QUEENSBOROUGH COMMUNITY COLLEGE
Pre-College, Continuing Education & Workforce Development

FALL 2017

OPEN HOUSE
Saturday September 9, 10am-noon
Medical Arts Building Atrium
Receive 10% Discount
All Eligible Tuition Courses

QUEENSBOROUGH COMMUNITY COLLEGE
CUNY
Welcome to the fall 2017 offerings of Queensborough Community College’s Office of Pre-College, Continuing Education and Workforce Development

Adults – in addition to our many kids and teens offerings, we have some new adult Professional Development and Personal Enrichment programs in place for the fall! Please join us if you are thinking of enhancing or changing your existing career or if you want to learn a new hobby or expand your intellectual horizons.

Project Management is not only a useful tool in work related settings but also to keep organized in your personal life. Enroll in our new entry level course in Project Management. Topics include project life cycle, integration, scope and schedule, budgeting, human resource management, communications, risk procurement and stakeholder management. Once completed, you will be prepared for the optional Project Management Institute’s CAPM certification. If business and hospitality management intrigues you, enroll in the Event Planning & Marketing program in which you will cover topics in event planning and management, trade shows, contract rendering, scheduling and vendor management. Getting more engrossed in web management? Then sign up for the Teaching Code: Introduction to Web Development course which is ideal for those who have experience working with computers and mobile apps, and who are excited about technology, web development, and the emerging technologies.

As part of the City’s Thrive NYC Initiative, the NYC Department of Health is offering free Mental Health First Aid (MHFA) training to all New Yorkers. You’ll learn the skills needed to identify, understand, and respond to signs of substance abuse challenges and mental health crises. And our new health related program, PRIME TIME Health, is for those who want to take charge of their health, prevent disease, avoid disability and spend money on something other than doctors.

New programs to enrich your personal lifestyle include SHUTTERFLY Photo Book: Create Your Very Own and OPTIMALART CREATIVITY Workshop, a course held outdoors that enhances creativity through the fundamentals of drawing and painting. Our ART HISTORY Series this fall will focus on four sculptors: Auguste Rodin, Constantin Brancusi, Isamu Noguchi and Fernando Botero. If you would like to get an introductory tour of blogging and creating a website, sign up for BLOGGING & WEBSITE CREATING: Blogger®, Tumblr®, Wikispaces®, and Wix®. Our Film Series will focus on leading men from the classic movies years 1940-1965. Film star actors Robert Mitchum, Kirk Douglas, William Holden, and Tony Curtis will be featured. Thinking of writing and self-publishing a book and don’t know how to get started? Enroll in our new SELF-PUBLISHING Workshops, a series of three programs that include: 21+ Things to Know before Self-Publishing a Book; How to Publish an e-Book; and How to Publish Your Book in Print on Createspace. Our HISTORY Series will focus on three topics: The Russian Revolution: Part II; Presidential Leadership: the Greatness of Dwight D. Eisenhower; and Victory & Dissent: America Enters World War I.

We look forward to seeing you on campus during the fall months.

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

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

To Register: www.qcc.cuny.edu/conted • 718.631.6343
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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:

**Computer Skills**
- Microsoft Software
- Customized by Industry

**Social Media**
- Social Media: 1-Day Workshops on Sundays
  - Facebook®, Personal Use
  - LinkedIn®, Pinterest®, Twitter*: Networking
  - Instagram®, Pinterest®, Shutterfly*: Photo Storage, Sharing & Blogging

**Auctioning, Selling, Buying Online**
- Amazon®, Craigslist®, eBay®, Groupon®

**Cloud Computing**
- How to Buy & Use Apple Products

**Apps**
- There is an App for That!
- NEW Streaming Music & Video on the Web

**New Apps**
- There is an App for That!
- Cloud Computing
- How to Buy & Use Apple Products

**Literature**
- Books & Brunch
- By The Book

**Self-Publishing**
- NEW Self-Publishing Workshops
  - 21-1/2 Things to Know
  - Before Self-Publishing a Book
  - How to Publish an e-Book
  - How to Publish Your Book in Print
  - on Createspace

**Photography & Media**
- Photography
- The Art of Digital Photography
- Photography as an Effective Visual Language
- Documentary Photography: A Social Approach
- ADOBE® Photoshop: Foundations
- NEW SHUTTERFLY Photo Book

**Arts & Art History**
- Drawing Your Heart Out
- Astonishing Watercolors
- NEW OptimalArt Creativity Workshop
- ART HISTORY Series

**History**
- History Series
- THE RUSSIAN REVOLUTION: Part II
- PRESIDENTIAL LEADERSHIP:
  - The Greatness of Dwight D. Eisenhower
- VICTORY & DISSENT:
  - America Enters World War I

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JOIN US FOR OUR OPEN HOUSE
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All Eligible Tuition Courses
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-197 Accounting
- BUX-194 Bookkeeping
- CPX-300 QuickBooks for Windows

ACCOUNTING
Designed for those who seek to apply the tools of bookkeeping (BUX-194 or relevant life experience) to an in-depth study of accounting principles and 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 (Volume 1 only)—12th Edition 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 the impact of business and regulatory environment and the crucial role accountants serve in the overall economic system
- encounter internal control systems implemented to monitor and safeguard assets

BUX-197  12 sessions (30 hours) / $425
TR Tues. & Thurs., 6:30—9pm, Tues., Oct. 3—17 and; Thurs., Oct. 5—Dec. 7 (skip 11/23)

BOOKKEEPING
Designed for those with little or no previous experience in Bookkeeping but aspire to career entry and growth.

Ken Williams, BBA, MS, CUNY College Accountant - QCC
This course covers basic bookkeeping information and practices. Emphasis will be placed on manual bookkeeping. Registrants will be encouraged to discuss job situations and also share personal experiences in this field. Classrooms with Computer Lab component.

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

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

BUX-194  12 sessions (36 hours) / $435
MW Mon. & Wed., 6:15—9:15pm, Sept. 25—(ends Monday) Nov. 6 (skip 10/9)
includes 1 session Computer Lab: Monday, October 30
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.

In this class, you will create a QuickBooks® company to learn, practice, and apply how QuickBooks® facilitates your firm's transactions and interactions with customers, vendors, and employees.


Recommended: knowledge of Microsoft Windows (see page 24) 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

This course is also part of Accounting & Computer Assisted Business Certificate (see previous page 4)

MICROSOFT

Anthony Jordan, BFA, Microsoft certified, training consultant/specialist

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 Gantt Charts, Calendar Views, Resource Sheets, creating and customizing reports, work breakdown structures and milestones.

CPX-213 4 sessions (12 hours) / $135
W Wed., 6:15-9:15pm, Oct. 25-Nov. 15

Excel

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

CPX-230 3 sessions (9 hours) / $165
M Mon., 6:15-9:15 pm, Nov. 13-27

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

ENROLLED AGENT (EA): Part 1 - Individual Taxation Preparation for the Enrolled Agent Exam Course

This course will be taught by Enrolled Agents

An Enrolled Agent (EA) is a federally licensed tax practitioner who has technical expertise in the field of taxation and is empowered by the U.S. Department of the Treasury to represent taxpayers before all administrative levels of the IRS. This program will prepare the registrant to become an Enrolled Agent. Individual Taxation includes filing status, income types, deductions, gift & estate taxes. Since there is no formal education requirement, this program would add an additional dimension to the accounting student’s knowledge, and would also enable non-students to embark on a career as a tax professional.

Required Material: The Gleim EA Review System. This comprehensive system provides you with a book, Online Course, Exam Rehearsal, Test Prep, Audio Reviews, Access Until You Pass, and a Professor-led platform to interact with your instructor and classmates outside of class.

To gain access to the system and take advantage of a special discounted course price, please use the following link: https://www.gleim.com/?promoid=PLED-QCC-FALL(17)-EA1

BUX-445 8 sessions (60 hours) / $485 plus Required Material listed above
S Sat, 10am-5:10pm (with 1/2 hour lunch break), Oct. 7-Dec. 16 (skip 10/21, 11/25)
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. 16-Oct. 21 (skip 9/30)
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, 9:30am-4pm,
(1/2 hr lunch break)
Oct. 28-Dec. 9 NOTE: No skip date.
Class held on 11/25
with 2 Computer Labs: Dec. 2 & 9

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. 26-Nov. 7
with 2 Computer Labs:
Oct. 31 & Nov. 7

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. 26

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

**DRIVING INSTRUCTOR LICENSING**
*Elizabeth Cordova, BA, Certified NYS Instructor*

**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
- MW Mon. & Wed., 6:30-9:30pm, Sept. 25-(ends Mon.) Oct. 30 (skip 10/9)

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

**BUX-186**
- 10 sessions (30 hours) / $240
- MW Mon. & Wed., 6:30-9:30pm, Nov. 6-Dec. 13 (skip 11/20, 22)

**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
- TR Tues & Thurs, 6-9:45pm, Sept. 26-Dec. 7 (skip 11/21, 23)

**Exam last day of class** (Dec. 7)

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

**Home Staging**
*Ocelia Claro, NYS Licensed Real Estate Broker, Accredited Staging Professional Master*
Home Staging strategies for homeowners and real estate professionals. Learn proven methods to make your property appeal to the largest number of buyers, so sell as quickly as possible, and for the most profit.

**IDX-128**
- 4 sessions (8 hours) / $105
- W Wed., 6:30-8:30pm, Oct. 4-25

**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
- W Wed, 6:15-8:15pm, Oct. 4-Nov. 8 (skip 10/18)

**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. 26

**NOTE:** The programs listed on this page are offered only during the Fall semester.
NEW  EVENT PLANNING & MARKETING

Business & Hospitality Management
Kathy Miller, BS-Human Services, 40-year industry expert working for Fortune-500 corporations

Learn how to create and manage project plans for various business marketing and event activities. **Topics include:** the management of events; meetings and trade shows by identifying, assembling, and organizing requirements; establishing contracts, developing schedules and assignments; managing vendors to ensure success.

**Weekly Highlights:**
1: Identifying the objective of the event as a marketing tool
2: Finding the venue and coordinating with your team
3: Working your budget and schedule
4: Onsite Implementation

**Prerequisite:** Professional computer skills, effective business communications, and strong understanding of business financials.

PDX-148 4 sessions (8 hours) / $145
R    Thurs, 7-9pm, Oct. 26-Nov. 16

NEW  PROJECT MANAGEMENT

Quality for Certified Associate in Project Management (CAPM)
Peter Landini, Master Certificate Project Management - George Washington University; BS, Management and Communications - Adelphi University

This is an entry-level course in Project Management. Registrants will learn the fundamentals and processes of professional project management. The course will cover Project Life Cycle, Integration, Scope, schedule, Budget, Quality, Human Resource, Communications, Risk, Procurement, and Stakeholder Management. Outcomes including project management methodologies, techniques, and best practices that can be immediately applied in the workplace, enhance employment opportunities, and prepare for optional CAPM certification through the Project Management Institute. All students completing the course will receive a Certification of Completion from Queensborough Community College.


NOTE: Queensborough Community College does not administer the CAPM exam. For more specific information on CAPM certification, contact the Project Management Institute via website - visit http://www.pmi.org

PDX-170 6 sessions (24 hours) / $475
SP    Sat, 1-5pm, Oct. 14-Nov. 18

NEW  TEACHING CODE: Introduction to Web Development

Ideal for those who have experience working with computers and mobile apps, and who are excited about technology, web development, and the emerging technologies
Jessica Ingrassillino, Ed.D; Senior Technical Staff QA, salesforce PyCon Education, Summit Chair; author, Python Projects for Kids

This course is the prerequisite for the sequence of upcoming classes, which will build advanced skills and focus on developing career pathways in software development and software testing. In this class, students will be introduced to software development practices through hands-on learning about different aspects of software development. Students will learn about the software development life cycle, from the design phase through the final production phase. Students will gain hands-on experience in working with project specifications, refining user experience, and working with a product through development and testing processes. Students will be exposed to front-end web-development languages, as well as object-oriented languages used for scripting. In addition, students will learn about open source software and how to find or create projects to enhance their portfolio and build real-world, professional experience.

CPX-435    R / 10 sessions (30 hours) / $375 / Thurs., 6-9pm, Sept. 28-Dec. 7 (skip 11/23)
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 84 score on written exam to qualify for certification.

Dress comfortably. Required Textbook to be read prior to class:


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

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<tr>
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<td>Sat.</td>
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<td>Nov. 4</td>
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Additional dates may be available.

EMT Certification: Basic Course

Daniel R. Armstrong, (see credentials above), Coordinator; Kevin Rummel, Paramedic, CIC


Equipment Needed: blood pressure cuff, stethoscope, penlight, pocket face watch with seconds indicator.

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, 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.

Certifications provided by NYS Bureau of EMS

AHX-110 50 sessions (200 hours) / $1,095

Plus Exam: Thursday December 21 @ 6-10pm

WSM: EVENING & WEEKEND ONLY

Wednesday, Saturday, Monday

9am-6pm w/ 1 hour lunch break

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

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 WSM / $575 Same schedule for Queensborough ONLY as above right column (AHX-110)
Health Technology Certification

Daniel R. Armstrong, MS, DPT (Doctorate of Physical Therapy), Coordinator, Assistant Professor; HPE&D Dept., QCC; Candy Zambrano, EMT-B, PTCB, CNA, CPR/BLS instructor; and; other teachers TBA

Required textbooks available at the QCC Bookstore. Certificate of attendance awarded upon satisfying required course attendance, written exam, and skills demonstrations.

Prerequisite: CPR (AHX-100) on previous page 9 (with AHA CPR Certification), and; Medical Terminology for Allied Health (AHX-179) - see below, and Standard First Aid (AHX-183) on page 11.

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.

NHA-Certification Test for EKG & Phlebotomy:
$105 exam fee paid directly to testing agency when registering for exam.

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. 9-Nov. 18 (skip 9/30)
SA-NHA NHA Exam: Dec. 2 @ 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. 9 & 16

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), Aug. 26
Standard First Aid: Certification

Daniel R. Armstrong, MS, DPT (Doctorate of Physical Therapy), Coordinator, Assistant Professor, HPE&D Dept., QCC

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-I83 1 session (8 hours) / $110 includes material fee of $8.50 for pocket face mask (AHA protocol) and $7 for certification card

Sunday, 9am-6pm (with 1 hour lunch)  Z1: Aug. 13  Z2: Aug. 27  Z3: Sept. 24

Infection-Control Techniques: Licensing Certification

Required in health-care practice for RN’s, LPN’s, MD’s and PA’s

Madhu 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-I50 M / 1 session (4 hours) / $85 / Mon., 6-10pm, Nov. 6

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-I21 MP / 1 session (3 hours) / $65 / Mon., 5-8pm, Nov. 6

School Violence Prevention & Intervention Seminar: Teacher Certification

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-I20 TP / 1 session (3 hours) / $65 / Tues., 5-8pm, Nov. 14
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 2017 PAX exam date (on November 28) offered by the Queensborough Community College Nursing Department

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

NUX-195 (20 hours) / $299
SA 5 sessions / Sat., 10am-2pm, Oct. 7-Nov. 4
MW 8 sessions / Mon. & Wed., 7-9:30pm, (starts Wed) Oct. 25-(ends Mon) Nov. 20

Patient Care Technician Certification: NHA Certified

Complete Certificate with Seven (7) Course components:

- CPR (AHX-100) – see page 9 + Standard First Aid (AHX-183) – see page 11
- EKG (AHX-170), Phlebotomy (AHX-171), Medical Terminology (AHX-179) – see page 10
- Cultural Competency (MBX-006) – see page 16
- 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.

Refund Policy: Requests calculated at the individual course(s) bundle prorated discount rate.
No refunds are issued after the second class meeting.

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

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 (available at the QCC Bookstore)

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

FREE- Career Counseling, Job Development, Job Placement Services available for CNA.
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 31 sessions (98 hours) includes BONENT exam review sessions / $3,000
MWF-FL Mon., Wed., Fri., 7-10pm, Sept. 11-Dec. 1 (skip 9/20, 22, 29; 10/9; 11/22, 24), and; Sat., 10am-7pm with 1-hour lunch break, Oct. 14 (BCLS/CPR class)
& 8-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 18 sessions (59 hours) includes BONENT exam review sessions / $2,000
MWF-FL Mon., Wed., Fri., 7-10pm, Sept. 11-Oct. 27 (skip 9/20, 22, 29; 10/9)
Sat., 10am-7pm with 1-hour lunch break, Oct. 14 (BCLS/CPR class)
& 8-hour BONENT REVIEW TBA / Internship: available (if qualified)

Certified Hemodialysis Nurse (CHN)
Responsible for overall patient care. Provide assessment of the patients and their laboratory results, administration of medications and IV solutions. LPNS/LVNS are eligible for the CHN examination upon completion of this BONENT Approved Program. Additional Required Textbook: Review of Hemodialysis for Nurses and Dialysis Personnel, 9th Edition by Judith Z. Kallenbach

Prerequisite: A valid RN or LPN/LVN state license.

AHX-178 31 sessions (98 hours) includes BONENT exam review sessions / $3,500
MWF-FL Mon., Wed., Fri., 7-10pm, Sept. 11-Dec. 15 (skip 9/20, 22, 29; 10/9; 11/22, 24) and; Sat., 10am-7pm with 1-hour lunch break, Oct. 14 (BCLS/CPR class)
& 8-hour BONENT REVIEW TBA / Internship: minimum 250 hours (If qualified)

Students self-register for BONENT examination: Additional $220 for paper & pencil exam or $250 for computer-based testing paid directly to BONENT (CHT exam also available in Spanish)
Fitness Certification

PERSONAL TRAINER NATIONAL CERTIFICATION
ONLINE WEBINARS

Please register to Live Your Passion, Become a Personal Trainer!
Want to learn more about the Personal Trainer Certification Course?
Come join our live webinar and talk with a veteran instructor about the course and industry. Webinars are offered monthly, register for any of the below. Can’t make the date and time?
Register anyway and we will send you a recording once it is complete.

September 7, 4 pm EST  http://tinyurl.com/fitnessorientation9/7
October 4, 4 pm EST  http://tinyurl.com/fitnessorientation10/7

Interested in taking this course online? The Hybrid Certified Personal Trainer is for candidates wanting CONVENIENT ONLINE information with in-depth instruction and hands-on practical labs on video to understand how it all comes together. This course is a combined course of online lectures and in-person practical hands-on training. Work at your own pace, have access to mentors, online modules and quizzes to help prepare for the exam. Your key bonus option is to experience & master the essential career hands on skills at a local fitness center near you as part of this collegiate program. Please register at (WITS Hybrid Link).

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

Pre- or Co-Requisite: CPR (AHX-100) - see page 9 to register before/during this program!

Required Textbook: Read the first 3 chapters before the class start date (October 14)
Order directly from W.I.T.S. at  http://www.witseducation.com/store/Store.htm#Textbooks
or call 1-888-330-9487.

PEX-258  6 sessions (36 hours) / $735 payable directly to W.I.T.S.
includes $20 QCC Registration Fee

S Sat., 9am-noon (with 1 hour lunch break), Oct. 14-Nov. 18
Practicum @ 9am-noon + Lecture @ 1-4pm; Certification Exam Nov. 18

NOTE: A 3-part payment plan available through PayPal®financing @ WITS website.
NO REFUNDS ONCE COURSE STARTS.

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

DISCOUNTS NOT APPLICABLE FOR THIS PROGRAM.
Medical Billing & Coding Certificate

Program Coordinator: Azam Rahman, MD

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

A program certificate is awarded for satisfying all program requirements:
Complete 4 required & 2 elective courses (of the 6 classes listed).

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.


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

MBX-125
R

10 sessions (35 hours) / $795
Thurs., 6-9:30pm, Sept. 28-Dec. 7 (skip 11/23)
4 classroom sessions:
Sept. 28-Oct. 19
4 computer lab sessions:
Oct. 26-Nov. 16
2 Job Search sessions
(Computer Lab): Nov. 30 & Dec. 7

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

Attain knowledge in medical terminology through a study of root words, prefixes, and suffixes to explain and describe the human body. Learn abbreviations used in labs, correct pronunciation, spelling and use of medical terms.


MBX-126 8 sessions (16 hours) / $275 plus $10 payable at first class meeting
W Wed., 7-9pm, Oct. 18-Dec. 13 (skip 11/22)

ICD Coding 10
Azam Rahman, MD

Focus on diagnostic coding through use of the International Classification of Diseases, Clinical Modification (CMS) Procedure Coding (PCS) systems. Course completion in conjunction with the CPT coding course (MBX-103 below) enables obtaining maximum reimbursements on claims.


MBX-104 8 sessions (24 hours) / $345
F Fri., 6:15-9:15pm, Oct. 6-Dec. 1 (skip 11/24)

CPT Coding
Warren J. Goodman, DPM

Learn the universal medical coding system to select the correct procedural code(s) for bill submission to maximize reimbursement.


MBX-103 8 sessions (24 hours) / $345
WP Wed., 5:30-8:30pm, Oct. 18-Dec. 13 (skip 11/22)
ELECTIVE COURSES

Medical Claims Problem Solving
Instructor TBA
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.
No Textbook Required.
MBX-120 6 sessions (18 hours) / $265
W Wed., 6:30-9:30pm, Nov. 1-Dec. 13 (skip 11/22)

Anatomy and Physiology
Azam Rahman, MD
Understand the location and functions of the organs of the human body. Learn about the body system, including how the cardiovascular, nervous, and digestive systems work together, and some common conditions of the human body. Topics covered include the body cavities, body planes and directions, respiratory, urinary, endocrine, lymphatic, and reproductive systems. This course is helpful to understand ICD-10 (MBX-104: Required course previous page).
MBX-101 6 Sessions (24 hours) / $345
TP Tues., 5:30-9:30pm, Oct. 17-Nov. 28 (skip 11/21)

Introduction to Pharmacology
Roya Songhorian, Pharm-D.RPH
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.
MBX-108 4 sessions (16 hours) / $265
SA Sat., 9:30am-1:30pm, Oct. 7-28

Electronic Health Records (EHR) & Health Information Data Management
Natalya Margolina, MA
Students will explore the new technology in Electronic Health Records, and they will benefit from hands-on software in industry, including standard electronic health records, medical office management, billing, and coding. Class will be held in computer lab: please bring your own Flash Drive to class to save your in-class work.
MBX-005 6 sessions (18 hours) / $345
SA Sat., 9:30am-12:30pm, Oct. 28-Dec. 9 (skip 11/25)

Cultural Competency in Health Care
Instructor TBA
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.
No Textbook Required.
MBX-006 4 sessions (12 hours) / $205
M Mon., 6-9pm, Oct. 16-Nov. 6

NYS WORKER’S COMPENSATION & NO FAULT INSURANCE
Offered only Summer 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!
The classes below are designed specifically for taking the Review Sessions & Certification Exams. The Review Sessions are open for both Continuing Education students and any other student(s) interested in attending these sessions. The Review Session tuition is not part of this Medical Billing & Coding Certificate program. Students must pay certification fees to the respective exam-conducting bodies listed.

**REVIEW SESSIONS FOR CERTIFICATION EXAMS**

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

**CBCS Exam (NHA): Certified Billing & Coding Specialist**
National Healthcareer Association

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<td>MBX-007 SA</td>
<td>1 session (5 hours) / $75 / Sat., 9am-2pm, Nov 11</td>
<td>Exam: 1 session (2 hours) / $25 / Sat., 10am-noon, Nov 18 plus $105 additional Exam Fee payable directly to NHA when registering on date of exam</td>
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**CPC Exam: Certified Professional Coder**
AAPC-American Academy of Professional Coders

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<td>MBX-009 SA</td>
<td>2 sessions (10 hours) / $150 / Sat., 9am-2pm, Dec. 2 &amp; 9</td>
<td>Exam: held off-campus @ $325 additional fee to AAPC when registering directly on their website. AAPC administers this exam.</td>
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**NOTE:**

This updated Medical Billing & Coding Certificate became effective February 2016. Students enrolled in the original Medical Office Biller Certificate prior to Spring 2016 may contact the Program Coordinator, Dr. Azam Rahman via email (arahman@qcc.cuny.edu) to discuss opportunities to complete these Certificate program(s).

**NEW Mental Health First Aid: Certification**

Teachers TBA via The Department of Mental Health and Hygiene

As part of the City's Thrive NYC initiative, the NYC Department of Health is offering free Mental Health First Aid (MHFA) training to all New Yorkers. MHFA is a groundbreaking public education program that teaches the skills needed to identify, understand, and respond to signs of substance abuse challenges and mental health crises. MHFA leads to greater collective recognition of behavioral health challenges and seeks to decrease stigmatizing attitudes of mental health issues. In an effort to promote inclusion and understanding participating students will learn a five-step action plan for how to help their friends and family in both crisis and non-crisis situations. **Enrollment limited.**

Upon completion of the course, participants will receive Certification from the Department of Health and the National Council for Behavioral Health.

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<td>PDX-171</td>
<td>S / 1 session (8 hours) / Sat, Sept. 23, 9am-5pm with 1 hour lunch break</td>
<td>FREE - plus $20 registration fee</td>
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Health & Allied Services Certifications

Emergency Room Technician Certificate Program
Daniel R. Armstrong, MS, DPT (Doctorate of Physical Therapy), Coordinator

An ER Tech provides technical support to MDs and RNs to optimize patient care. The ER Tech assists the MDs and RNs by performing Phlebotomy and IV starts, performing 12-lead EKGs, transporting patients to other departments, performs wound care, obtains lab specimens, documents all care / procedures provided, and performs other responsibilities as assigned. **Requirements: Registrants must have AHA / BLS certification current before beginning program and upon completion of program. Students will be required to meet with Program Coordinator once per semester to assess progress towards completion of program. HS Diploma or equivalent required.**

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

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

- AHA/BLS (Basic Cardiac Life Support) AHX-100: Prerequisite for all courses (see page 9)
- Standard First Aid: AHX-183 (see page 11)
- EKG Technician: AHX-170 (see page 10)
- Medical Terminology: AHX-179 (see page 10)
- Phlebotomy Technician: AHX-171 (see page 10)
- Emergency Medical Technician: AHX-110 (see page 9)
- IV Technician: AHX-172 (see page 10)

Waivers available upon verification for current EMTs for EMT requirement

**Note:** These Courses must be taken sequentially as follows:

- **First 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 at the individual course(s) bundle prorated discount rate.

No refunds are issued after the second class meeting.

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 first semester.

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

**DISCOUNTS NOT APPLICABLE FOR THIS PROGRAM.**

**JOIN US FOR OUR**

**OPEN HOUSE**

Saturday, September 9 at 10am-noon • Medical Arts Building Atrium

Receive 10% Discount

All Eligible Tuition Courses
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 (see page 9)
- Standard First Aid (see page 11)
- EKG (see page 10)
- Phlebotomy (see page 10)
- CPT Coding (see page 15)
- ICD Coding 10 (see page 15)
- Medical Billing Intro & Computer Management (see page 15)
- Medical Claims Problem Solving (see page 16)
- Medical Terminology and Systems I & II (see page 15)
- Intro to Pharmacology (see page 16)
- Electronic Health Records (see page 16)
- Cultural Competency (see page 16)

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: $4,995

**REFUND POLICY:** Requests calculated at the individual course(s) bundle prorated discount rate. No refunds are issued after the second class meeting.

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

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

**DISCOUNTS NOT APPLICABLE FOR THIS PROGRAM.**

NEW PROGRAM PROPOSALS for Professional Development

Continuing Education offers a multitude of programs for our community.
If you are interested in joining our instructional team toward **Learning for a Lifetime**, please contact our Assistant Dean at the email address below and request a **PROGRAM PROPOSAL FORM** to be submitted with your resume:

JEFF CHEN: jchen@qcc.cuny.edu
Online Certifications

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.
August 16 • September 13 • October 18
November 8 • December 13
January 17, 2018 • February 24, 2018

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
Personal Development @ $99

Personal Enrichment @ $99
Sales & Marketing @ $99
Start Your Own Business @ $99
Teaching Professional Courses @ $99
The Internet @ $99
Web & Computer Programming @ $99
Web Graphics & Multimedia @ $99
Web Page Design @ $99
Writing & Publishing @ $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
TESTING & PLACEMENT for ALL HSE STUDENTS:
Wednesday, September 6 @ 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.

HSE/TASC Preparation for Adults: High School Equivalency Diploma
Minerva Ryan-Tidd, HSE Coordinator and Instructor, MA, General & Special Education.
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. This course requires strict adherence to attendance and commitment to daily homework.

Free Math tutoring available at selected times: Mondays, Wednesdays, Fridays

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

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

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

- Pre-HSE: Common Core Basics by McGraw-Hill (series of 5 separate books)
- HSE: HSE Common Core Achieve by McGraw-Hill (series of 4 separate books)

Please purchase the required textbook(s): BEX-198 (30 sessions (120 hours) / $475)

Pre-HSE: 30 sessions (120 hours)
- MTW-P: EVENINGS: @ 5-9pm / Mon., Tues., Wed., Sept. 25-(ends Mon.) Dec. 11 (skip 10/9; 11/20, 21, 22)

HSE: 30 sessions (120 hours)
- MTW: EVENINGS: @ 5-9pm / Mon., Tues., Wed., Sept. 25-(ends Mon.) Dec. 11 (skip 10/9; 11/20, 21, 22)
ESL - English as a Second Language

ESL: English as a Second Language
Leila Boodhoo, ESL Coordinator, MA, (TESOL) Teachers College / Columbia University
Learn the basic English you need to speak with friends, neighbors, and co-workers; continue with emphasis on vocabulary, grammar, listening comprehension and conversation, and; progress to reading and writing.

TESTING & PLACEMENT FOR ALL ESL STUDENTS
(BEX-010 PRE-T)
Tuesday, September 12 at 6-10pm
Registrants must take a Placement Test to determine the appropriate ESL level.
Please arrive promptly at 6pm!

Schedule for all classes:
18 sessions (40.5 hours) @ 7-9:15pm / $285
TR Tues. & Thurs., Oct. 3-Dec. 7
(skip 11/21 & 23)

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)
Please register for placement test on Wednesday, September 6 at 6pm sharp.
BEX-199 PRE-W
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. 26-Dec. 7
(skip 11/21, 23)

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!

JOIN US FOR OUR OPEN HOUSE
Saturday, September 9 at 10am-noon • Medical Arts Building Atrium
Receive 10% Discount
All Eligible Tuition Courses
**CUNY Start**

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

Three scheduling options are available for students from August 2017 to January 2018.

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

For more information and to learn how to apply, please call Bonnie Flaherty at 718-281-5368 or visit 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.

Students placing too low for CLIP will be referred to a Pre-CLIP class to be held on campus.

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

**FALL 2017 SEMESTER:** Monday thru Friday, Sept. 5-Dec. 21 (skip 9/20-22, 29; 10/9; 11/23-24)

**SESSIONS:**
- Morning @ 8:45am-2:15pm
- Evening @ 5-10 pm (*includes Friday*)

**TUITION:**
- NYC residents: $180
- College Discovery: $45
- Nonresidents: $450
- Public Assistance: $45

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

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

Florence Tse, Director

For adult international students and new immigrants to improve language skills/enhance English proficiency in speaking, listening, reading, writing, and preparation of TOEFL for admission to U.S. colleges.

**I-20 & TOEFL waiver available for eligible college admission to Queensborough.**

Non-Refundable Registration Fee/Tuition $1600 for I-20 student Mon.-Thurs. 10/2-(ends Wed.) 12/20

- **Morning** @ 9am-1:30pm / $25 / $1400
- **Afternoon** @ 2-6:30pm / $25 / $1400
- **Weekend** @ 9am-1pm / $10 / $300 Sat. 9/30-12/16

**Registration Locations & Testing Schedule:**

- **Queensborough Bayside:** 222-05 56 Avenue, S-108 718.281.5410
  - Thurs. 9/14 & Fri. 9/15 @ 10am-1pm

- **Flushing Center:** 39-07 Prince Street, #2A 718.640.9200
  - Mon. 9/11, Tues. 9/12 & Sat 9/16 @ 10am-1pm

**Free ESL (All Levels): QCC Academic Literacy Program**

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

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.

**OPEN HOUSES**

- **Queensborough Bayside:** 222-05 56 Avenue, Humanities Building, Room 339 - **Saturday, September 9 @ 10am**
- **Flushing Center:** 39-07 Prince Street, #2A - **Thursday, September 7 @ 10am**
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 and more!
CPX-115 6 sessions (21 hours) / $185

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, Oct. 16-Nov. 6 (skip 10/30)

Microsoft Excel
Create, edit, save, print worksheets; construct formulas, columns, rows; format text and cells; learn copying; introduction to charts.
CPX-230 3 sessions (9 hours) / $165
M Mon., 6:15-9:15pm, Nov. 13-27

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 Gantt Charts, Calendar Views, Resource Sheets, creating and customizing reports, work breakdown structures and milestones.
CPX-213 4 sessions (12 hours) / $135
W Wed., 6:15-9:15pm, Oct. 25-Nov. 15

QuickBooks® Pro see page 5

FOR ADVANCED BEGINNERS

Microsoft PowerPoint
Need to make an impressive presentation in front of a group? Step-by-step instructions to create, edit, print and file slides, outlines, speaker’s notes, and handouts.
CPX-240 3 sessions (9 hours) / $125
W Wed., 6:15-9:15pm, Oct. 4-18

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
M Mon., 6:15-9:15pm, Nov. 13-27

Creating Smart Phone Apps
Robert Kueper, Assistant Professor, Engineering Technology Dept.-QCC, Microsoft Certified System Engineer (MCSE), Microsoft Certified Professional (MCP), Master Accredited System, Engineer (MASE-HP), CompTIA A+ and Certified Internet Webmaster (CIW) Associate certified
This course introduces the use and features of smartphones in modern life and how to create working smart phone applications. Registrants will create “apps” using the Intel XDK developer software. After this initial experience, basics of HTML 5 programming language will be introduced with a minimum of JavaScript programming to introduce the student to the needs of more advanced application development. Students will run their apps in the Emulator, and distribute apps into their smart phone environment. No programming knowledge necessary. Registrants can enroll for entire courses or per module sessions below.
CPX-444 T: 3 sessions (7.5 hours) / Tues., 6-8:30pm
Register for Each (2.5 hours) @ $45 • Register for All Three @ $105
T1: Oct. 3  Intro to Intel XDK Cross Developer Application Software
T2: Oct. 10 Make Simple Smart Phone Applications
T3: Oct. 17 Make More Advanced Smart Phone Applications
**Social Media**

**SOCIAL MEDIA: 1-Day Workshops on Sundays**

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

Alvin Estrada, M.A. +30 credits, Lecturer-Dep’t of Mathematics & Computer Science at John Jay College of Criminal Justice, Adjunct Prof.-Dep’t of Mathematics & Computer Science at Adelphi University, Technical Asst.-Dep’t of Mathematics, Computer Science & Information Technology at Nassau Community College, and; Stacey Estrada, BS, instructor - Adult Education Glen Cove School District.

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

- **Facebook®: 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, Sept. 24 (S. Estrada)

- **LinkedIn®, Pinterest®, Twitter®: 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, Oct. 1 (S. Estrada)

- **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, Oct. 8 (S. Estrada)

**AUCTIONING, SELLING, BUYING ONLINE: Amazon®, Craigslist®, eBay®, Groupon®**

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

CPX-515  Z / 1 session (6 hours) / $55 / Sun., 10am-4pm, Oct. 15 (S. Estrada)

**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.

CPX-451  ZA / 1 session (3 hours) / $35 / Sun., 10am-1pm, Oct. 22 (A. Estrada)

**CLOUD COMPUTING: Demonstration**

Designed for those who want an introductory tour and learn how to store and access your photos, music, and documents through your computer, smartphone, and tablet devices. Learn 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.

CPX-135  Z / 1 session (3 hours) / $35 / Sun, 10am-1pm, Oct. 29 (A. Estrada)

**APPS: There is an App for That! – Demonstration**

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

CPX-518  Z / 1 session (6 hours) / $55 / Sun, 10am-4pm, Dec. 3 (S. Estrada)

**NEW Streaming Music & Video on the Web**

Acquire the basic skills needed to take advantage of the features the Mac has to offer to use the Internet for enjoying music. Learn various features, tools, and tricks available in the Mac Operating System. *Topics include:* the basics of downloading, streaming, navigating, playlists, searching, playing, and more.

CPX-453  ZA / 1 session (3 hours) / $35 / Sun., 10am-1pm, Nov. 5 (S. Estrada)
PHOTOGRAPHY
Leo Correa, Central University-Bogota DC (District of Columbia), multimedia & visual artists, lead photographer - Queensborough Office of Marketing & Communications

The Art of Digital Photography: Photography as an Effective Visual Language
Explore the basic principles of becoming proficient with your digital camera (whether you have an advance digital "dSLR" or a casual compact camera) and the art of photography. Learn how to utilize manual camera operation to produce photographs by applying basic technical skills.
Topics include: exposure, composition, portrait & landscape techniques, design in photography, and basic retouching and production techniques. Weekly assignments, walking tours, photo demonstrations and group critiques are integral course components.
Recommended: Computer skills with ability to use peripherals, working via personal email accounts, knowledge of image formats and technical jargon.
ARX-260 TR / 8 sessions (22 hours) / $155 / Tues & Thurs, 6-8:45pm, Sept. 26-Oct. 19

Documentary Photography: A Social Approach
Explore and practice documentary photography as one of the most effective and inspiring disciplines. Learn to use your lens - both the camera and your personal vantage point - to capture a reality and communicate its complexity within a given social context.
Registrants will create and share an assigned short-term project by “sightseeing” an area of interest chosen within your neighborhood (i.e. local churches, social clubs, associations, parks, community councils, cemeteries, etc.). Your selection will be agreed by all class registrants and then analyzed by everyone.
The culmination of the class will include a final photographic exhibition and critique session, presenting students’ main body of photographic work.
Lectures, additional out-of-classroom assignments, analysis of professional portfolios, field trips and critique sessions are integral components of this class. Post production and retouching software options include Adobe® Lightroom and Photoshop.
Recommended: basic photography experience and photo-editing skills.
ARX-263 SA / 5 sessions (12.5 hours) / $95 / Sat, 10am-12:30pm, Oct. 28-Nov. 25
NOTE: No skip date. Class held on 11/25

ADOBE® Photoshop: Foundations
Daniel McKleinfeld, BA, Columbia University, Senior College Lab Technician, Social Sciences Dept.-QCC
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 MW / 10 sessions (20 hours) / $165 / Mon & Wed, 6:30-8:30pm, Nov. 6-(ends Mon.) Dec. 11 (skip 11/22)

NEW SHUTTERFLY Photo Book: Create Your Very Own
Stacey Estrada, BS, instructor - Adult Education Glen Cove School District
Acquire the basic skills to take advantage of the features, tools, and tricks available on Shutterfly. Get your photos. Save time with the Smart Autofill feature. Edit your photos and text. Personalize your photo book with a range of styles for every occasion and custom features. Add photos from Shutterfly, Facebook or Instagram. Recommended: Bring your pictures on a USB flash drive.
CPX-458 Z / 1 session (6 hours) / $55 / Sun, 10am-4pm, Nov. 19


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 8 sessions (16 hours) / $145 plus approximate cost of supplies is $30
ZA  Sun., 10am-noon, Oct 1-Nov. 19

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

Required art supplies: For painting—artist quality watercolor set, 1 round #10 sable brush (fingernail size), 1 flat sable 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 8 sessions (24 hours) / $215 plus approximate cost of supplies is $100
ZP  Sun., noon-3pm, Oct 1-Nov. 19

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

ARX-304 M: Mondays @ 7-8:30pm
Register for Each @ $30 (1.5 hours)
Register for All Four @ $100 (6 hours)

Sculpture: Learn about the descriptions of types, materials, and purpose for sculpture, with a focus on the lives and work of these sculptors, and others.

M1: September 25
• Auguste Rodin, a French sculptor, possessed a unique ability to model a complex, turbulent, deeply pocketed surface in clay.

M2: October 23
• Constantin Brâncusi, a Romanian painter, photographer, and sculptor, is considered the Patriarch of Modern Sculpture.

M3: November 20
• Isamu Noguchi, American artist and landscape architect, is known for his sculpture and public works, as well as his stage sets and furniture.

M4: December 11
• Fernando Botero, Colombian figurative artist and sculptor, who depicts people and figures in large, exaggerated volume.

NEW OPTIMALART CREATIVITY Workshop
Winston Huggins, Ph.D. - NYU, is professor of art and communication, painter, and media designer. He is the inventor of the Ezpal Art Studio, and creator of the Optimalart Creativity Program, in addition to myriad programs across the globe on World Art. He has had exhibitions at venues including the Brooklyn Museum, Lever House, and the National Gallery of Jamaica. He is recipient of a New York State Council on the Arts grant to encourage creativity and studio art education. winstonhuggins.com/gallery

This course presents creativity through the fundamentals of drawing and painting. Picture scaling, linear and tonal drawing, and optimalart color mixing on the painting techniques are featured. Intercultural art probes, working from memory, imagination, and observation. Focus on portraits, still life, and landscapes, and the abstract shapes in realistic compositions.

Note: This workshop will be held outdoors on QCC Campus. If inclement weather, make-up dates will be arranged.

ARX-212 SA / 6 sessions (18 hours) / $145 / Sat, 9:30am-12:30pm, Oct. 7-Nov. 11
**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  
M  Mon., 6:15-8pm, Oct. 23-Nov. 13

**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,  

This program is exempt from all discounts.

**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. *All the Light We Cannot See by Anthony Doerr* will be the first selection to read; **please read this book PRIOR to the 1st class meeting.**

**Books & Brunch**

Read and discuss one book every two weeks totaling seven (7) selections and view one film based on a book selection.

ENX-156  7 sessions (12 hours) / $95  
11:30am-1pm for both sections  
(TA or RA below)  
Film on Tues., Nov. 28 @ 1-4pm

TA  Tues., Sept. 12; Oct. 3, 17, 31;  
Nov. 14, 28 (film), and; Dec. 5

RA  Thurs., Sept. 14; Oct. 5, 19;  
Nov. 2, 16, 28 (Tues. film), and; Dec. 7

**By The Book**

Read and discuss one book every month totaling five (5) selections.

ENX-154  4 sessions (5 hours) / $45  
T  Tues., 6:15-7:30pm,  
Sept. 12, Oct. 17, Nov. 14, Dec. 5

**NEW BLOGGING & WEBSITE CREATING:**

**Blogger®, Tumblr®, Wikispaces®, Wix®**

Designed for those who want to get an introductory tour and learn how to blog and create a website. Acquire the basic skills needed to take advantage of the features these sites have to offer. Concentrate on how to edit, save and publish. Topics include: adding a new page, editing, enhancing text, inserting links, images, files, tables, embedding widgets, commenting, RSS feed and more.

CPX-123 Z  1 session (6 hours) / $55 / Sun, 10am-4pm, Nov. 12 (A. Estrada, see credentials page 25)

**NEW FILM SERIES**

**Hollywood Screen Legends**

Gail McIntyre, M.A., Media Studies, Queens College-CUNY

Are you a classic movie buff? Join us for this series where each week focuses on a leading man from the classic movie years 1940-1965. Films starring actors Robert Mitchum, Kirk Douglas, William Holden, and Tony Curtis will be featured. A discussion of the actor and their body of work will follow every screening.

PSX-315  T / 4 sessions (11 hours) / $95 / Tues, 6:30-9:15pm, Oct. 10-31
NEW SELF-PUBLISHING WORKSHOPS
Mike Swedenberg, BS-Adelphi University, best-selling author on Amazon (23 titles published)
Register for ALL Three (3) Sections ENX-210M at Initial Time of Registration for Discounted Price of $285. Teacher will provide tutorial support after class ends at no additional charge.

21-1/2 Things to Know Before Self-Publishing a Book
Many people have a book inside them, yet need to learn how to write and self-publish in an optimal manner utilizing the correct format. This workshop will guide the writers (authors-to-be) on avoiding costly mistakes in formatting, choosing a publisher, royalties and marketing.
ENX-210 M1 / 1 session (2 hours) / Mon, 6:30-8:30pm, Oct. 2 / $55

How to Publish an e-Book
Learn the skills required to become a published author in as little as four weeks. Your novel, how-to book, short story, cookbook or memoir will be published for free by eleven online book sellers including Amazon.com and Barnes and Noble. The step-by-step process will be explained in simple everyday language. Topics include: format, book cover design, short and long descriptions, key words, pricing and marketing. This is a high energy interactive course requiring full participation by all. Registrants should have a project ready or near ready to publish in which they own full copyright. A complete syllabus will be furnished by email. Get published now rather than never!
Required materials: access to MS Word 1997 or later, Windows XP or later, and a flash/thumb drive.
ENX-210 M2 / 4 sessions (10 hours) / Mon, 6:30-9pm, Oct. 16-Nov. 6 / $125

How to Publish Your Book in Print on Createspace
Amazon’s CreateSpace offers a print-on-demand service with no set-up fees to online retailers, bookstores, libraries, academic institutions, and distributors worldwide. Although there is no cost for publishing on CreateSpace, the process can be daunting to a first time writer. This course simplifies the process. Learn the fundamentals of self-publishing a Print on Demand (POD) and eBook simultaneously through one of the world’s largest POD publishers. Topics include: production, cover design, creating a description, and keywords. The course is a combination of lectures and hands-on lab work.
ENX-210 M3 / 4 sessions (10 hours) / Mon, 6:30-9pm, Nov. 13-Dec. 11 (skip 11/20) / $125

NEW PROGRAM PROPOSALS for Personal Enrichment
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 Director at the email address below and request a PROGRAM PROPOSAL FORM to be submitted with your resume:
ARPY COHERIAN: acoherian@qcc.cuny.edu

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

After the October Revolution, a Civil War broke out in the former Russian Empire between The Red Army and the The White. How did the Reds, led by Lenin, Trotsky and Stalin, against all odds, defeat The Whites and create the Soviet State. Learn about the Red Terror, People’s Commissars, Planned Economy, Pravda, the Constructivists, and the Party Congress. Join us for this exciting class.


HIX-287  R / 2 sessions (4 hours) / $55 / Thurs, 8-10pm, Oct. 26 + Nov. 2

PRESIDENTIAL LEADERSHIP: The Greatness of Dwight D. Eisenhower

We will look at four crises of the Eisenhower administration: The Army McCarthy Hearings, The Suez, Hungarian Revolution of 1956, The U-2 Incident; Ike’s Farewell Address. These crises defined The greatest of Eisenhower as President of the United States. What can we learn about leadership from how Ike handled these situations? Come to the class to discuss.


HIX-173  R / 2 sessions (4 hours) / $55 / Thurs, 7:30-9:30pm, Nov. 9 + 16

VICTORY & DISSENT: America Enters World War I

In 1917, America entered The Great War. This event had its effects on the battlefield and the Homefront. Not everyone in America agreed with Wilson’s decision to enter on the side of The Allies. In the spring of 1918, it looked like the Central Powers would win the war, but because of America’s involvement in the war and the British Navy, by November 11th, the war was over and The Allies had won. Join us for this interesting class.


HIX-352  R / 2 sessions (4 hours) / $55 / Thurs, 7:30-9:30pm, Nov. 30 + Dec. 7
The Singer’s Workshop:
For Beginners & Experienced Singers
Susan Agin, MS, Executive & Artistic 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) / $165
Mon., Oct. 2-Nov. 20 (skip 10/9)

M-1 Advanced Students ONLY
5:30-7pm
Prerequisite: Completion of 3 or more MUX-130 courses or with permission of Susan Agin.

M-2 Beginner/Intermediate
7-8:30pm

SING Handel’s “MESSIAH”
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 nights at 7:30 pm, beginning September 11 in the FSG Hall at Temple Beth Sholom, 172nd Street and Northern Blvd., Flushing.

Contact OSQ at 718-279-3006 to schedule your audition. Visit our website, www.QueensOratorio.org to listen to us and to learn more about our group.

OSQ’s Annual Holiday Concert will be performed on Sunday, December 17, 2017 in the Queensborough Performing Arts Center.

QPAC Cultural Partner for the Arts

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

Sign Up Now for CUNY Alert
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!
Genealogy: Finding Our Ancestors – Finding Ourselves!

Alan J. Tullio, M.A., History; 40 years as a genealogy enthusiast

This workshop will explain how to get started in this fascinating hobby and how to grow a family tree from just a few "seeds". Learn the tools of successful genealogical research, and start on the path toward creating a well-documented family tree and family history. Discussion includes the obstacles beginners face in genealogical research and how, when possible, to overcome them including using the internet and other research resources. Registrants are requested to bring their personal laptops for this class.

PSX-323  M / 4 sessions (8 hours) / $85 / Mon., 6:30-8:30pm, Oct 2-30 (skip 10/9)

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 chi. Please bring a new, unused Chinese or American red envelope with $1 inside to traditionally present to the instructor.

IDX-133  W / 2 sessions (4 hours) / $55 / Wed., 7:15-9:15pm, Oct. 4 & 11

Protect Your Assets 2017

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.

Recommended Textbook: Love and Money by Ann Margaret Carozza, Esq., available at the QCC Bookstore.

FIX-152  W / 1 session (2 hours) / FREE plus $20 registration fee / Wed., 6-8pm, Oct. 18

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. NOTE: Discounts not applicable for this program.

GSX-050  S / 1 session (6 hours) / $42 / Sat., 9:30am-3:30pm, Nov. 18

Drivers Education Program see page 42

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.

 Discounts not applicable for this program.
Conspiracy of Goodness
On View October 2017–June 2018

Visit the Center for a new exhibition about the French village that saved over 5,000 Jews during the Holocaust and a series of related public programs throughout the 2017-2018 academic year

Visit our website: khc.qcc.cuny.edu

“One of the most attractive small museums in the city is at Queensborough Community College... The bucolic Bayside campus was once a golf course, the Gallery a clubhouse, and the building still feels airy and welcoming, with two good-size galleries and a reference library open to all.”


Plan a trip to explore the QCC Art Gallery today!
For more information visit our website at www.qccartgallery.org

Queensborough Performing Arts Center

HAVE THE TIME OF YOUR LIFE!
(718) 631-6311 • WWW.VISITQPAC.ORG

Sunday, October 1, 2017, 3pm
SHADES OF BUBLÉ
$45, $40, $35

Sunday, October 8, 2017, 3pm
CHITA & TUNE - TWO FOR THE ROAD!
$50, $45, $40

Saturday, October 14, 2017, 8pm
TAYLOR DAYNE IN CONCERT! WITH SPECIAL GUEST MAXINE NIGHTINGALE
$50, $35

Sunday, October 15, 2017, 3pm
ROCK N’ ROLL HALL OF FAME STAR DARLENE LOVE WITH SPECIAL GUESTS THE FABULOUS COASTERS
$48, $45, $40

Sunday, October 22, 2017, 3pm
KOL ESPERANZA: DIRECT FROM ISRAEL
$50, $45, $40

Sunday, November 11, 2017 3pm
THE WONDERFUL WIZARD OF SONG
$40 all seats

For a full list of upcoming events, log onto www.visitQPAC.org
HATHA YOGA: Strength & Stretch for Everybody
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  7 sessions (10.5 hours) / $115
R  Thurs., 6:30-8pm, Oct 5-Nov. 16

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) / $85
T  Tues., 6:30-8pm, Oct. 10-Dec. 12
    (skip 11/21)

QIGONG: Mindful Movement
Meri Harmon Halem, LCSW, LMFT, Holistic Integrative Psychotherapist, QiGong certified.
QiGong incorporates gentle movement, breath practice, self-applied massage, and relaxation with meditation and visualization to facilitate and enhance the flow of qi energy and optimize your self healing abilities for relaxation and tranquility, enhanced flexibility, confidence, strength, improved range of motion, concentration and awareness, increased vitality and the activation of your own internal self healing.

PEX-377  8 sessions (8 hours) / $95
RP  Thurs., 2-3pm, Sept. 28-Nov. 16

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 26-Nov. 14

MEDITATION: Yogic Breathing
Alan Tullio, M.A., an 18-year Zen student, Certified Teacher by the Integral Yoga Institute, Certified Dharma Teacher (Kwan Um Zen School)
Attain the basics of yogic breathing as a calming preparation for meditation. Learn the basic techniques of meditation and its application in life situations. Course will include easy-to-learn techniques from Chinese, Japanese, and Indian traditions that will have you meditating, sitting, walking, and even lying down!

PSX-201  4 sessions (6 hours) / $65
T  Tues, 6:30-8:30pm, Nov. 21-Dec. 12

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JOIN US FOR OUR OPEN HOUSE
Saturday, September 9 at 10am-noon • Medical Arts Building Atrium
Receive 10% Discount
All Eligible Tuition Courses
**MEDITATION: Peace & Harmony**

Michele Mason, BA, holistic stress management

Use meditation to help manage stress, assist self-healing, personal growth. Experience relaxation, mindfulness, the breath, focusing, sound and visualizations to integrate body, mind and spirit.

PSX-200 5 sessions (10 hours) / $135

M Mon., 6:15-8:15pm, Oct. 16-Nov. 13

**FENG SHUI Your Life!**

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

Discover how the foundational principles of the Chinese art of placement can dramatically improve your life. Learn how to enhance your home and workplace to benefit and support changes in your health, wealth, career and relationships. We will use the 'bagua' energetic life map to shift your emotional and spiritual well being. Feng Shui meditation will also be taught to remove negative influences and build up your inner ch'i.

IDX-133 2 sessions (4 hours) / $55

W Wed., 7:15-9:15pm, Oct. 4 & 11

Please bring a new, unused Chinese or American red envelope with $1 inside to present to the instructor as a part of this Feng Shui time-honored tradition.

**NEW PRIME TIME Health**

Tina Bayer, RN, MS, ANP-BC, Assistant Professor, Nursing, QCC

Enjoy the second half of your life. Designed for those who want to take charge of their health, prevent disease, avoid disability and spend money on something other than doctors. Understand how the body changes during prime time in order to prevent unhealthy aging. Through interactive workshops, learn ways to reduce the risk of cancer and the “highs” (blood pressure & cholesterol), boost energy, stress less, sleep better and sharpen thinking.

PSX-155 4 sessions (10 hours) / $95

W Wed, 6:15-8:45pm, Oct. 4-25

**WELLNESS: Your Journey**

Stacey Estrada, B.S. Instructor - Adult Education Glen Cove School District, certified in CPR and First Aid

This fitness class will consist of chair and standing exercises. Each session will be different with a mix of aerobic exercise and will consist of a combination of kickboxing, leg raises, arm curls, abdominals, and lower and upper body strength. Classes will begin with aerobic exercise and conclude with a full body stretch. These workouts will help with endurance, flexibility, strength training and losing weight. If you want to learn a new workout to do at home, this is the class for you! Beginners are welcome.

Bring a floor mat, light dumbbells and water. Ankle weights are optional.

PEX-482 6 sessions (9 hours) / $95

SA Sat., 11am-12:30pm, Oct. 14-Nov. 18

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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.**
PAX-261 M / 8 sessions (16 hours) / $175 / Mon., 7-9pm, Oct. 2-Dec. 11 (skip 10/9, 30; 11/6)

**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.
PAX-278 SP / 6 sessions (12 hours) / $175 / Sat., 10:30am-12:30pm, Sept. 9-Oct. 28 (skip 9/30, 10/7)

**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 class meets at Queensborough, 2nd-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.
PAX-409 6 sessions (10 hours) / $345
TZA Tues., 6-7:30pm, Sept. 26-Oct. 24; Sun., 10am-12:30pm, Oct. 29

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

*Pre- or Co-Requisite:* CPR (AHX-100) - see page 9 to register before/during this program!
PAX-258 6 sessions (36 hours) / $735 includes $20 Registration Fee
S Sat, 9am-4pm, Oct. 14-Nov. 18

**PLEASE SEE PAGE 14** for detailed program information.

**DISCOUNTS NOT APPLICABLE FOR THIS PROGRAM.**
Community Swimming
A supervised recreational swimming program. Adults must register and accompany child(ren) under 18 years of age for safety. See box below for pool hours.

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

Up to 88 sessions / 203.25 hours
E $195, adults
E1 $125, young people under 18 years (must be accompanied by parent)
E1-A $125, adult accompanying in pool a child (under 12 years) in current instructional swim
E2 $85, adult or child (under 12 years) in current instructional swim

Swimming Instruction
Joshua Bernstein, Ph.D., Aqua Therapy License

BEGINNER
PEX-246 10 sessions (7.5 hours) / $135
M Mon., 9-9:45pm, Sept. 25-Dec. 4 (skip 10/9)
PEX-246 10 sessions (10 hours)/ $165
ZP Sun., noon-1pm, Sept. 24-Dec. 3 (skip 11/26)

INTERMEDIATE
PEX-247 10 sessions (7.5 hours) / $135
T Tues., 9-9:45pm, Sept. 26-Dec. 5 (skip 11/21)

Aqua Aerobics
Joshua Bernstein, Ph.D., Aqua Therapy License; Logan Cramer, BA
Improve posture, muscle tone and coordination while increasing strength, flexibility and endurance – without stress! For swimmers & non-swimmers at all levels.

PEX-248 10 sessions (10 hours) / $165
SP Sat., noon-1pm, Sept. 23-Dec. 9 (skip 9/30, 11/25) (Cramer)
ZA Sun., 9-10am, Sept. 24-Dec. 3 (skip 11/26) (Bernstein)

Aqua ZUMBA®
Amy Bienkowski, MS, licensed to teach Zumba® Fitness, Aqua Zumba®, Zumbatomic®, and Zumba® Toning, CPR/AED certified
The Aqua Zumba® pool party gives a new meaning to the idea of an invigorating workout. Combine Zumba® and aqua fitness foundations to provide a safe, challenging, water-based workout that's cardio-conditioning, body toning, and most of all, exhilarating! Participants should bring bathing suit, water, towel, and water shoes.

PEX-240 8 sessions (8 hours) / $145
M Mon., 8-9pm, Sept. 25-Nov. 20 (skip 10/9)

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

Lifeguard Training: American Red Cross Certification
(age 15 or older by class end-date)
Daniel Armstrong, MS, DPT (Doctorate of Physical Therapy), Coordinator-Allied Health programs
Attain knowledge and skills to prevent, recognize and respond to aquatic emergencies, and to provide care for breathing and cardiac emergencies, injuries and sudden illnesses until EMS (Emergency Medical Services) personnel take over.

OFFERED SPRING SEMESTER ONLY
Jacqueline M. Montgomery, MA, Program Manager, and; Dorine Touwsma, Coordinator.

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

Letter from the Director

With the autumnal season upon us, I am humbled by the year that we had with the political climate and current events that occurred. Those events and experiences most likely have made a mark on our children. It is up to us, parents, educators and community leaders to continue to teach our children not just the academics they require but to learn to advocate for those who may need a helping hand, or just some support for a classmate like a conversation at school.

Speaking of academics, we are continuing with our strong foundation of courses that will supplement your child’s school week.

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 STEAM!

Enjoy the semester!

JOIN US FOR OUR
OPEN HOUSE
Saturday, September 9 at 10am-noon • Medical Arts Building Atrium
Receive 10% Discount
All Eligible Tuition Courses

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NEW PROGRAM PROPOSALS for Kids College

Continuing Education offers a multitude of youth programs for our community.

If you are interested in joining our instructional team toward Kids & Teens College, please contact our Kids & Teens College Program Manager:

JACQUELINE MONTGOMERY: jmontgomery@qcc.cuny.edu
## Academic Preparation & Enrichment for Elementary Grades

Most Classes held for 9 sessions on Saturday October 7 to December 9 (skip 11/25).

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Teacher</th>
<th>Code</th>
<th>Type</th>
<th>Hours</th>
<th>Fee</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kid's Art from the HeART</strong> (Pre-K thru Second Grade)</td>
<td>Express yourself in a creative manner through painting, drawing, collage, and sculpture. Look at the works created by famous artists and create works in their style. Use conventional objects in non-conventional ways by creating three-dimensional pieces using recycled materials.</td>
<td>TBA</td>
<td>CLX-113</td>
<td>SP</td>
<td>(13.5 hours)</td>
<td>$130</td>
<td>Sat., 12:30-2pm</td>
</tr>
</tbody>
</table>

**ELEMENTARY Preparation**

### Reading & Writing Preparation (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 2018).*

- CLX-235  SA (1-5) / (13.5 hours) / $150 / Sat., 9:15-10:45am

### Mathematics Preparation (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 Mathematics Test Prep for grades 3-8 (Spring 2018).*

- CLX-222  SA (1-5) / (13.5 hours) / $150 / Sat., 10:45am-12:15pm

### STEM: Apprentice Engineers! (grades 3-6)

Are you science obsessed? Do you love solving math problems of all kinds? Explore the world of Science, Technology, Engineering and Math (STEM) by becoming an “Apprentice Engineer”. Work on projects related to engineering, electricity, light, ecosystems and other scientific topics. A supply fee of $35 is required on the first day of class payable to instructor.

- CLX-204  SP  / (13.5 hours) / $200 / Sat., 12:30-2pm

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Teens College – Academic Preparation

Test Prep  English Language Arts  Mathematics
Most Classes held for 9 sessions on Saturday October 7 to December 9 (skip 11/25).

Mathematics Prep
These classes are great precursors to the NY State mandated assessments in Mathematics Test prep class for grades 3-8 in Spring 2018. Curriculum according to each grade, and are aligned to the new Common Core standards.

Grade 6
Cynthia McManus, NYC DOE
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: (13.5 hours) / $170
10:45am-12:15pm

Grade 7/8
Yun Kim, Ph.D., Senior Attendance Officer, District 26, NYC Dept. of Education
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: (13.5 hours) / $170
10:45am-12:15pm

English Language Arts Prep
Essays, Grammar & Vocabulary
(grades 6-8)
Cynthia McManus, NYC DOE
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 SA: (13.5 hours) / $200
9:15-10:45am

NYS Mandated Elementary Assessment Test Prep:
Only offered Spring semester
• Reading • Mathematics • Science

Have the Time of Your Life!

Enrichment at QPAC! Thursdays – Dance Enrichment!
September 28 - December 7, 2017 (skip 11/23/17)
4pm-5:30pm for ages 8-15
5:30-7:00pm for ages 14-18

For a full list of upcoming events, log onto www.visitQPAC.org
Teens College - Test Prep

TACH (CO-OP) Test Prep (grade 8)
Test for Admission into Catholic High Schools

Test Date: Nov. 4

Harold Goldberg, NYC DOE

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: Barron's.

CLX-374 6 sessions (15 hours) / $300
SARP Sat., Sept. 23-Oct. 28 (skip 9/30) @ 9-11:30am & Thurs. Nov. 2 @ 4-6:30pm

Specialized High School Entrance Test Prep (grade 8)

Test Date: Oct. 21

Harold Goldberg, NYC DOE

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. Textbook Required: NYS SHSAT.

CLX-375: 7 sessions (14 hours) / $240
RSP Sat., Sept. 23-Oct. 14 (skip 9/30) @ 11:30am-1:30pm & Thurs. Sept. 28-Oct. 19 @ 4-6pm

Hunter College High School Test Preparation (grade 6)

Teacher TBA

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 2018.

CLX-370 SA: 5 sessions (15 hours) / $300 / 9am-noon, Nov. 4-Dec. 9 (skip 11/25)

Teens College Code Academy (All Teen Grades)

More Classes for Beginners and Intermediate

Jessica Ingrasselino, Ed.D

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 9 sessions (18 hours) / Sat., Oct. 7-Dec. 9 (skip 11/25) / $240
SA-B BEGINNER 9:30-11:30am
SP-I INTERMEDIATE 12:30-2:30pm Note: Must have taken Coding Class previously.
Kids & Teens College Prep

**PSAT: One Session Workshop** (grades 9 to 11)

**PSAT Test Date:** Oct. 11

The **PSAT/NMSQT** (National Scholarship Qualifying Test) is a preliminary version of the SAT

Yun Kim, Ph.D., Senior Attendance Officer, District 26, NYC Dept. of Education

The new format places greater emphasis on a student’s ability to determine the meaning of words in extended contexts and how word choice shapes meaning, tone, and impact. The test measures a student’s skills in two core areas Evidence-Based Reading & Writing and Math and is composed of three sections: Reading, Writing, and Math. Strong PSAT scores can lead to scholarship and help students prepare for the next step of the journey to the SAT.

**CLX-587**  SP / 1 session (3 hours) / $100 / Sat., 1-4pm, Oct. 7

**SCHOLASTIC APTITUDE TEST**

**Test Date:** Dec. 2

Richard Forman, Ph.D., Assistant Principal, NYC Dept. of Education

Prepare and improve your scores with this newly designed test prep class. Develop mathematics and reading, writing, language skills, and vocabulary that you will use in your everyday life. Learn how to select your answers through careful strategic analysis. Find the class that works for you!

CLX-580  Sat., 8 sessions, Sept 23-Nov. 18 (skip 9/30)

**BOTH CORE AREAS:** (24 hours) / $490  **ONE SUBJECT:** (12 hours) / $245

**EARLY**

- **ALL-E1** Reading, Writing & Math @ 9:30am-12:30pm
- **RW-E1** Reading & Writing @ 9:30-11am  **M-E1** Math @ 11am-12:30pm

**LATE**

- **ALL-L1** Reading, Writing & Math @ 1:30-4:30pm
- **RW-L1** Reading & Writing @ 1:30-3pm  **M-L1** Math @ 3-4:30pm

**Drivers Education**

Joel Ingram, Coordinator, Bell Auto School

This NYS Education Dept.-approved course is for all eligible high school students. Instructors are licensed by the NYS Department of Education, using 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 15, 2017**. 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.
- Qualify to apply for senior driver’s license at age 17.

**TUITION & FEES:** Tuition is $580 (does NOT include textbook from the teacher, cost of $50). 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 schedule details are available in CE Office. **Additional practice outside of class will be needed.**

DEX-100  48 hours instruction / $580 plus required $50 textbook


**This program is exempt from discounts.**

**REFUND POLICY FOR DRIVERS EDUCATION**

- 90% of total tuition fee will be refunded if requested in writing prior to first class.
- No refunds after classes have begun.
Chinese Academy

皇后社区学院附属中文学校
QCC CHINESE ACADEMY
2017-2018 学年
Mandarin Chinese & Enrichment Classes
September 8-June 23

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 $470
中文课和兴趣课
2-hour Chinese & 1-hour Enrichment class $665

书本费 Textbook material fee
幼稚园班教材 $5
Textbook material fee for Kindergarten class $5
普通中文班教材 $15
Textbook material fee for Regular Chinese class $15

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

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

兴趣课 Enrichment class: 1 hour
书法，泥塑，绘画，手工，街舞，
素描，网球，跆拳道，
钩针编织，国际象棋
Calligraphy, Clay Doll Making, Drawing, Handwork, Hip Hop, Sketching, Tennis, Tae Kwon Do, Crochet, Chess

上课时间 Class schedule
星期六上午 Saturday morning
11am - 12pm
星期六下午 Saturday afternoon
2pm - 3pm

Chinese as a Second Language class can be purchased directly
### Tiny Tots Swimming (ages 2-6)

*Joshua Bernstein, Ph.D., 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Sessions (Time)</th>
<th>Fees</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEX-745</td>
<td>10 sessions (5 hours) / $115 each child</td>
<td>$115</td>
<td>Sat., 10:30-11am, Sept. 23-Dec. 9 (skip 9/30, 11/25) (Mistry)</td>
</tr>
<tr>
<td></td>
<td>10 sessions (5 hours) / $85 each adult</td>
<td>$85</td>
<td>Sun., 10-10:30am, Sept. 24-Dec 3 (skip 11/26) (Bernstein)</td>
</tr>
<tr>
<td>SA</td>
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<tr>
<td>ZA</td>
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</tbody>
</table>

**INTERMEDIATE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Sessions (Time)</th>
<th>Fees</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEX-746</td>
<td>10 sessions (5 hours) / $115 each child</td>
<td>$115</td>
<td>Sat., 10:30-11am, Sept. 23-Dec. 9 (skip 9/30, 11/25) (Mistry)</td>
</tr>
<tr>
<td></td>
<td>10 sessions (5 hours) / $85 each adult</td>
<td>$85</td>
<td>Sun., 10-10:30am, Sept. 24-Dec 3 (skip 11/26) (Bernstein)</td>
</tr>
<tr>
<td>SA</td>
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**Adolescent/Pre-Teen Swimming (ages 7-14)**

*Joshua Bernstein, Ph.D., Aqua Therapy License; Vijay Mistry, BA; Logan Cramer, BA*

Participants are classified at the first session to ensure similar swim levels for each group. **To enroll, a child must be able to stand in 3-1/2 feet of water.**

**NON-SWIMMERS/BEGINNERS**

Enjoy the water and gain skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Sessions (Time)</th>
<th>Fees</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEX-748</td>
<td>10 sessions (10 hours) / $195</td>
<td>$195</td>
<td>Sat., 8:30-9:30am, Sept. 23-Dec. 9 (skip 9/30, 11/25) (Mistry)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sun., 11am-noon, Sept. 23-Dec. 9 (skip 9/30, 11/25) (Cramer)</td>
</tr>
<tr>
<td>SA1</td>
<td></td>
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<tr>
<td>SA2</td>
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<td>ZA</td>
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</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Sessions (Time)</th>
<th>Fees</th>
<th>Schedule</th>
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</thead>
<tbody>
<tr>
<td>PEX-749</td>
<td>10 sessions (10 hours) / $195</td>
<td>$195</td>
<td>Sat., 9:30-10:30am, Sept. 23-Dec. 9 (skip 9/30, 11/25) (Mistry)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sun., 11am-noon, Sept. 24-Dec 3 (skip 11/26) (Bernstein)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sun., 8-9pm, Sept. 28-Dec. 7 (skip 11/23) (Bernstein)</td>
</tr>
</tbody>
</table>

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**Community Swimming**

Supervised recreational swimming program. Afternoons, Evenings, Weekends

*See page 37 for program schedule, details & refund policy*

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**Competitive Swim Instruction (ages 7-14)**

*Joshua Bernstein, Ph.D., 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Sessions (Time)</th>
<th>Fees</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEX-750</td>
<td>10 sessions (10 hours) / $195</td>
<td>$195</td>
<td>Fri., 6:30-7:30pm, Sept. 15-Dec. 8 (skip 9/22, 29; 11/24)</td>
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<tr>
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<td>Wed., 6:30-7:30pm, Sept. 27-Dec. 6 (skip 11/22)</td>
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<td>F</td>
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**SWIM CLUB TEAM (ages 7-18)**

*Work with swim coach to improve swim techniques & practice lap swimming*

*Co-Coaches: Joshua Bernstein, Ph.D., Aqua Therapy License, and; Daniel Armstrong, M.S., D.P.T. (Doctorate of Physical Therapy)*

Welcome to the wonderful world of competition swimming! Our coaches will test and teach your child(ren) in various competitive swimming techniques. Style, racing dive, and turns will be analyzed and remediation is available. Time trials and competing in local and exhibition meets will be provided. **This course also includes FREE sessions within our Community Swim program (see page 37 for schedule).**

**REQUIREMENTS:** Advanced swim level, ability to swim in four (4) styles, must be competitive or above.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Sessions (Time)</th>
<th>Fees</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEX-753</td>
<td>21 sessions (31 hours) / $305</td>
<td>$305</td>
<td>Sun. &amp; Tues., Sept. 24-Dec. 12 (skip 8; 11/21, 26), Sunday @ 7-9am &amp; Tuesday @ 5-6pm</td>
</tr>
</tbody>
</table>

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**Swimming**
LOCATION
Queensborough Community College is located in Bayside, between Springfield Blvd. and Cloverdale Blvd. (223rd street) on 56th Ave. The campus is easily accessible by car from all parts of Queens and Long Island. It is just a few blocks north of the Springfield Boulevard Exit 29 on the Long Island Expressway, and immediately south of the Northern Boulevard exit on the Cross Island Parkway.

BY SUBWAY AND/OR BUS
From Flushing: Take Main Street Flushing Line (No. 7) to Main Street, Flushing Station. Take Q27* bus to campus.

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

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

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

* The Q27 and Q30 buses now stop on the campus from 7 am to 11 pm on weekdays. Limited-Stop buses stop at Springfield Blvd. and 56th Ave.

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

Sign Up Now for CUNY Alert at Our Campus!
Students, faculty and staff can now join CUNY Alert to receive text or voice notifications of campus emergencies or weather related closings. You select the best way to get messages: cell phone, home phone or e-mail. You can sign up even if you are registered with another emergency notification system. So stay alert! Visit www.cuny.edu/alert and sign up for CUNY Alert now!
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/smarrt-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 Josephine Troia directly at the Office of Continuing Education @ 718.281.5535 or GTroia@qcc.cuny.edu for scholarship details and application.

CUNY EDGE

CUNY EDGE, formerly known as the COPE program, provides students with a range of services, benefits, and supports so that they succeed in college and in their careers.

CUNY EDGE envisions a world in which all people have access to the educational opportunities and support they need to realize academic success, a sustainable career, and a brighter future.

CUNY EDGE’s mission is to help CUNY students who are receiving public assistance achieve academic excellence, graduate on time, and find employment.

Our services are provided at all CUNY senior and community colleges across New York City’s five boroughs.

For more information, please contact Janielle Allen, Director
Phone: 718.281.5174  EMail: COPE@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.
- **Bundle Program** individual course(s) refund requests are processed at the prorated discounted rate.
- Materials fees are not refundable.
- The $20 registration fee is not refundable.
- Refunds are computed when official notification is received by this office as follows:
  - 90% refund at least 3 days prior to first class meeting.
  - 75% refund prior to second class meeting (for courses that have more than two meetings). A refund takes approximately 2-3 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.

---

**OFFICE OF CONTINUING EDUCATION**

Denise A. Ward, Vice President
Jeffrey Chen, Assistant Dean
Arpy S. Coherian, Director
Lori A. Conkling, Director, Labor Market Research & Workforce Development
Barbara Nasewicz, CE Manager
Miatta Weisel, Career Direct Manager
Jacqueline Montgomery, Program Manager - Kids & Teens College, Connect2College
Yang Xu, Program Coordinator, Chinese Academy
Kate Manafeeva, Administrative Specialist
Janet Rhein, Administrative Assistant
Gail Grayson, College Assistant
Sinia Yiantselis, College Assistant

**COORDINATORS:**

Daniel R. Armstrong, Allied Health
Armani Rashad, Hemodialysis
Dorine Touwsma, Kids & Teens College
Dr. Azam Rahman, Medical Billing & Coding
Minerva Ryan-Tidd, HSE (formerly GED)
Leila Boodhoo, ESL
Josh Bernstein, Recreation

**PRE-COLLEGE PROGRAMS:**

Ashley Legitime, BTECH
Dr. Diana Berkowitz, CLIP & CUNY Start
Mary Anne Meyer, College Now / Focus
Darlene O'Rourke, Connect2College
Bonnie Flaherty, CUNY Start
Florence Tse, Port of Entry
Yicel Nota-Latif, Project PRIZE Liberty Partnership

**GRANTS:**

Vera Melella, Financial Administrator
Victoria Duic, Adviser
Luba Fredericks, Career Counselor
Vanessa Ramjas, Career Counselor
Rodney Shannon, Job Developer
Josephine Troia, Coordinator
Registration Information

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.

OPEN HOUSE: REGISTER NOW! (OHX-SA)
Saturday, September 9 at 10am-noon • Medical Arts Building Atrium
Receive 10% Discount on same-day registration for all eligible tuition-only classes.

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 www.cep.qcc.cuny.edu
NOTE: Certain classes not available for online registration. Please call our office at 718.631.6343 to register. Simple step-by-step process to register with credit card only at any time, any place, 365 - 24/7.

For discounts, check, money order, and voucher programs, please contact office directly at 718.631.6343 to register.

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

WALK-IN Library Building, Room 118P
DAYS ONLY: Monday through Friday, 9am-5pm
(Office closed Sept. 4; Oct. 9; Nov. 23 & 24; Dec. 25, 26, and; January 1, 2, 2018)

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

SPECIAL DISCOUNTED PRICING for applicable/eligible courses on tuition only
5% at initial time of registration for:
• First Time (New) students with QCC Continuing Education
• QCC Alumni with current ID Card (with $20 registration fee waived)

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

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

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

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

☐ MALE
☐ FEMALE

LAST NAME ______________________ FIRST NAME ______________________

ADDRESS ______________________ CITY, STATE, ZIP ______________________

E-MAIL ADDRESS ______________________

EVENING PHONE ________ DAYTIME PHONE ________ BIRTH DATE ________

COURSE CODE SECTION ______________________

TITLE ____________________________ TUITION $ __________________________

COURSE CODE SECTION ______________________

TITLE ____________________________ TUITION $ __________________________

COURSE CODE SECTION ______________________

TITLE ____________________________ TUITION $ __________________________

Registration Fee $ ________________ Each add’l child $ ________________

TOTAL $ __________________________

*Payable one time per semester.

SPECIAL DISCOUNTS AVAILABLE - see page 48

FORM OF PAYMENT

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

☐ Check ☐ Bank Check or Money Order (Check #__________)

☐ Credit Card (indicate below)

Card No.__________________________ Please include Security # found on back of card.

Signature__________________________ Exp. Date__________________________

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