



**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** **CC**  
**COMMUNITY COLLEGE** **NY**

# WELCOME

## 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](http://www.qcc.cuny.edu/conted) • 718.631.6343

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## Custom Contract Training

Continuing Education and Workforce Development provides custom contract training for various organizations including corporations, small businesses, non-profit agencies and government institutions.

Please call Jeff Chen at 718.281.5546 to set up a meeting to discuss your needs. Here are a few areas in which we can serve you:

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

## 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
- special journals
- payroll records
- journal entries
- merchandising accounts
- partnerships
- general ledger
- depreciation
- corporations
- the accounting cycle
- checking account
- bank reconciliations
- financial statements
- interest
- 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

## ▶ Computer Certificates & Certifications

### 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.

**Required Textbook:** *QuickBooks® Fundamentals Learning Guide 2014/2015* by Bonnie Biafore is available at the QCC Bookstore.

**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

T Tues., 6:15-9:15pm, Oct. 24-Dec. 12  
(skip 11/21)

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](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 Certificate

### 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

**NOTE:** This program offered only in the Fall Semester.

### 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)

**NOTE:** The programs listed on this page are offered only during the Fall semester.

### 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

**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.

**Required Textbook:** *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, Fifth Edition, Project Management Institute, Inc., 2013.

**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)

## ▶ Health & Allied Services Certifications

Daniel R. Armstrong, MS, DPT (Doctorate of Physical Therapy), Coordinator, Assistant Professor, HPE&D Dept., QCC (contact # 718.281.5162)

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

### Cardiac Life Support Training & Certification

This Certification course provides all of the requirements for health care provider & professional rescuer, which includes adult, child, infant CPR, rescue breathing, and use of AED (Automatic External Defibrillator). AHA requires "pass" grade on skills exam & minimum of 84 score on written exam to qualify for certification. Dress comfortably. **Required Textbook** to be read prior to class: *American Heart Association: BLS for Healthcare Providers (latest edition with new 2010 protocols)*, available at the QCC Bookstore.

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

### Basic Cardiac Life Support

Basic techniques for CPR certification.

AHX-100 \$115\* / 9am-6pm (8 hours)  
with 1 hr. lunch break

\* Includes material fee of \$8.50 for pocket face mask (AHA protocols) and \$7 CPR certification card

Saturday		Sunday	
S1	Aug. 12	Z1	Aug. 20
S2	Aug. 19	Z2	Sept. 10
S3	Nov. 4		

Additional dates may be available.

**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 Certification: Basic Course

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

**Required Textbook: *Brady Emergency Care, 13th Edition*, available at the QCC Bookstore.**

**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**

Wed. Sept. 6-Dec. 13 (skip 9/20, 11/22)

Sat. Sept. 9-Dec. 16 (skip 9/30, 10/7, 11/25)

Mon. Sept. 11-Dec. 11 (skip 10/9)

Thurs. December 21 (**Exam 6-10pm**)

**MASSAGE THERAPY & NURSING STUDENTS FOR CPR / \$92**  
**Required by third week.**

### 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 & Allied Services Certifications

### 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.



"The Benchmark in Healthcare Certification"  
National Healthcareer Association

#### 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

#### Phlebotomy Technician (NHA Certified)

Obtain the introductory skills to secure an entry level phlebotomy position. Learn various methods of blood collection through venipuncture, capillary puncture, and existing intravascular devices. Emphasizes use of anticoagulants, the order of draw, and procedures for obtaining and processing specimens. Safety considerations for all health care professionals and patients discussed. Registrants should purchase stethoscope, B/P cuff, lab coats and non-latex gloves. **Includes additional 4 hours offsite Clinical TBA.**

AHX-171 10 sessions (44 hours) / \$1,695  
**plus \$25 NHA exam fee below**

SP Sat., 1-5:25pm,  
Sept. 9-Nov. 18 (skip 9/30)

SP-NHA **NHA Exam:** Dec. 2 @ 9am-1pm

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

**FREE-CAREER COUNSELING,  
JOB DEVELOPMENT AND JOB PLACEMENT  
SERVICES WILL BE AVAILABLE.**

### 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

## ► Health & Allied Services Certifications

### 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-183 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-150 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-121 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-120 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.

Plus \$20 registration fee each semester & \$149 additional fee for NHA Exam.

**Review & Exam scheduled as needed.**

Partial Payment Schedule available for Bundle Pricing Program Package.

50% due at initial time of registration & 50% due at end of semester.

Refund Policy: Requests calculated 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

**DISCOUNTS NOT AVAILABLE FOR THIS PROGRAM.**

### Certified Nursing Assistant (CNA)

Gladys Maingrette, MSA, RN, Coordinator

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

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

NUX-200 30 sessions (120 hours) / \$1050 plus textbook cost (available at the QCC Bookstore)

WRF Wed., Thurs., Fri., 6-10pm, Sept. 27-(ends Wed.) Dec. 13 (skip 9/29; 11/22-24)

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

**FREE-** Career Counseling, Job Development, Job Placement Services available for **CNA.**

## ► Health & Allied Services Certifications



### 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.

**Topics per Certification Type:** Principles of Hemodialysis, Renal Anatomy and Physiology, Complications of Renal Failure, Renal Nutrition, Lab Work, Vascular Access Care, Infection Control Practices, Water Treatment, Dialyzer Reprocessing, Hemodialysis-Fresenius®-Machine setup, Operation, Disinfection, Management of Alarms, Electronics, Medical Emergencies, Patient Confidentiality, BCLS/CPR, Patient as The Customer, Fire and OSHA Safety, Ergonomics of Lifting, Professional Development, Working As a Team, Administration of Hemodialysis Medications, Anemia Management, Mineral Bone Management and Organ Transplantation.

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

**Required Textbook:** *Core Curriculum for the Dialysis Technician: A Comprehensive Review of Hemodialysis*, 6th Edition, Medical Education Institute, Inc.

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)**



World Instructor Training Schools  
"Educational Excellence For Fitness Professionals"

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Want to learn more about the Personal Trainer Certification Course?

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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>

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

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

**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 (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!

**Required Textbook:** *Read the first 3 chapters before the class start date (October 14)*

*Fitness Professional's Handbook-6th Edition* by Edward Howley, Dixie Thompson.

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-4pm (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](http://www.qcc.cuny.edu/ContEd) and go to the W.I.T.S. portal for PAYPAL@ processing @ <http://www.witseducation.com/certifications/ptcert-qbcc.htm>

**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.

**Required Textbook:** *Computers in the Medical Office (ninth edition)* by Susan M. Sanderson, available at the QCC Bookstore.

**Recommended for class:** Basic computer skills, USB 2.0 "thumb drive" device.

MBX-125 10 sessions (35 hours) / \$795

R 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.

**Required Textbook:** *Medical Terminology for Health Professions (eighth edition)* by Ann Ehrlich, available at the QCC Bookstore.

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.

**Required Manuals:** *ICD-10 CM 2017 & ICD-10 PCS 2017*, available at the QCC Bookstore.

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.

**Required Manual:** *CPT Manual 2017 AMA*, available at the QCC Bookstore.

MBX-103 8 sessions (24 hours) / \$345

WP Wed., 5:30-8:30pm, Oct. 18-Dec. 13  
(skip 11/22)

## ▶ Medical Billing & Coding Certificate

### 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).

**Required Textbook:** *Fundamentals of Anatomy & Physiology (4th edition)* by Donald C. Rizzo, available at the QCC Bookstore.

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.

**Required Textbook:** *Electronic Health Records with software (3rd edition)* by Byron Hamilton, available at the QCC Bookstore.

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.

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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](http://www.cuny.edu/alert) and sign up for CUNY Alert now!

## ► Medical Billing & Coding Certificate

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

MBX-007 SA **Review Session:** 1 session (5 hours) / \$75 / Sat., 9am-2pm, Nov 11

MBX-007 SA-NHA **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

### CPC Exam: Certified Professional Coder

#### AAPC-American Academy of Professional Coders

MBX-009 SA **Review Session:** 2 sessions (10 hours) / \$150 / Sat., 9am-2pm, Dec. 2 & 9

**NOTE:** Exam is held off-campus @ \$325 additional fee to AAPC  
when register directly on their website. AAPC administers this exam.

#### NOTE:

This updated Medical Billing & Coding Certificate 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.**

PDX-171 S / 1 session (8 hours) / Sat, Sept. 23, 9am-5pm with 1 hour lunch break  
FREE - plus \$20 registration fee

## 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

### 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)                 | • Medical Billing Intro & Computer Management (see page 15) |
| • Standard First Aid (see page 11) | • Medical Claims Problem Solving (see page 16)              |
| • EKG (see page 10)                | • Medical Terminology and Systems I & II (see page 15)      |
| • Phlebotomy (see page 10)         | • Intro to Pharmacology (see page 16)                       |
| • CPT Coding (see page 15)         | • Electronic Health Records (see page 16)                   |
| • ICD Coding 10 (see page 15)      | • 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](mailto: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](mailto: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](http://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

## ► HSE High School Equivalency (formerly GED)

### 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.**

**BEX-199 PRE-W**

### 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)

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

**Pre-HSE:** 30 sessions (120 hours)

- **MWFA-P: MORNINGS:** @ 8am-noon / Mon., Wed., Fri., Sept. 25-(ends Wed.) Dec. 13 (skip 9/29; 10/9; 11/20, 22, 24)
- **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)

- **MWFA: MORNINGS:** @ 8am-noon / Mon., Wed., Fri., Sept. 25-(ends Wed.) Dec. 13 (skip 9/29; 10/9; 11/20, 22, 24)
- **MTW: EVENINGS:** @ 5-9pm / Mon., Tues., Wed., Sept. 25-(ends Mon.) Dec. 11 (skip 10/9; 11/20, 21, 22)

# DISCOVER

THE LEADER WITHIN



**QUEENSBOROUGH**   
COMMUNITY COLLEGE

[www.qcc.cuny.edu/admissions](http://www.qcc.cuny.edu/admissions)



**▶ 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](http://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**

## ► Academic Preparation

### 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
- Afternoon @ 2:30-8pm
- Evening @ 5-10 pm (*includes Friday*)

**TUITION:**

- NYC residents: \$180
- Nonresidents: \$450
- College Discovery: \$45
- 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**

## Computer Skills

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  
MW        Mon. & Wed., 6:15-9:15pm,  
              Mon. Sept. 11-Oct. 2 & Wed. Sept. 27

#### 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 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

### 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

**QuickBooks® Pro** see page page 5

### 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

## ▶ Arts & Art History

### 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 sabeline 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](http://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

## ▶ Movies & Writing

### 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](http://www.satmornfilmfest.org)

PSX-301 9 sessions/films (22.5 hours) / \$185

SA Sat, 10am-12:30pm,  
Oct. 14-Dec. 16 (skip 11/25)

**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

## ► Self-Publishing

### **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.

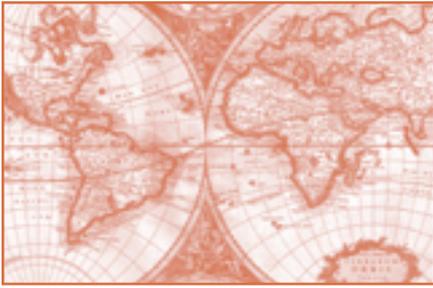
If you are interested in joining our instructional team toward **Learning for a Lifetime**, please contact our **Director** at the email address below and request a **PROGRAM PROPOSAL FORM** to be submitted with your resume:

**ARPY COHERIAN: [acoherian@qcc.cuny.edu](mailto:acoherian@qcc.cuny.edu)**

**CUNY Alert®**

### **Sign Up Now for CUNY Alert at Our Campus!**

Students, faculty and staff can now join CUNY Alert to receive text or voice notifications of campus emergencies or weather related closings. You select the best way to get messages: cell phone, home phone or e-mail. You can sign up even if you are registered with another emergency notification system. So stay alert! Visit [www.cuny.edu/alert](http://www.cuny.edu/alert) and sign up for CUNY Alert now!



## HISTORY SERIES

Gerald Matacotta, MA

### 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.

**Suggested Readings:** *Revolutionary Russia: 1891-1991 – A History* by Orlando Figes; *The Vanquished: Why the First World War Failed to End* by Robert Gerwarth; *Stalin: New Biography of a Dictator* by Oleg V. Khlevniuk and Nora Seligman Favorov, and; *Alexsandr Rodchenko: Experiments for the Future, Diaries, Essays, Letters, and Other Writings: The Museum of Modern Art*, by Alexsandr Rodchenko and Alexander N. Lavrentiev.

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.

**Suggested Readings:** *Three Days in January: Dwight Eisenhower's Final Mission* by Bret Baier and Catherine Whitney; *Eisenhower: The White House Years* by Jim Newton; *Ike and McCarthy: Dwight Eisenhower's Secret Campaign against Joseph McCarthy* by David A. Nichols; *Eisenhower 1956: The President's Year of Crisis – Suez and the Brink of War* by David A. Nichols, and; *Twelve Days: The Story of the 1956 Hungarian Revolution* by Victor Sebestyen.

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.

**Suggested Readings:** *The Illusion of Victory: America in World War I* by Thomas Fleming; *War Against War: The American Fight for Peace 1914-1918* by Michael Kazin, and; *Victory 1918* by Alan Palmer.

HIX-352 R / 2 sessions (4 hours) / \$55 / Thurs, 7:30-9:30pm, Nov. 30 + Dec. 7

### JOIN US FOR OUR OPEN HOUSE

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

Receive 10% Discount

All Eligible Tuition Courses

 Music

## 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



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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](http://www.cuny.edu/alert) and sign up for CUNY Alert now!



## 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](mailto:Alumni@qcc.cuny.edu)

## **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.**

## ► Queensborough Culture



**KUPFERBERG  
HOLOCAUST CENTER**

QUEENSBOROUGH COMMUNITY COLLEGE | CUNY

MONDAY - FRIDAY: 10AM - 4PM  
718-281-5770 • KHC@qcc.cuny.edu

## 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](http://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."*

*-Holland Cotter, The New York Times*



Plan a trip to explore the QCC Art Gallery today!

For more information visit our website at [www.qccartgallery.org](http://www.qccartgallery.org)



Queensborough  
Performing  
Arts Center

**HAVE THE TIME OF YOUR LIFE!**

(718) 631-6311 • [WWW.VISITQPAC.ORG](http://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](http://www.visitQPAC.org)

## Mindful Movement

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

### **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 Atomic®. 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

CUNY Alert

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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**

## ▶ Wellness

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

### 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

CUNY Alert

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## ► Dance, Tennis, Golf, Personal Training

### Ballroom Dance

*Dominick Paradise, professional dance instructor, formerly with Fred Astaire & Arthur Murray Dance Studios*  
The ideal course in the art of Ballroom, Latin, and Hustle Dancing! Learn to dance for a lifetime with the proper techniques to become a good social dancer. **Partner not required.**

PEX-261 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.

PEX-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.

PEX-409 6 sessions (10 hours) / \$345

TZA Tues., 6-7:30pm, Sept. 26-Oct. 24 and; Sun., 10am-12:30pm, Oct. 29



World Instructor Training Schools  
"Educational Excellence For Fitness Professionals"

### 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!

PEX-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.**

## ► Swimming

### 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

PEX-287	Sun., Sept. 24-Wed. Dec. 13 (skip 9/29, 30; 10/9, and; 11/20-26)
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

Afternoons, Evenings, Weekends

Monday thru Thursday: 6-7:45pm

Wednesday: 1-2:45pm

Friday: 6-9:45pm

Saturday & Sunday: 1-4:45pm

### Community Swim Pool Hours

Registration Invoice for Community Swim (PEX-287) required for entrance to pool.

Pool hours are subject to change to meet class scheduling requirements, lifeguard availability, and pool maintenance requirements.

**Monthly Community Swim Programs!**

Please call 718-631-6343 for details.

### 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)

### 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**

► Kids & Teens College Program

# KIDS & TEENS PRE-COLLEGE



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



### 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](http://www.cuny.edu/alert) and sign up for CUNY Alert now!



### 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](mailto: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).

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

Test Prep    English Language Arts    Mathematics

### Kid's Art from the HeART (Pre-K thru Second Grade)

Teacher TBA

Express yourself in a creative manner through painting, drawing, collage, and sculpture. Look at the works created by famous artists and create works in their style. Use conventional objects in non-conventional ways by creating three-dimensional pieces using recycled materials.

CLX-113    SP / (13.5 hours) / \$130 / Sat., 12:30-2pm

## 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

CUNY Alert

Sign Up Now for CUNY Alert at Our Campus!

Students, faculty and staff can now join CUNY Alert to receive text or voice notifications of campus emergencies or weather related closings. You select the best way to get messages: cell phone, home phone or e-mail. You can sign up even if you are registered with another emergency notification system. So stay alert! Visit [www.cuny.edu/alert](http://www.cuny.edu/alert) and sign up for CUNY Alert now!

# KIDS & TEENS PRE-COLLEGE



**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



**ENRICHMENT AT QPAC!  
Thursdays - DANCE ENRICHMENT!**

**September 28 - December 7, 2017 (skip 11/23/17)**  
4pm-5:30pm for ages 8-13  
5:30pm-7:00pm for ages 14-18

**HAVE THE TIME  
OF YOUR LIFE!**

**10 weeks for only \$250!**

To secure your child's spot in this exciting program, please call 718-631-6311, register on-line: [www.visitQPAC.org](http://www.visitQPAC.org) or email [jisenise@qcc.cuny.edu](mailto:jisenise@qcc.cuny.edu) to request a registration form.

For a full list of upcoming events, log onto [www.visitQPAC.org](http://www.visitQPAC.org)

REGISTER NOW Phone: 718.631.6343 Fax: 718.281.5538 Web: www.qcc.cuny.edu/ConteEd/

# KIDS & TEENS PRE-COLLEGE



Test Prep    English Language Arts    Mathematics

## 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

E Sept. 14-Sat. Jan. 27, 2018 (skip 9/21, 30; 10/23, 25; 11/23, 25, and; 12/21, 23, 28, 30)

**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.

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](mailto: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**

CSL 班课本

Chinese as a Second Language class can be purchased directly

**中文课 Chinese class: 2 hours**

学习汉语拼音, 简体字  
 训练中文听、说、读、写

Learn Pinyin, simplified characters;  
 explore Mandarin Chinese through  
 listening, speaking, reading and writing.

**上课时间 Class schedule**

星期五晚上 Friday evening  
 6:45pm - 8:45pm

星期六上午 Saturday morning  
 9am - 11am

星期六下午 Saturday afternoon  
 12pm - 2pm

**兴趣课 Enrichment class: 1 hour**

书法, 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

**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**

- PEX-745 10 sessions (5 hours) / \$115 each child and \$85 each adult
- SA Sat., 10:30-11am, Sept. 23-Dec. 9 (skip 9/30, 11/25) (Mistry)
- ZA Sun., 10-10:30am, Sept. 24-Dec 3 (skip 11/26) (Bernstein)

**INTERMEDIATE**

- PEX-746 10 sessions (5 hours) / \$115 each child and \$85 each adult
- ZA Sun., 10-10:30am, Sept. 24-Dec 3 (skip 11/26) (Bernstein)

**Community Swimming**

Supervised recreational swimming program.  
Afternoons, Evenings, Weekends

See page 37 for program schedule, details & refund policy

**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.

- PEX-750 10 sessions (10 hours) / \$195
- F Fri., 6:30-7:30pm, Sept. 15-Dec. 8 (skip 9/22, 29; 11/24)
- W Wed., 6:30-7:30pm, Sept. 27-Dec. 6 (skip 11/22)

**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.

- PEX-753 21 sessions (31 hours) / \$305
- ZT Sun. & Tues., Sept. 24-Dec. 12 (skip 10/8; 11/21, 26), Sunday @ 7-9am & Tuesday @ 5-6pm

**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.

- PEX-748 10 sessions (10 hours) / \$195
- SA1 Sat., 8:30-9:30am, Sept. 23-Dec. 9 (skip 9/30, 11/25) (Mistry)
- SA2 Sat., 11am-noon, Sept. 23-Dec. 9 (skip 9/30, 11/25) (Cramer)

**INTERMEDIATE/ADVANCED**

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

- PEX-749 10 sessions (10 hours) / \$195
- SA Sat., 9:30-10:30am, Sept. 23-Dec. 9 (skip 9/30, 11/25) (Mistry)
- ZA Sun., 11am-noon, Sept. 24-Dec 3 (skip 11/26) (Bernstein)
- R Thurs., 8-9pm, Sept. 28-Dec. 7 (skip 11/23) (Bernstein)

**► Location**



**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)

**CUNY Alert**

**Sign Up Now for CUNY Alert at Our Campus!**

Students, faculty and staff can now join CUNY Alert to receive text or voice notifications of campus emergencies or weather related closings. You select the best way to get messages: cell phone, home phone or e-mail. You can sign up even if you are registered with another emergency notification system. So stay alert! Visit [www.cuny.edu/alert](http://www.cuny.edu/alert) and sign up for CUNY Alert now!

QCC IS A  
**TOBACCO**  
**FREE** CAMPUS

[www.qcc.cuny.edu/tobacco-free](http://www.qcc.cuny.edu/tobacco-free)



## 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](http://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](http://www.workforcenewyork.org)

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

## SALLIE MAE

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

**To contact Sallie Mae:**

**Website:**

[www.salliemae.com/student-loans/smart-option-student-loan/](http://www.salliemae.com/student-loans/smart-option-student-loan/)

**Call:** (877) 279-7172

*Please note:*

*OCC 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](mailto: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](mailto:COPE@qcc.cuny.edu)

## ► For Your Information

### 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.



Diane B. Call, Ed.D., *President*

Timothy G. Lynch, Ph.D.

*Vice President for Academic Affairs*

### 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, *EFL*

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](mailto: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](http://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](http://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 \$ .....20.00\*

Each add'l child \$ .....15.00\*

TOTAL \$ .....

\*Payable one time per semester.

**SPECIAL DISCOUNTS AVAILABLE - see page 48**

### FORM OF PAYMENT

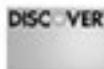
Please make checks payable to: **Queensborough Community College** and mail to:

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.**



OFFICE OF PRE-COLLEGE, CONTINUING EDUCATION  
AND WORKFORCE DEVELOPMENT

222-05 56th Avenue, Bayside, New York 11364-1497



**QUEENSBOROUGH  
COMMUNITY COLLEGE**

Pre-College, Continuing Education  
& Workforce Development

**FALL  
2017**

**CALL NOW TO REGISTER  
718.6316343**

皇后社区学院附属中文学校  
联系电话: 718-281-5128  
电邮: [yxu@qcc.cuny.edu](mailto:yxu@qcc.cuny.edu)

