessions (36 hours) / $435
MW Mon & Wed, 6:15-9:15pm, Sept. 28-Nov. 9 (skip 10/12)
includes 1 session Computer Lab: Monday, Nov. 2

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 customer, vendors, and employees.


Recommended: knowledge of Microsoft Windows (see page 23) 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, Oct. 20-Dec. 8 (skip 11/24)
Paralegal Studies
Juan Carlos Fajardo, JD, Coordinator & Instructor; other specialized lawyers for various sessions
Train for one of the fastest-growing occupations in America. Gain practical skills and learn procedures to prepare you for success as a Paralegal. Build a career plan, locate potential employers, and find a job.

REQUIRED CERTIFICATE COURSES:
BUX-238 Practicum I Introduction
BUX-239 Practicum II Research
BUX-101 Notary Public Seminar
BUX-240 Computers in Law Office (Recommended)

COMPLETE CERTIFICATE IN ONE SEMESTER!
Required for Certificate: Successful completion with a grade of “C” or better and attendance.
Required textbook available for purchase at the QCC Bookstore. Prerequisite: High School Diploma or equivalent; basic Computer and Writing Skills. Attendance mandated.

Practicum I: Introduction to Laws & Procedures
Introduction to the principles and practices of the paralegal profession. Basic review of the American legal system, the mechanics of the law office and the legal field covered. Understand the civil litigation process, immigration law, family law, landlord & tenant dispute, contract law, and criminal justice.
BUX-238 5 sessions (40 hours) / $415
S Sat, 9:20am-4:10pm,
(1/2 hr lunch break)
Sept. 19-Oct. 17
Plus 8 hours of Fieldwork TBA

Practicum II: Research, Interviewing & Fieldwork
Introduction to the fundamental skills needed to conduct legal research inquiries, investigations, and interviews. Emphasis is given to practical applications and real-life work experiences of paralegals by combining exercises and theories. Legal research using LexisNexis. Includes 2 computer training sessions.
BUX-239 7 sessions (42 hours) / $495
S Sat, 9:20am-4:30pm,
(1/2 hr lunch break)
Oct. 24-Dec. 12 (skip 11/28)
with 2 Computer Labs: Dec. 5 & 12

Computers in the Law Office
Recommended for Paralegals & Lawyers
Acquire up-to-date information technology regarding the use of software and hardware for legal research, file, client, and accounting management. Learn basic computer concepts via software programs including Microsoft Word, Tabs 3, AbacusLaw and Westlaw. Topics covered: legal timekeeping and billing, litigation support, case management, docket control, and Internet legal/factual research, and; mobile computing, document management, security, ethics, law website design, and other trends in legal computing. Each topic is presented in a clear and organized manner incorporating many examples of how software is actually used by the paralegal or attorney on-the-job. Hands-on tutorials provide participants with the opportunity to apply what is presented in the text and practice using computers to complete legal work.
Prerequisites: Basic computer and Internet knowledge, access to computer. Required textbook includes the required free software and is available at the QCC Bookstore.
Includes 2 computer training sessions.
BUX-240 7 sessions (21 hours) / $315
T Tues, 6:30-9:30pm,
Sept. 29-Nov. 10
with 2 Computer Labs: Nov. 3 & 10

Notary Public Seminar
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 1 session (3 hours) / $65
R Thurs, 6:30-9:30pm, Oct. 22

FREE—Career Counseling, Job Development and Job Placement Services will be available.

See page 30 for Personal Law classes on BANKRUPTCY & TORT LAW
Avid® Media Composer
Editing Essentials (MC-101)

Daniel McKleinfeld, BA, Columbia University, professional editor for 15 years College Lab Technician, and; Eileen White, MFA, Assoc. Prof. – both with The Speech Communication and 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. Along with its follow-up, Avid® Media Composer Effects Essentials (MC-110 – to be offered in the spring semester), the class provides the foundation for Media Composer User Certification.

Learn by doing with real-world projects. Start with the basics of 3-point editing and how to construct a scene, then move on to reworking a scene and trimming dialogue for maximum emotional impact. Add to that the tools and techniques to mix music and sound effects, create titles and transitions, and deliver the program to specification. You will also learn critical skills needed to work as an assistant editor, including how to sync picture and sound from different sources, organize a project, manage media and metadata, and more. Enrollment limited to 16 registrants.

No familiarity with the Avid® system is necessary, but a background in editing, production, or post-production is highly recommended. **Required Textbook:** Available through the Avid® website and QCC Bookstore.

CPX-430 12 sessions (24 hours) / $650
TR Tues & Thurs, 6:30-8:30pm, Sept. 29-Nov. 5

Cybersecurity Essentials (with review of CompTIA Security+)
Merlinda Drini, Ph.D.

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+ Certification Kit: Exam SY0-401

CPX-128 SA 7 sessions (21 hours) / $400 / Sat, 9am-noon, Oct. 3-Nov. 14

**NEW**

**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
**DRIVING INSTRUCTOR LICENSING**

*Kye Weaver, MS. Ed.*

**Driver Training & Traffic Safety Seminar**

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).

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.

- **BUX-185** 10 sessions (30 hours) / $240
  - TR Tues & Thurs, 6:30-9:30pm, Sept. 29-Oct. 29

**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 73, of the NYS DMV requirements for certifying driving instructors to teach the Pre-licensing Course.

- **BUX-186** 10 sessions (30 hours) / $240
  - TR Tues & Thurs, 6:30-9:30pm, Nov. 3-Dec. 10 (skip 11/24 & 26)

**REAL ESTATE**

**Real Estate Salesperson Licensing Certification**

*Anthony Pearl, Esq.*

Prepares students to take the NYS Salesperson License Examination. **Topics:** license law and regulations; law of agency; legal issues; the contract of sales and leases; real estate finance; land use regulations; construction and environmental mathematics; municipal agencies; property insurance; taxes and assessments; condominiums and cooperatives; commercial and investment properties; income tax issues in real estate transactions; and mortgage brokerage.

- **BUX-255** 20 sessions (75 hours) / $510
  - MW Mon & Wed, 6-9:45pm, Sept. 28-Dec. 7 (skip 10/12)
  - Exam last day of class (Dec. 7)

**NOTE:** Some dates subject to change.

**Home Staging**

*Ocelia Claro, Accredited Staging Professional Master, owner Ocelia Claro, Realtor, and; Huguette Dumas-Romerio, Accredited Staging Professional and Real Estate Broker*

Explore the concept of HOME STAGING and the benefits for the seller and Realtors. Maximize the potential profit when preparing to sell by STAGING the property before it goes on the market. Learn the process of STAGING the inside as well as the outside to appeal to the largest number of buyers.

- **IDX-128** 5 sessions (10 hours) / $135
  - R Thurs, 6:30-8:30pm, Oct. 1-29

**Creating Beautiful Rooms**

*Rita Plush, MA, President, Rita Plush Interiors*

Learn the basics and then some from designer Rita Plush. Use what you have in a new way to give your rooms the polished look you’ve always wanted. Classes will cover layout, color scheming, walls, windows and floors, and how to combine contemporary elements in traditional rooms.

- **IDX-200** 5 sessions (10 hours) / $115
  - M Mon, 6:15-8:15pm, Oct. 5-Nov. 9 (skip 10/12)

**FENG SHUI** see page 31
## 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: |
| **Sep 2, 2015 4:00 PM EDT at:** |
| [https://attendee.gotowebinar.com/register/2177091658958741506](https://attendee.gotowebinar.com/register/2177091658958741506) |
| **Oct 1, 2015 12:00 PM EDT at:** |
| [https://attendee.gotowebinar.com/register/2083115300621107714](https://attendee.gotowebinar.com/register/2083115300621107714) |

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 10 to register before/during this program!

**Required Textbook:** Read the first 3 chapters before the class start date (Oct. 7)  
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 |

**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](http://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)

| S Sat, 9am-4pm (with 1 hour lunch break), Oct. 17-Nov. 21 |
| Practicum @ 9am-noon + Lecture @ 1-4pm; Certification Exam November 21 |

**Discounts not applicable for this program.**
Health & Allied Services Certifications

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

No refunds issued for lateness. Please read required textbook before first day of class. 100% attendance is mandatory including the first day of class. Timeliness and attendance is enforced; this will impact on eligibility for meeting program and exam requirements.

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

Friday                Saturday
F1 Aug. 28            S1 Aug. 1
F2 Sept. 4             S2 Aug. 15
F3 Sept. 11            S3 Aug. 22
                  S4 Sept. 26
                  S5 Oct. 10

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 December 17 @ 6-10pm
MWS: EVENING – Queensborough Campus

Monday, Wednesday, Thursday 6-10pm
Saturday 9am-6pm w/ 1 hour lunch break
Mon Aug. 31-Dec. 14 (skip 9/7, 14; 10/12)
Wed Sept. 2-Dec. 9 (skip 9/23, 11/25)
Sat. Sept. 12-Dec. 12 (skip 9/26, 10/10, 11/28)
Thurs. Sept. 10 & Dec. 17

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 & Allied Services Certifications

Health Technology Certification – Daniel R. Armstrong, MS, DPT (Doctorate of Physical Therapy), Coordinator; Candy Perez, EMT-B, PTCB, CNA, CPR/BLS instructor, and; other teachers TBA

Required textbooks available at the QCC Bookstore. Certificate of attendance awarded upon satisfying required course attendance, written exam, and skills demonstrations. Prerequisite: CPR (AHX-100) on page 10 (with AHA CPR Certification), and; Medical Terminology for Allied Health (AHX-179) – see below, and Standard First Aid (AHX-183) on page 12.

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.

AHX-170 10 sessions (40 hours) / $1,575
        plus $25 NHA exam fee below
SA Sat, 8:30am-12:30pm,  
Sept. 19-Nov. 21
SA-NHA NHA Exam: Dec. 5 @ 9am-1pm

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

AHX-172 2 sessions (15 hours) / $485
SZ Sat & Sun, 9:30am-5:30pm (with 1/2 hour lunch break), Dec. 12 & 13

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

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.

AHX-171 10 sessions (44 hours) / $1,695
        plus $25 NHA exam fee below
SP Sat, 1-5:25pm, Sept. 19-Nov. 21
SP-NHA NHA Exam: Dec. 5 @ 9am-1pm

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.

AHX-179 S / 1 session (8 hours) / $165
    Sat, 9am-6pm (1 hour lunch), Sept. 12
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: Aug. 16 Z2: Aug. 23 Z3: Nov. 15
Saturday, 9am-6pm (with 1 hour lunch) S1: Aug. 8 S2: Aug 29 S3: Oct. 24

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, Nov. 16

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, Sept. 29

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 WP / 1 session (3 hours) / $65 / Wed, 5-8pm, Oct. 7
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

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.


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


**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  26 sessions (93 hours) includes BONENT exam review sessions / $3,000
- MWF-FL Mon, Wed, Fri, 7-10pm, Sept. 21-Nov. 20 (skip 9/23, 10/12), and;  
  Sat, 10am-7pm with 1-hour lunch break, Oct. 3 (BCLS/CPR class)  
  & 10-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 12 sessions (51 hours) includes BONENT exam review sessions / $2,000
- MWF-FL Mon, Wed, Fri, 7-10pm, Sept. 21-Oct. 19 (skip 9/23, 10/12), and;  
  Sat, 10am-7pm with 1-hour lunch break, Oct. 3 (BCLS/CPR class)  
  & 10-hour BONENT REVIEW TBA / Internship: available (if qualified)

**NEW**  
**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 26 sessions (93 hours) includes BONENT exam review sessions / $3,500
- MWF-FL Mon, Wed, Fri, 7-10pm, Sept. 21-Nov. 20 (skip 9/23, 10/12), and;  
  Sat, 10am-7pm with 1-hour lunch break, Oct. 3 (BCLS/CPR class)  
  & 10-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 available in Spanish June 1, 2015)
Health & Allied Services Certifications

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.

Aligned with the Fall 2015 PAX exam dates offered by QCC’s 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, Sept. 28-Oct. 26 (skip 10/12)
MW2 8 sessions / Mon & Wed, 7-9:30pm, Nov. 2-25
SA 5 sessions / Sat, 10am-2pm, Oct. 3-31

Patient Care Technician Certification: NHA Certified

Complete Certificate with Seven (7) Course components:
- CPR (AHX-100) – page 10
- EKG (AHX-170), Phlebotomy (AHX-171), Medical Terminology (AHX-179) – page 11
- Cultural Competency (MBX-006) – page 18
- 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.

Review & Exam scheduled as needed.

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

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, Sept. 30-Dec. 11 (skip 11/25-27)

Payment Plan: $685 due at initial time of registration / $365 balance due after first month.
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 10)
- Standard First Aid: AHX-183 (see page 12)
- EKG Technician: AHX-170 (see page 11)
- Medical Terminology: AHX-179 (see page 11)
- Phlebotomy Technician: AHX-171 (see page 11)
- Emergency Medical Technician: AHX-110 (see page 10)
- IV Technician: AHX-172 (see page 11)

Waivers available upon verification for current EMTs for EMT requirement

Note: These Courses must be taken sequentially as follows:

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

Emergency Room Technician (AHX-174) Bundle Pricing:

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

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

All 7 courses @ $4500 plus $20 registration fee each semester and Exam fees.

For current EMT’s - Only 3 courses (EKG, IV, Phlebotomy) @ $3,150

Partial Payment Schedule:

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

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

Discounts not applicable for this program.

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 September 2015
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 10
- Standard First Aid – page 12
- EKG – page 11
- Phlebotomy – page 11
- CPT Coding – page 18
- ICD9 Coding – page 18
- Medical Billing Intro & Cmprtr. Mgt. – page 17
- Medical Claims Problem Solving – page 18
- Medical Terminology and Systems I & II – page 17
- Intro to Pharmacology – page 18
- Electronic Health Records – page 18
- Cultural Competency – page 18

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: $4,495

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.

Complete your degree online at CUNY!

The School of Professional Studies offers both Bachelor’s & Master’s degrees fully-online.

- Business
- Information Systems
- Health Information Management
- Disability Studies
- Communication & Culture
- Sociology
- Psychology

For more details: view http://sps.cuny.edu or call 212-652-2869 for more details.
Medical Office Biller Certificate

Program Coordinator: Azam Rahman, MD

In response to growing demand for competent people to handle the administrative challenges of healthcare facilities, this program will inform, train, and support individuals interested in making this a career path. Although the healthcare system has undergone significant change in recent years, one aspect remains constant: the function and importance of billing personnel. The success of a medical practice or institution depends to a great extent on the knowledge, organization, and dedication of its administrative staff, especially today when the risk of medical liability is high. Enhance your abilities in this industry or gain skills to re-enter the workforce or change careers.

A program certificate is awarded for satisfying all program requirements:
Complete 4 required & 2 elective courses.

4 REQUIRED COURSES Intro to Medical Office Billing & Computer Medical Practice Management with Job Search Preparation • Medical Terminology and Systems I & II • CPT Coding • ICD9 Coding

2 ELECTIVES REQUIRED Cultural Competency • Electronic Health Records • Medical Claims Problem Solving • NYS Workers Compensation & No Fault • Pharmacology

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.

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 (25 hours) / $745
R Thurs, 6:45-9:15pm, Oct. 1-Dec. 10 (skip 11/26)
4 classroom sessions: Oct. 1-22
4 computer lab sessions: Oct. 29-Nov. 19
2 Job Search sessions (Computer Lab): Dec. 3 & 10

HELENA RUBINSTEIN FOUNDATION Scholarships Available
Please contact Jeff Chen @ 718.281.5546 or jchen@qcc.cuny.edu
DUE DATE: Early September 2015

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

Incorporates system-related pathology and drug highlights, diagnostic/laboratory tests.

Required Textbook: The Language of Medicine (9th Edition) by Davi Ellen-Chabner (Publisher: Saunders), available at the QCC Bookstore.

MBX-126 8 sessions (16 hours) / $275 plus $10 payable at first class meeting
Required Courses (continued)

ICD Coding 9 with Intro to ICD 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 right column) enables obtaining maximum reimbursements on claims.

MBX-104 6 sessions (12 hours) / $185
F Fri, 6:45-8:45pm, Oct. 9-Nov. 13

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: 2014 CPT Coding Book (American Medical Association) and a medical dictionary, available at the QCC Bookstore.
MBX-103 8 sessions (20 hours) / $255
WP Wed, 5:30-8pm, Oct. 14-Dec. 9 (skip 11/25)

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.

MBX-120 4 sessions (8 hours) / $125
W Wed, 6:30-8:30pm, Nov. 11-Dec. 9 (skip 11/25)

Hospital & Hospice Billing
Bertrand Batista, BA, Director, Patient Financial Services, Kingsbrook Jewish Center & Rutland Nursing Home
Learn the specific billing procedures and the payment cycles. Overview of the elements necessary for documentation and compliance with insurance regulations discussed to ensure prompt reimbursement.

MBX-123 5 sessions (15 hours) / $265
SA Sat, 9:45am-12:45pm, Oct. 17-Nov. 14

Introduction to Pharmacology
Kathleen Ruffo, RN
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.

No textbook required. Handouts provided.
MBX-108 4 sessions (11 hours) / $145
MP Mon, 2:15-5pm, Nov. 2-23

Electronic Health Records (EHR) & Health Information Data Management
Natalya Margolina, MA
Introduction to the functions of the Electronic Health Record, its benefit to healthcare workers, physicians and patients. Learn about the government requirements related to the transition from a paper-based record to an EHR.

MBX-005 4 sessions (15 hours) / $295
SA Sat, 9am-12:45pm, Oct. 31-Nov. 21

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.

MBX-006 4 sessions (8 hours) / $145
M Mon, 6-8pm, Oct. 19-Nov. 9

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!
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.
September 16 • October 14 • November 11
December 9 • January 13, 2016 • February 10, 2016

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: Wednesday, September 16th @ 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 provide in-class training for test-taking and time management strategies.

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 4 separate books)
- HSE: HSE Common Core Achieve by McGraw-Hill (series of 4 separate books)

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

Pre-HSE: 30 sessions (120 hours)
Mon, Wed, Fri, Sept. 28-(ends Wed) Dec. 9 (skip 10/12, 11/27)
- MWFA-P: MORNINGS @ 8am-noon
Mon, Tues, Wed, Sept. 28-(ends Mon) Dec. 7 (skip 10/12)
- MTW-P: EVENINGS @ 5-9pm

HSE: 30 sessions (120 hours)
Mon, Wed, Fri, Sept. 28-(ends Wed) Dec. 9 (skip 10/12, 11/27)
- MWFA: MORNINGS: @ 8am-noon
Mon, Tues, Wed, Sept. 28-(ends Mon) Dec. 7 (skip 10/12)
- MTW: EVENINGS: @ 5-9pm

ESL BRIDGE TO HSE
Course details on next page 21

HIGH-QUALITY, AFFORDABLE EDUCATION

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

www.qcc.cuny.edu/admissions

QUEENSBOROUGH COMMUNITY COLLEGE
ESL: ENGLISH AS A SECOND LANGUAGE
Leila Boodhoo, ESL Coordinator, MA, (TESOL)
Teachers College / Columbia University

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

TESTING & PLACEMENT for ALL ESL STUDENTS (BEX-010 PRE-R)
Thursday, September 17th 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, Sept. 29- (ends Tues) Dec. 8 (skip 11/26)

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

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

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

BEX-193 20 sessions (60 hours) / $235
TRA Tues & Thurs, 8-11am, Sept. 29-(ends Tues) Dec. 8 (skip 11/26)

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, Oct. 2-Nov. 20

The B’s: Business Skills
(Not offered Fall semester)
Business Law & Communication

The C’s: Communications Skills
Phone & Email

Learn vocabulary, phrases and etiquette in English for talking on the phone in a variety of situations, especially in business and professional settings. Practice greetings, ending a call, requesting information, taking a message, leaving a message/voicemails, etc. Understand how to use strategies and appropriate English to help with difficult calls, such as calls to a large government agency, a bank or an insurance company. Discussions on email messages and styles.
BEX-143 4 sessions (8 hours) / $75
W Wed, 7-9pm, Oct. 28-Nov. 18

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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!
**Academic Preparation**

**PORT of ENTRY: Intensive ESL/ibt TOEFL**

Florence Tse, Director  
Website: www.qcc.cuny.edu/POE  
For adult international students and new immigrants to improve language skills and enhance English proficiency in speaking, listening, reading, writing.  
I-20 & TOEFL waiver available for eligible college admissions  
Non-Refundable Registration Fee / Tuition  
- **Morning** @ 9am-1:30pm / $25 / $1300  
- **Afternoon** @ 2-6:30pm / $25 / $1300  
$1500 for I-20 student  
Mon-Thurs 9/28-12/16  
- **Eve** @ 7-9pm / $10 / $290  
Mon/Wed 9/28-12/16; Tues/Thurs 9/29-12/15  
- **Weekend** @ 9am-1pm / $10 / $290  
Sat 10/3-12/19  

**Registration Locations & Testing Schedule:**  
- **QCC Bayside:** 222-05 56 Avenue, S-108  
718.281.5410  
Thurs 9/10 and Fri 9/11 @ 10am-1pm  
- **Flushing Center:** 39-07 Prince Street, #2A  
718.640.9200  
Tues 9/8 and Wed 9/9 @ 10am-1pm & 7-9pm  
Sat 9/12 @ 10am-1pm

**Free ESL (All Levels)**

**QUEENSBOROUGH ACADEMIC LITERACY PROGRAM**  
Kitty Bateman, QCC Literacy Program Director  
718-631-6363 • 222-05 56th Ave, Bayside  
These free daytime, evening and weekend classes are designed to assist adult ESL learners improve their English language skills while learning about American government and culture.  
Enrollment limited.  
For more information, please visit website:  
www.qcc.cuny.edu/FreeESL

**OPEN HOUSE**

Queensborough Community College  
(Bayside Campus) see above address  
**Saturday, September 12th @ 10am**  
Humanities Building, 3rd floor

**Flushing Center**  
39-07 Prince Street, #2A  
**Wednesday, September 9th @ 10am**

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**CUNY Start** is a low-cost intensive program available for students who have been accepted to Queensborough Community College but have failed their CUNY Assessment Tests. Students receive intensive instruction in reading, writing, and pre-college math to prepare for the CUNY Placement tests and college-level work and advisement. Two 16 week program options are available for students **from August 2015 to January 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 a 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 Raquel Corona at **(718) 281-5368** for Information Sessions  
or check the CUNY Start website: [www.qcc.cuny.edu/cunystart](http://www.qcc.cuny.edu/cunystart).

**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.  
**FALL 2015 SEMESTER:** Monday thru Friday, Sept. 8-Dec. 22 (skip 9/14-15, 22-23; 10/12; 11/26-27)  
**SESSIONS:** Morning @ 9am-2:30pm • Afternoon @ 3-8pm • 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, Sept. 28-Oct. 14 (skip 10/12)

**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, Nov. 9-23

**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
- **MW** Mon & Wed, 6:15-9:15pm, Oct. 19-28

**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, Nov. 4-18

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
- **M** Mon, 6:15-9:15pm, Nov. 30-Dec. 14

**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, Dec. 2-16

**Quickbooks Pro**

see page 5

**Data Analysis & Database Development**

Tish Edwards, M.S.—Telecommunications and Information Management

This course is a project-based approach to learn the common features of the Microsoft applications in Excel and Access to enable speedy data analysis, create queries, and work with SQL coding structures. Use constructs common to spreadsheet analysis, including PivotTables, PivotCharts, and Sparklines, to transition into database functions. Bring your real-world projects to help create a meaningful portfolio. Registrants will work in teams of 2-4 people, based on skill set, professional objectives, and personal interests. **Pre-requisite:** Familiarity with Excel and/or Access. **Required Textbook:** Dashboarding and Reporting with Power Pivot and Excel: How to Design and Create a Financial Dashboard with PowerPivot—End to End by Kasper de Jonge (approximately $21)

- **CPX-223** 8 sessions (16 hours) / $165 plus required textbook
- **SA** Sat, 11am-1pm, Oct. 3-Nov. 21

NEW
MAC Computers

MAC & 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

WELCOME to the Mac!: Introduction Workshop
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, Oct. 4

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, Oct. 18

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, Oct. 18

SOCIAL MEDIA
Acquire the basics 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, Oct. 25

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, Nov. 1

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, Nov. 8

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, Nov. 15
ADOBE® Photoshop Foundations
Daniel McKleinfeld BA, Columbia University

Whether you are a complete novice to digital imaging, a graphics designer, or a photographer who just wants to take good-looking images and make them look great, this course is designed to make the most out of your digital images! Learn how to make the best of your photographs and digital images with this project-orientated course, for modifying your images using the industry standard graphics program: Adobe Photoshop (CS516).

CPX-405 10 sessions (20 hours) / $165
MW Mon & Wed, 6:30-8:30pm, Oct. 5- (ends Mon.) Nov. 9 (skip 10/12)
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 6 sessions (12 hours) / $115 plus approximate cost of supplies is $30
ZA Sun, 10am-noon, Oct. 4-Nov. 8

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 (finger-nail size), 1 flat sableine 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 6 sessions (18 hours) / $165 plus approximate cost of supplies is $100
ZP Sun, noon-3pm, Oct. 4-Nov. 8

Acrylic Painting: Introduction to Visual Perception & Artistic Expression
Kate Manafeeva, BA-art minor, MA, MBA
This course is designed to introduce the basic elements of painting. Instruction will be given on preparation of materials and specific exercises will be given to explore color, light, texture, transparency/impasto and 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, and understand painting methodologies and apply the techniques. Registrants must purchase art supplies at approximate additional cost of $150. Please ask for materials list at the time of registration.
ARX-118 5 sessions (12.5 hours) / $95
R Thurs, 6:15-8:45pm, Oct. 1-29

ART HISTORY Series
Mary L. Dono, MS, Doctor of Education, Instructional Leadership

ARX-304 M: 4 Classes on Mondays @ 7-8:30pm
Register for Each @ $30
Register for All Four @ $100

M1: September 28th
Gustave Courbet and Jean-Baptiste-Camille Corot
Although they each had a different style and philosophy about art, these men exerted a significant influence on the art world of their time, and on the Impressionists who followed.

M2: October 19th
James Tissot and Alfred Stevens
Painting in Paris, London, and Brussels at the time of the Impressionists, these men were society artists with a style of their own!

M3: November 16th
John Singer Sargent and Thomas Eakins
Americans in Paris who brought their talent home for us all to enjoy!

M4: December 7th
Artists of the Hudson River School
Frederick Edwin Church, Thomas Cole, and Asher Brown Durand, 19th century American artists, are best known for their landscapes. Examine the unique contribution each made to American Art History.

Photography Timeline: Capturing its Spirit & History
Jo-Anne Raskin, BS-Communication Arts, MS-Education, MLS-Library Science
A fun course to learn about different genres of photography! Discussion will be held on the history of photography, photographers and what made their photographs important in the role of society. Each week will include a new lens: fashion & wedding portraits, photojournalism, sports, street, and the advent of digital formats. Exhibits and area events will also be provided.

NOTE: This is not a photography course.
ARX-165 5 sessions (7.5 hours) / $75
W Wed, 6:30-8pm, Oct. 21-Nov. 18
**Creative Writing Workshop:**  
**Object Lessons**  
*Rita Plush, author of novel, Lily Steps Out, and short story collection, “Alterations”*  
If you always wanted to write a story or describe a special moment in time, this class is for you! By using your own personal object to fire up your creative brain cells – a childhood gift, something you bought yourself – you will be on your way to crafting that story or memory piece. If size allows, bring your “object of affection” to class.  
**ENX-146**  
4 sessions (7 hours) / $55  
**W**  
Wed, 6:15-8pm, Oct. 7-28

**Saturday at the Movies:**  
**Your Chance to Become a Part of the New York Arts Scene**  
*Presented by Media Educators Association*  
Participants will see previews of new Hollywood and foreign films, then discuss and evaluate them. On occasion, the actors, producers and writers attend and participate. Tabulated results are forwarded to the studios and film publicists. Screenings are held at a comfortable midtown-Manhattan theater. Off-campus location given at registration. For further information, visit MEA’s website @ www.satmornfilmfest.org  
**PSX-301**  
9 sessions/films (22.5 hours) / $185  
**SA**  
Sat, 10am-12:30pm,  
Oct. 3-Dec. 12 (skip 10/10, 11/28)  
**This program is exempt from all discounts**

**Design**

**Creating Beautiful Rooms**  
*Rita Plush, MA, President, Rita Plush Interiors*  
Learn the basics and then some from designer Rita Plush. Use what you have in a new way to give your rooms the polished look you’ve always wanted. Covers layout, color scheming, walls, windows and floors, and how to combine contemporary elements in traditional rooms.  
**IDX-200**  
M / 5 sessions (10 hours) / $115  
Mon, 6:15-8:15pm, Oct. 5-Nov. 9 (skip 10/12)

**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 / Thurs, 7:15-9:15pm, Oct. 8 & 15

**Movies & Writing**

**Literature**

*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. *The Master Butchers Singing Club* by Louise Erdrich will be the first selection; **Please read this book PRIOR to the 1st class meeting.**

**Books & Brunch**  
Read and discuss one book every two weeks totaling six (6) selections and the viewing of one film based on a book selection.  
**ENX-156**  
7 sessions (11 hours) / $95  
11:30am-1pm for both sections  
(TA or RA below)  
Film on Tues, December 8 @ noon-2pm  
**TA**  
Tues, Sept. 29; Oct. 13, 27; Nov. 10, and; Dec. 1, 8 (film), Dec. 15  
**RA**  
Thurs, Oct. 1, 15, 29; Nov. 12, and; Dec. 3, **Tuesday Dec. 8 (film), 17**

**By The Book**  
Read and discuss one book every month totaling four (4) selections.  
**ENX-154**  
4 sessions (5 hours) / $50  
**T**  
Tues, 6:15-7:30pm,  
Oct. 6, Nov. 3, 24, and; Dec. 15
The Korean War and America: The Forgotten War
From 1950 to 1953, America fought a war in a far-off country in Asia. Part of the Cold War, this war is still an issue on the world stage. Sometimes called “the Forgotten War”, we cannot allow this part of American history to be forgotten. Come join us for this most interesting subject.

Suggested Readings: The Korean War: A History by Bruce Cummings, and; Brothers at War: The Unending Conflict in Korea by Sheila Miyoshi Jager.

HIX-284 R / 2 sessions (4 hours) / $55 Thurs, 7:30-9:30pm, Oct. 29 & Nov. 5

The Great War in the Middle East: Lawrence of Arabia
The Middle East would not escape the vast and enduring consequences of one of the most destructive conflicts in human history. Out of this conflict came an epic life on a grand scale: Lawrence of Arabia. The events of 1914-1924 in this region of the world are still being played out one hundred years later in 2015.

Suggested Readings: Setting the Desert on Fire: T. E. Lawrence and Britain’s Secret War in Arabia, 1916-1918 by James Barr; Hero: The Life and Legend of Lawrence of Arabia by Michael Korda; The Fall of the Ottomans: The Great War in the Middle East by Eugene Rogan, and; The Young T. E. Lawrence by Anthony Sattin.

HIX-354 R / 2 sessions (4 hours) / $55 Thurs, 7:30-9:30pm, Nov. 12 & 19

Woodrow Wilson: Progressive President
Wilson was one of America’s most intellectually magnetic yet also enigmatic Presidents. He was a transformative, controversial and resonant leader. In this class, we will try to find the real Woodrow Wilson and why he is important to today’s American domestic and foreign policy.


HIX-311 R / 2 sessions (4 hours) / $55 Thurs, 7:30-9:30pm, Dec. 3 & 10

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
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,  
Oct. 5-Nov. 23 (skip 10/12)

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

COMING-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 September 14 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 September 14 or 21.  

Please visit our website, www.QueensOratorio.org to listen to us and to learn more about our group.  

OSQ’s Annual Holiday Concert, featuring selections from Handel’s “Messiah” and other great seasonal favorites, will be performed on Sunday, December 20, 2015 in Queensborough Performing Arts Center.  

QPAC Cultural Partner for the Arts

For a full list of upcoming events, log onto www.visitQPAC.org

50 YEARS!  
THE GOLD STANDARD IN ENTERTAINMENT!  

Sunday, October 18, 2015, 3pm  
THE NATIONAL DANCE COMPANY OF SIBERIA  
This vibrant dance company complete with 55 dancers and an array of gorgeous folk costumes, brings influences from a world of cultures to the stage.  $42, $39

Sunday, October 25, 2015, 3pm  
COMPAÑÍA FLAMENCA: JOSÉ PORCEL  
José Porcel and his company of dancers, present classic Flamenco.  $35 all seats

Sunday, November 15, 2015, 3pm  
THE DOO WOP PROJECT  
Back by popular demand! Charly Brown, Dominic Nolfi and their fellow Motown The Musical and Jersey Boys performers who comprise the cast of The Doo Wop Project, return to QPAC to celebrate the songs of the great vocal groups of the 1950s.  $40 all seats
**Bankruptcy Law & Debtor’s Rights**

*Alla Kachan, JD*

The seminar-style course will shed light on the bankruptcy process, debtor/creditor rights, and life after bankruptcy. Learn the basics of Federal Bankruptcy Code and the NYS bankruptcy exemptions. Understand existing laws to retain personal property, discharge personal and business debt and determine income in bankruptcy.

BUX-246  TR / 6 sessions (12 hours) / $125 / Tues & Thurs, 7-9pm, Oct. 13-29

**TORT LAW: Negligence**

*M. X. Hartofelis, Esq.*

Join this lively engaging class which concentrates on Negligence, the bulk of Tort litigation in America today. Understand the "reasonable man" standard in assessing whether (in)action results in liability. Learn about all the elements that must be found before a person can be found liable, and what defenses are available to a person who may have committed a "Tort".

BUX-245  TR / 6 sessions (12 hours) / $125 / Tues & Thurs, 6:30-8:30pm, Nov. 3-19

**Protect Your Assets 2015**

*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, Oct. 14

**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, Nov. 14

**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, September through December.

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, Oct. 1-Nov. 19

Tai Chi: Basic
Wenmey Ting, Queensborough staff
Treasure your life and do some proper exercise to keep you healthier and happier.
PEX-273 7 sessions (10.5 hours) / $95
T Tues, 6:30-8pm, Oct. 20-Dec. 8 (skip 11/24)

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 8 sessions (8 hours) / $95
TP Tues, 5:15-6:15pm, Sept. 29-Nov. 24 (skip 11/17)

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 7 sessions (7 hours) / $85
RP Thurs, 2-3pm, Oct. 8-Nov. 19

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, Oct. 19-Nov. 16

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 2 sessions (4 hours) / $55
W Wed, 7:15-9:15pm, Nov. 11 & Dec. 2

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 Chi.
IDX-133 2 sessions (4 hours) / $55
R Thurs, 7:15-9:15pm, Oct. 8 & 15
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  8 sessions (16 hours) / $175
F  Fri, 7-9pm, Oct. 2-Nov. 20

**NEW** 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, Oct. 6-Nov. 17

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.

**Only tennis shoes with white soles permitted.** Students must supply rackets & balls. In case of rain, instruction takes place indoors.

PEX-278  6 sessions (12 hours) / $155
SP  Sat, 10:30am-12:30pm, Sept. 12-Oct. 24 (skip 10/10)

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. Enrollment limited.

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, Sept. 29-Oct. 27 and; Sun, 10am-12:30pm, Nov. 1

**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
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.

S  Sat, 9am-4pm, Oct. 17-Nov. 21
Practicum @ 9am-12noon + Lecture @ 1-4pm; **Final Exam November 21**

**PLEASE SEE PAGE 9 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 in right column 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

FALL 2015
Up to 100 sessions / 251 hours

PEX-287 Tues, Sept. 8-Wed Dec. 16
(skip 9/10, 13, 14, 15, 22, 23; 10/12, and; 11/26-29)
- 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) who is enrolled in current semester instructional swim class
- E2 $95, adult or child (under 12 years) in current semester instructional swim class

Swimming Instruction
Joshua Bernstein, MS, Aqua Therapy License
BEGINNER
PEX-246 10 sessions (7.5 hours) / $135
M Mon, 9-9:45pm, Sept. 28-Dec. 7 (skip 10/12)
PEX-246 10 sessions (10 hours) / $165
SP Sat, noon-1pm, Sept. 26-Dec. 12 (skip 10/10, 11/28) (Cramer)
ZA Sun, 9-10am, Sept. 27-Dec. 13 (skip 10/11, 11/29) (Bernstein)

INTERMEDIATE
PEX-247 10 sessions (7.5 hours) / $135
T Tues, 9-9:45pm, Sept. 29-Dec. 1

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-240 M / 8 sessions (8 hours) / $145 Mon, 8-9pm, Sept. 28-Nov. 23 (skip 10/12)

Lifeguard Training with Red Cross Certification Offered Spring 2016

Swimming Hour Schedule
NEW EXTENDED HOURS!
Monday thru Thursday: 6-7:45pm
Wednesday: 1-2:45pm
Thursday: 6-9:45pm
Saturday & Sunday: 1-4:45pm

COMMUNITY SWIM POOL HOURS

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

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

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 beyond belief! Participants should bring bathing suit, water, towel, and water shoes.
PEX-240 M / 8 sessions (8 hours) / $145 Mon, 8-9pm, Sept. 28-Nov. 23 (skip 10/12)
Jacqueline M. Montgomery, Program Manager.

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

Letter from the Director

This semester we are bringing back an old favorite with a fresh new attitude! Our new art teacher Kerry Castoria will be bringing back Portfolio Development for middle school students looking to impress potential high schools. We also brought back coding with a twist-Teens Code Academy! Our STEM teacher, Cristianna Colella will be preparing new experiments for the ever growing STEM-Apprentice Engineers class. Note that we have mixed grades for this class because Ms. Colella teaches STEM in a fun and relaxed way while teaching the fundamentals to all in a differentiated approach. It’s all about having fun while learning! We strive to provide your children with great academic classes to get that edge they need to succeed. We always align our classes with the Common Core Standards and STEm® M!

Enjoy the semester!

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!

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
Kid's Art from the HeART (Pre-K & Kindergarten)
Learn how to 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. Learn how to use conventional objects in non-conventional ways through creating three dimensional pieces using recycled materials.
CLX-113 SA / 10 sessions (10 hours) / 10-11am / $110

NEW

ELEMENTARY Preparation

Reading & Writing Prep (grades 1-5)
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. This class is a precursor to the NYS English Language Arts Test Prep for grades 3-8 (Spring 2016).
CLX-235 SA: See Grades Below for Schedule
SA-1, 2: 10 sessions (12.5 hours) / $130 / 9-10:15am
SA-3, 4, 5: 10 sessions (15 hours) / $160 / 9-10:30am

Mathematics Prep (grades 1-5)
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. This class is a precursor to the NYS mandated assessments in Mathematics Test Prep for grades 3-8 (Spring 2016).
CLX-222 SA: See Grades Below for Schedule
SA-1, 2: 10 sessions (12.5 hours) / $130 / 10:30-11:45am
SA-3, 4, 5: 10 sessions (15 hours) / $160 / 10:45am-12:15pm

STEM: Apprentice Engineers! (grades 3-5)
Are you science obsessed? Do you love solving math problems of all kinds? Then this class is for you! 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 material fee of $35 is required on the first day of class payable to instructor.
CLX-204 SP 10 sessions (10 hours) / $170 / 1-2pm

NEW

Building New York through Art (grades 1 & 2)
Take a look at different buildings in New York and discover the innovative shapes used in old and new architecture. Create blueprints for your own New York inspired building. Learn about perspective and incorporating a horizon line into your drawing. Work as a class to build a city from the ground up using mural paper and found objects to create a small-scale city sculpture.
CLX-117 SP / 10 sessions (10 hours) / noon-1pm / $100
MATHEMATICS PREP

These classes are great precursors to the NY State mandated assessments in Mathematics Test prep class for grades 3-8 in Spring 2016. Curriculum according to each grade, and are aligned to the new Common Core standards.

**Grade 6**

Designed to help students develop their math problem solving abilities. Challenging topics include: fractions, decimals, percents, mean, median, mode, probability, signed numbers and word problems. Strategies are key to not only pass an exam but to truly understand the principles of math.

CLX-503 SA-6: 10 sessions (15 hours) / $180
9-10:30am

**Grade 7/8**

Students will practice on higher level, more difficult math problems on the principles of algebra including polynomials, factorization & solving equations, variables, decimals, fractions, percents, signed numbers, algebraic equations, and word problems. **Students are encouraged to bring their homework for actual tutoring.**

CLX-503 SA-7/8: 10 sessions (15 hours) / $180
9-10:30am

ENGLISH LANGUAGE ARTS PREP

**Essays, Grammar & Vocabulary** (grades 6-8)

Concentrating on grammar, punctuation, paragraphs, development of ideas and sentence structure, students use templates and visual aids to improve their writing skills. This process enables writers to successfully complete paragraphs and essays. Establish essay writing skills by learning to analyze written assignments, structure essays, organize thoughts, & use sophisticated vocabulary.

CLX-341 SP: 10 sessions (15 hours) / $220
10:45am-12:15pm

Portfolio Development for Specialized HS Admissions (grades 6-8)

Strengthen your portfolio and technical skills by working with a variety of materials. Create a painting of a still-life, perfect a self-portrait using charcoal, practice drawing in perspective, and explore creating a work with content and medium of your choice. This class will explore a number of mediums including acrylic paint, graphite, colored and pastel pencils, oil pastels, charcoal stick and vine, pen, ink, and more. **Please bring an 18X24 charcoal pad.**

CLX-376 SP / 10 sessions (15 hours) / 1:15-2:45pm / $260
Hunter College High School Test Preparation (grade 6)

Read, analyze and interpret test questions, broaden your vocabulary and increase your essay writing skills. Review mathematics and develop competence in problem solving and test taking strategies. Only those sixth graders who have been approved to take the January Hunter HS test by their school principals should register for this course. Principal’s letter of approval must accompany registration. **Test Date:** January 2016 (date TBA).

CLX-370 SA: 8 sessions (16 hours) / $390 / 9-11am, Oct. 10-Dec. 12 (skip 11/7, 28)

Specialized High School 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-375 RSP: 10 sessions (20 hours) / $340

Thursday Sept. 17-Oct. 15 @ 4-6pm
& Saturday Sept. 19-Oct. 17 @ 11am-1pm

TACH (CO-OP) Test Prep (grade 8)

Test for Admission into Catholic High Schools

If you are an 8th grader who wants to go to a Catholic HS, this test prep is for you. The next exam will be this November so get an early start to be prepared. Develop skills and attain the knowledge to increase your performance on the test. **Textbook Required:** TACHs Book-Kaplan Catholic High School Entrance Exams / COOP-HIST-TACHS.

CLX-374 SP: 6 sessions (12 hours) / $260 / 1-3pm, Sept. 19-Oct. 24

Portfolio Development for Specialized HS Admissions (grades 6-8)

Strengthen your portfolio and technical skills by working with a variety of materials. Create a painting of a still-life, perfect a self-portrait using charcoal, practice drawing in perspective, and explore creating a work with content and medium of your choice. This class will explore a number of mediums including acrylic paint, graphite, colored and pastel pencils, oil pastels, charcoal stick and vine, pen, ink, and more. **Please bring an 18X24 charcoal pad.**

CLX-376 SP: 10 sessions (15 hours) / Sat, 1:15-2:45pm / $260

Sept. 26-Dec. 12 (skip 11/7, 28)

Teens College Code Academy (grades 6-9)

Do you have an interest in web design and computer science? This class will cover the basics of programming fundamentals, mobile development, robotics, web development and design. We will cover programs such as Java and Python with gaming and app development projects.

CLX-480 SA / 9 sessions (13.5 hours) / 9-10:30am / Sept. 26-Nov. 21 / $240
**SAT Test Prep**

**Scholastic Aptitude Test: SAT**  
Prepare and improve your scores by developing your verbal, mathematics and essay writing skills. Course includes evaluation of practice tests and essay writing. (CLX-580)  
- Learn question analysis and how to eliminate incorrect responses  
- Learn how to select correct answers to math problems  
- Practice taking the test under simulated examination conditions.  
- Review your responses with the instructor.  
- Build your confidence for success.  

**SAT Critical Reading Only with Essay**  
For registrants who feel secure in their ability to score well on the mathematics portion but would like to reinforce verbal skills. (CLX-581)

**SAT Math Skills Only**  
For registrants who feel secure in their ability to score well on the verbal portion but would like to reinforce math skills. (CLX-582)

**REQUIRED TEXTBOOK**  
Please purchase (latest edition available)  
Gruber’s Complete Guide

**SAT Tests in New York:**  
**OFFSITE LOCATION ONLY**

**SCHEDULE: SATURDAY Classes Only**  
Sept. 26- Dec. 12 (skip 11/7, 28)  
CLX-580 SP - All Subjects: $560  
10 sessions (30 hours) @ 1:30-4:30pm  
One Subject Only: $280  
10 sessions (15 hours)  
CLX-581 SP - Reading @ 1:30-3pm  
CLX-582 SP - Math @ 3-4:30pm

**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 September 17, 2015.** 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  
E   Thurs, September 17-Sat, January 30, 2016  
(skip 11/26, 28; 12/17, 19, 24, 26, 31, and Jan. 2, 2016)

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

**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.
皇后社区学院附属中文学校
QCC CHINESE ACADEMY
2015-2016 学年
Mandarin Chinese & Enrichment Classes
September 11-June 25

新生及在校生优惠
Registration Discount is available for new and returning 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  $460

中文课和兴趣课
2-hour Chinese & 1-hour Enrichment class  $650

书本费 Textbook material fee
幼小班教材 $5
Textbook material fee for Kindergarten class $5

普通中文班教材 $15
Textbook material fee for Regular Chinese class $15

CSL 班 课本
Chinese as a Second Language class can be purchased directly
Chinese Academy Test Prep

**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** 10 sessions (15 hours) / $245 / Sat, Sept 19-Dec 12 (skip 10/10; 11/7, 28)
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** 10 sessions (15 hours) / $245 / Sat, Sept 19-Dec 12 (skip 10/10; 11/7, 28)
SP-2/3: grades 2 & 3 @ 3-4:30pm  SP-4/5: grades 4 & 5 @ 1-2:30pm

**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-375** RSP / 10 sessions (20 hours) / $340
Thursday Sept 17-Oct 15 @ 4-6pm & Saturday Sept 19-Oct 17 @ 11am-1pm

**CLX-838** SZ / 8 sessions (20 hours) / $330
Saturday Sept 26-Oct 17 @ 3:15pm-5:15pm & Sunday Sept 27-Oct 18 @ 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** Z / 10 sessions (30 hours) / $540 / Sunday, 10:30am-1:30pm, Sept 20-Nov 22

50 YEARS! THE GOLD STANDARD IN ENTERTAINMENT!

**DO YOU WANT TO ENCOURAGE YOUR CHILD'S MUSICAL TALENT?**
**DOES YOUR CHILD NEED AN ARTISTIC OUTLET?**
This 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
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 10 sessions (5 hours) / $115 each child and $85 each adult (Adult must accompany child in pool.)

SA  Sat, 10:30-11am, Sept. 26-Dec. 12 (skip 10/10, 11/28) (Mistry)

ZA Sun, 10-10:30am, Sept. 27-Dec. 13 (skip 10/11, 11/29) (Bernstein)

**INTERMEDIATE**

PEX-746 10 sessions (5 hours) / $115 each child and $85 each adult (Adult must accompany child in pool.)

ZA  Sun, 10:30-11am, Sept. 27-Dec. 13 (skip 10/11, 11/29) (Bernstein)

**ADVANCED TRANSITION** (ages 6-8)

PEX-747 10 sessions (10 hours) / $185 (At instructor’s discretion, adult may need to accompany child in pool.)

T  Tues, 8-9pm, Sept. 29-Dec. 1 (Bernstein)

Adolescent/Pre-Teen Swimming (ages 7-14)
Joshua Bernstein, MS, Aqua Therapy License; Logan Cramer, BA, and; Vijay Mistry, 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 10 sessions (10 hours) / $195

SA1  Sat, 8:30-9:30am, Sept. 26-Dec. 12 (skip 10/10, 11/28) (Mistry)

SA2  Sat, 11am-noon, Sept. 26-Dec. 12 (skip 10/10, 11/28) (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 10 sessions (10 hours) / $195

SA  Sat, 9:30-10:30am, Sept. 26-Dec. 12 (skip 10/10, 11/28) (Mistry)

ZA  Sun, 11am-noon, Sept. 27-Dec. 13 (skip 10/11, 11/29) (Bernstein)

R  Thurs, 8-9pm, Oct. 1-Dec. 10 (skip 11/26) (Bernstein)

**COMPETITIVE SWIM INSTRUCTION** (ages 7-14)
Joshua Bernstein, MS, Aqua Therapy License

Coaching in various competitive swimming techniques. Style, racing dive, and turns analyzed and remediated. Time trials and information on registering and competing in local, regional swimming competitions will be provided.

PEX-750 10 sessions (10 hours) / $185

WP  Wed, 6:30-7:30pm, Sept. 30-Dec. 9 (skip 11/25)

FP  Fri, 6:30-7:30pm, Oct. 2-Dec. 11 (skip 11/27)

Lifeguard Training with Red Cross Certification
(age 15 or older by course end-date)

Successful completion of this course will enable participants to obtain certification. CPR for the Professional Rescuer and First Aid are included.

**Offered Spring Semester only**
FUNDING OPPORTUNITIES

Many of our training opportunities and skill enhancement offerings may qualify for vouchers and reimbursement through various sources.

Union Members • Employees and members of local and national unions may be eligible for a partial or full reimbursement of courses. Please contact your union representative for information.

Department of Veteran’s Affairs • Vouchers accepted for certificate training programs. For more information and requirements, please visit www.va.gov

Workforce Investment Act (WIA) • Qualified unemployed individuals can receive vouchers for career training or to upgrade skills. Please contact the Jamaica Workforce at 718-557-6755 or visit www.workforcenewyork.org

Your employer may offer training vouchers. Check with your Human Resource Office or Personnel Office for information regarding tuition reimbursement opportunities.

SALLIE MAE

The nation’s leading education services institution is now offering student loans for non-credit Continuing Education courses. Please check with other lenders, as well.

To contact Sallie Mae:
Website: www.salliemae.com/student-loans/smart-option-student-loan/
Call: (877) 279-7172
Please note: QCC does not endorse any specific lender

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 Jeff Chen directly at the Office of Continuing Education @ 718.281.5546 or jchen@qcc.cuny.edu for scholarship details and application.

DUE DATE: Early September 2015

COPE

College Opportunity to Prepare for Employment/C.O.P.E. in conjunction with the Human Resources Administration (HRA) provides Queensborough Community College students receiving Public Assistance the support services they need for their college career.

C.O.P.E.’s goal is to help students become successful college graduates and find long-term economic self-sufficiency and independence through gainful employment.

For academic advisement, career counseling, job placement (full and part-time), resume preparation assistance, interview preparation—including free new and fashionable clothing and accessories (in conjunction with Edith’s Place and Dress for Success) and a variety of other services for those students receiving “P.A.”

Talk to us about qualifying for our free MetroCard and/or gift card.

For more information, please contact Mary Casatelli, Director
Phone: 718.281.5147     EMail: mcasatelli @ qcc.cuny.edu
TUITION & FEES
- The tuition fees listed for each continuing education course represent the total charges for the course. Any additional materials fees indicated as payable to the instructor should be paid at the first class meeting. 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.
- All FREE courses require payments of $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
- All requests for refunds must be submitted in writing, by mail, fax, email or in person. Non-attendance does not constitute a withdrawal or request for refund.
- NO CASH REFUNDS.
- No refunds for classes which meet for only one or two sessions; and/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 3 days prior to first class meeting; 75% refund prior to second class meeting (for courses that have more than two meetings).
A refund takes approximately 4-5 weeks after the Office of Continuing Education receives your request. Refunds are made to the credit card or by check only to the payer of record.

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.

For Your Information

QUEENSBOROUGH COMMUNITY COLLEGE

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

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
Jacqueline Montgomery, Program Manager - Kids & Teens College, After School Academy
Yang Xu, Program Coordinator, Chinese Academy
Kate Manafeeva, Administrative Specialist
Michelle Brown, Assistant Accountant
Janet Rhein, Administrative Assistant
Gail Grayson, College Assistant
Darlene O’Rourke, Marketing

COORDINATORS:
Daniel R. Armstrong, Allied Health
Armani Rashad, Hemodialysis
Dr. Azam Rahman, Medical Office Biller
Minerva Ryan-Tidd, HSE (formerly GED)
Leila Boodhoo, ESL
Josh Bernstein, Recreation

PROGRAM DIRECTORS:
Dr. Diana Berkowitz, CLIP & CUNY START
Raquel Corona, CUNY START
Ashley Ligitime, BTech
Florence Tse, Port of Entry
Miatta Weisel, Career Direct Manager
Sarah Allende, Career Direct Adviser

GRANTS:
Vera Melella, Financial Administrator
Rosemarie Nicolosi, Program Assistant
Luba Fredericks, Career Counselor
Rodney Shannon, Job Developer
Josephine Troia, Adviser
21st Century
Sherri-Ann Simmons, Director
Alan Werner, Academic Coordinator
Open Registration begins NOW! Register Early!

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

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

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

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

Many ways to register:

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

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

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

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

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

WALK-IN Library Building, Room 118P
DAYS ONLY: Monday through Friday, 9am-5pm (Office closed Sept. 7; Oct. 12; Nov. 26 & 27, Dec. 24, 25, 31, and; January 1, 2016)

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

SPECIAL DISCOUNTED PRICING for applicable/eligible courses on tuition only

5% at initial time of registration for:
- First Time (New) students with QCC Continuing Education
- QCC Alumni with current ID Card (with $20 registration fee waived)

Seniors 65 and above: 5% for less than $150; 10% for $150 and over
Note: Only one discount applicable per registrant. All discounts will be taken on tuition only. Certain programs are exempt from discounts (please refer to page listings). Excludes online courses. Not applicable for web-based registration: must call our office @ 718.631.6343 for discounts.

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

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

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