

Continuing
Education
and
Professional
Development
SPRING 2014

College of Staten Island

THE CITY UNIVERSITY OF NEW YORK



www.csi.cuny.edu/continue

SPRING
2014

**COLLEGE OF STATEN ISLAND
THE CITY UNIVERSITY OF NEW YORK**

**OFFICE OF CONTINUING EDUCATION
AND PROFESSIONAL DEVELOPMENT**

SPRING 2014

**North Administration Building (2A)
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2800 Victory Boulevard
Staten Island, NY 10314
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100 Merrill Avenue
Staten Island, NY 10314**

**Email: continuing_ed@csi.cuny.edu
Website: <http://csivc.csi.cuny.edu/continue>**



Welcome from the President

Greetings! I am delighted to welcome each and every one of you to the College of Staten Island, a senior college of The City University of New York.

Here on our beautiful 204-acre campus, you will join other students who are pursuing associate's degrees in selective areas, a comprehensive range of bachelor's and master's degrees, and doctoral degrees in cooperation with the CUNY Graduate Center.

CSI is an exciting place, and our faculty, staff, and students are committed to contributing to the Staten Island community and to our global society. Our Office of Continuing Education and Professional Development is one of several links between the College and our community, and it administers non-credit-bearing programs that focus on lifelong learning and the development of career-related skills through a variety of high-quality courses, all of which reflect CSI's trademark dedication to teaching and learning.

I invite you to explore the many personal and professional development opportunities available to you here at CSI. I wish you every success and look forward to seeing you on campus.

Dr. William J. Fritz
Interim President

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GENERAL INFORMATION

CHANGES/CANCELLATIONS/REFUNDS

Each Continuing Education course requires a minimum number of paid registrations. Please register early to ensure your place in class and reduce the possibility of course cancellation. Due to the special requirements of some programs and the limited availability of space, some courses may be scheduled in locations other than the main CSI campus. The College of Staten Island and the Office of Continuing Education and Professional Development will make every effort to ensure that all classes will be given as listed in this catalog; however, unforeseen circumstances may occur. The College and the Office of Continuing Education and Professional Development, at their discretion, reserve the right to make changes in procedures, program fees, class days, times, and locations, or cancel classes due to insufficient registration. The Office of Continuing Education and Professional Development shall make every reasonable effort to notify all registered students of any changes prior to the first session. Should changes or a cancellation occur, a full refund will be available. Full refund shall be the sole limit of all liability of the College of Staten Island, the Office of Continuing Education, and/or The City University of New York shall not be liable for refund of tuition of any completed courses. A refund form may be obtained from the Office of Continuing Education, and refunds are granted under the following guidelines:

- ◆ Registration Fees and Late Fees are non-refundable
- ◆ 100% refund if notification is received prior to the 1st class
- ◆ 85% refund after the first class
- ◆ No refunds are given after the 2nd meeting of a course
- ◆ No refunds are given on courses with 5 sessions or less once they have started

Refund processing is subject to all College of Staten Island, City University of New York, and State of New York restrictions and time frames. Your patience is greatly appreciated.

CLASS CANCELLATIONS DUE TO WEATHER

The College reserves the right to cancel classes due to inclement weather or at the discretion of the Office of Continuing Education and Professional Development. Call 718.982.2182 for class make-up information. For snow day information, call 718.982.3333 or 718.982.4444

FUNDING SOURCES

HELENA RUBINSTEIN CONTINUING EDUCATION SCHOLARSHIP FUND

Covers up to 90% of tuition for certificate programs, call 718.982.2182 for information.

TUITION REIMBURSEMENT

Check with your union or employer.

WIA-ITA VOUCHERS

If you are looking for a new career or to upgrade your skills, you may be eligible for a WIA-ITA voucher. For information, call the Staten Island Workforce 1 Career Center: 718.285.8388.

VETERANS' ADMINISTRATION EMPLOYEE BENEFITS

Call 718.982.2182

ACCES-VR

Adult Career and Continuing Education Services-Vocational Rehabilitation, including veterans with non-service-related disabilities call 718.816.4800.

Are You a Student with a Disability?

Enrolled in a continuing education course or certificate program?

Looking for a job?

If you are a registered CUNY student with a disability, you may be eligible to receive tuition assistance, free textbooks, job placement assistance, career counseling and more!

For more information contact:

Jennifer Sullivan

CUNY LEADS Advisor at CSI

Phone: 718-982-2513

Jennifer.Sullivan@csi.cuny.edu

ID CARDS

All students attending classes for more than one night must obtain a student ID. Please request a letter from our office to take to Campus Safety, Building 3A, Room 106. Call 718.982.2294.

PARKING

Continuing Education classes that are more than five sessions in succession require a parking decal, available for a fee in Building 3A, Room 106. Call 718.982.2294.

REDUCED FEES

Seniors, 65 and over, CSI Alumni, Full-time and part-time CSI employees and immediate family members*: 15%. **No discounts apply to:** Online Certificates, Online courses, DASA Training, Remedial Courses, Green Technology, The Certified Bookkeeper, CISCO, CPR, Travel Agent Courses, Pharmacy Tech, Food Handler's Certification, Remedial ESL & Language Courses, and WITS Fitness Training courses. Places are subject to availability of classes and seating. (*Limited to spouse/partner and children)

REGISTRATION for form: <http://csivc.csi.cuny.edu/continue>

In Person: Building 2A, Room 201-check, money order, credit card, we no longer can accept cash payments.

By Phone: 718.982.2182 to register if you are using a credit card (VISA and MasterCard).

By Fax: 718.982.2038 to register if you are using a credit card.

By Mail:

College of Staten Island

Office of Continuing Education

2800 Victory Boulevard

North Administration Building (2A), Room 201

Staten Island, NY 10314

REGISTRATION FEES

The non-refundable registration fees are:

\$5 per one-day workshop/seminar

\$10 per two-day workshop/seminar

\$20 per semester for Ed2go

\$25 per semester for all other courses

\$35 late registration fee (two weeks from the start of a course)

\$10 late registration fee for courses 10 sessions or less (one week from the start of the course)

\$25 Check Return Fee

STATEMENT OF NONDISCRIMINATION

The College of Staten Island is committed to a campus environment that reflects and respects our pluralistic and culturally diverse society. The College admits students without regard to age, alienage or citizenship, color, gender, handicap, national or ethnic origin, race, religion, sexual orientation, veteran or marital status. In welcoming new students to our campus, we are committed to providing equal educational opportunity and a learning environment in which students are free to realize their full potential as productive members of the community.

TEXTBOOKS

Unless otherwise specified, textbooks are not included in course tuition. Call 1.718.982.2182 to learn if a text is necessary for your class.

TRAVEL INSTRUCTIONS

Please call 718.982.2182 or visit the CSI Webpage at www.csi.cuny.edu

WORKFORCE DEVELOPMENT ADMISSIONS TEST

Certain programs (as noted in this catalog) require a passing score on the Workforce Development Admissions Test prior to registration. This test will take approximately 15 minutes. In special cases the test may be waived. For further information please call 718.982.2182.

JOB TRAINING/PROFESSIONAL DEVELOPMENT

BUSINESS & MANAGEMENT

7 HABITS OF HIGHLY EFFECTIVE PEOPLE

CSI is proud to present the 7 Habits of Highly Effective People® 3-Day Signature Program

For more than 15 years, The 7 Habits of Highly Effective People® has provided the ultimate in productivity training for thousands of people and organizations worldwide. Dr. Stephen R. Covey, who recently passed on, was a globally respected leadership authority. His international bestseller, The 7 Habits of Highly Effective People®, was named one of the 10 most influential management books ever by Forbes magazine. Surveys of thousands of people across the United States disclosed that while many people work hard, they are worried about their lack of effectiveness. Turn ineffectiveness to effectiveness with The 7 Habits.®

How You Will Benefit

Develop a clear definition of your top priorities and the results you want.

Achieve balance and increase productivity through a weekly and daily planning process.

End self-defeating behavior and gain the necessary security you need to change.

Develop strong relationships based on mutual trust.

Be prepared to deal with difficult circumstances before they happen.

What Will Be Covered

Habit 1: Be Proactive—Recognize how choices based on personal experience or beliefs can profoundly impact your effectiveness, both positively and negatively.

Habit 2: Begin with the End in Mind—Develop a clear definition of what is and is not important to you by creating the most important roadmap you'll ever have: Your Personal Mission Statement.

Habit 3: Put First Things First—Increase the balance and fulfillment of your professional and personal lives by investing a few minutes each day in the same planning process used by many of the world's most successful people.

Habit 4: Think Win-Win—Build a team that finds faster and better solutions through clear expectations, shared responsibilities, and an understanding of priorities.

Habit 5: Seek First to Understand, Then to Be Understood—Develop the skills of effective communication that lead to greater influence and faster problem solving.

Habit 6: Synergize—Value and celebrate differences and understand how they contribute to more innovative and intelligent solutions.

Habit 7: Sharpen the Saw—Maintain and increase your newfound effectiveness by continually renewing yourself mentally and physically.

Who Should Attend

Anyone who manages multiple projects, faces expanding workloads, tight time lines and increased uncertainty.

Special Features

Attendees will receive:

The 7 Habits of Highly Effective People®—This bestselling book provides the basis for the concepts taught in this seminar.

Participant Guidebook—A manual filled with examples and exercises.

All course faculty are trained and certified experts in

FranklinCovey's The 7 Habits of Highly Effective People® curriculum.

About your instructor:

Bill Dubovsky, founder and Principal Technology Officer of Comtel Information Services, has a proven track record of business effectiveness spanning over 30 years of revenue enhancement and expense in both emerging businesses as well as the Fortune 500. During his career at Digital Equipment Corporation (currently Hewlett-Packard Corporation), he earned positions of increasing responsibility in corporate training, field service, and sales and marketing management, consistently achieving top corporate sales and excellence awards. Bill is a public speaker, facilitator, writer, teacher and a recipient of the Louis R. Miller Award for Emerging Businesses (1998).

The 3-Day Signature Program will be taught on Friday (9am-5pm), Saturday (9am-5pm) and Sunday (9am-1pm) on the following dates:

F/Sa, April 4, 5

THREE SESSIONS 7HABITS: \$399

ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM

Doriann Hyland

Admission to this program requires a passing score on the Workforce Development Admissions Test. Please call 718.982.2182.

The Administrative Assistant Certificate Program is geared toward the entry level office assistant who has basic skills in WORD and EXCEL.

WORD is the premiere word processing program in use today and increasing your knowledge of this program is essential. Students will concentrate on formatting documents to look professional and learn to create templates, work with tables and columns and some advanced skills like Mail Merge, Table of Contents and Track Changes.

EXCEL is the industry standard for spreadsheets. It features calculation and graphing tools that students will use to complete expense reports, invoices, charts etc. Students will create workbooks, move or copy worksheets from one file to another, create formulas and charts.

Students will also work with OUTLOOK. Microsoft OUTLOOK is a personal information manager used mainly as an email application, but it also includes a calendar, task manager, and contact manager and is essential to managing your work and time or the schedule of one's superior.

Other topics covered in this course will include:

- Office Management
- Effective Interpersonal Relations
- Business writing and Communication
- Meeting and Conference Planning
- Presentation Skills

Prepared students will have a folder or binder for handouts, a notebook and pen/pencil for notes, and it is recommended that students obtain a Flash Drive (USB Key, Thumb Drive, etc.) for storing class files and information. A Flash Drive that 4 gigabytes is recommended. A computer at home or some other location that has Microsoft Office 2007 or 2010 installed is necessary for practicing and reinforcing the lessons covered in class.

M/F, March 10-May 12: 6:30pm-9:30pm

16 SESSIONS ADMIN01: \$950

MODERN BOOKKEEPING SYSTEMS CERTIFICATE

Susan Pace

Admission to this program requires a passing score on the Workforce Development Admissions Test. Please call 718.982.2182.

Modern Bookkeeping Systems is comprised of bookkeeping and basic accounting practices combined with Microsoft Word and Excel Programs. Students will also be exposed to QuickBooks Software associated with accounting and bookkeeping practices. Students need to be computer literate and have keyboarding skills and good basic math skills. For employability, all participants should plan to receive a high school diploma or GED by program completion.

MODULE I

Learn basic bookkeeping and accounting practices relating to private businesses and corporations. Primary emphasis is on the accounting cycle.

NINETEEN SESSIONS

MODULE II

Continued advancement in bookkeeping/accounting practices; learn the basics of Microsoft Word and Excel. Apply your accounting knowledge to these computer programs in several class projects.

NINETEEN SESSIONS

MODULE III-QUICKBOOKS I

May be taken as a stand-alone certificate

Learn the best-selling accounting software program. This class will take you through the steps of creating a new company, setting up accounts and lists for automated transactions, preparing statements, and managing inventory. This course may be taken as a separate certificate from Modules I and II.

QuickBooks Certificate only:

TBD: Fall 2014

EIGHT SESSIONS B100: \$500

Entire Bookkeeping Certificate:

TBD: Fall 2014

FORTY SIX SESSIONS MB100: \$1,800

COMPUTER SKILLS (BASIC AND HOME)

EXCEL

Alain Fequiere

Create, modify, save, load, and print worksheets in the Windows environment. Use functions, format, and enhance worksheets and data.

TBD: Call 718-982-2182

FIVE SESSIONS CP008: \$225

INTRODUCTION TO COMPUTERS INCLUDING EMAIL

Alain Fequiere

A fun-paced course that introduces you to the basics of using a computer and its related components. Develop essential skills with this class designed specifically for those who are new to the computer. Learn the very basics in computer operations. Topics that will be covered include the use of the mouse and keyboard, terminology, and basic word processing. This course will also introduce you to the basics of Web surfing. Learn how to find the information you need quickly and effectively. Set up email accounts and attach documents to your email. A sense of humor is all you need!

Saturday, March 8-April 12: 9am-12pm

SIX SESSIONS INCP01 \$350

INTRODUCTION TO COMPUTERS INCLUDING EMAIL

PART 2

Alain Fequiere

By popular demand: a continuation of one of our most popular courses.

TBA

THREE SESSIONS INCP02 \$150

COMPUTER SKILLS (PROFESSIONAL)

CISCO-CERTIFIED NETWORK ASSOCIATE (CCNA)

George Concepcion

Admission to this program requires a passing score on the Workforce Development Admissions Test. Please call 718.982.2182 for information or an appointment.

The College of Staten Island is proud to be a CISCO-Certified Local Academy and to offer the CISCO-Certified CCNA Curriculum. Prepare for CCNA certification and promising career opportunities in the Internet economy of the 21st century. Most networks connect to the Internet with CISCO hardware. This intensive, hands-on, year-long program will teach the student to design, build, and troubleshoot small-to-medium-sized networks. The CISCO-Certified Network Associate curriculum will prepare you for the CCNA certification exam. The certificate has four 70-hour training sessions.

Call 718.982.2182 for further information.

CISCO NETWORK TRAINING 1

Concepts include Introduction to Computing; The OSI Model; Local Area Networks; Layer 1: Media, Connections, and Collisions; Layer 2: Concepts and Technologies, Design and Documentation, Structured Cabling; Layer 3: Addressing and Routing, Protocols; Layer 4: The Transport Layer; Layer 5: The Session Layer; Layer 6: The Presentation Layer; and Layer 7: The Application Layer.

TBA Call 718-982-2182 for more information

TWENTY SESSIONS CCNA1: \$750

CISCO NETWORK TRAINING 2

Concepts include Review of Semester 1, WANs and Routers, Router Command Line Interface (CLI), Router Components, Router Startup and Setup, Router Configuration, IOS Images, TCP/IP, IP Addressing, Routing, Routing Protocols, and Network Troubleshooting.

TBA Call 718-982-2182 for more information

TWENTY SESSIONS CCNA2: \$750

CISCO NETWORK TRAINING 3

Concepts include: Review of Semester 1 and Semester 2, LAN Switching, Virtual LANs (VLANs), LAN Design, Interior Gateway Routing Protocol (IGRP), Access Control Lists (ACLs), IPX and Novell Networks, and Network Management.

TBA Call 718-982-2182 for more information

TWENTY SESSIONS CCNA3: \$750

CISCO NETWORK TRAINING 4

Concepts include Review of Semester 3, WANs, WAN Design, Point-to-Point Protocol (PPP), Integrated Services Digital Network (ISDN), Frame Relay, Network Management, NET+, and CCNA Examination Review.

TBA Call 718-982-2182 for more information

TWENTY SESSIONS CCNA4: \$750

CCNA SECURITY CERTIFICATION

George Concepcion

Cisco Certified Network Associate Security (CCNA Security) validates associate-level knowledge and skills required to secure Cisco networks. With a CCNA Security certification, a network professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats. The CCNA Security curriculum emphasizes core security technologies, the installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices, and competency in the technologies that Cisco uses in its security structure.

TBA Call 718-982-2182 for more information

20 SESSIONS CCNA100: \$799

EDUCATION

DASA-HARASSMENT, BULLYING, CYBERBULLYING AND DISCRIMINATION IN SCHOOLS: PREVENTION AND INTERVENTION

Wendy Halm-Violette, M.A.

The 6 hour course will include the social patterns of bullying and discrimination, harassment, including those acts based on but not limited to race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex through hands-on, thought-provoking group and individual activities, which will offer insight and application into the Dignity Act.

Section A: Sunday, February 2: 9am-3pm

Section B: Sunday, March 2: 9am-3pm

ONE SESSION DASA01: \$150

EMPLOYMENT SEEKING SERVICES

EMERGENT WORKER PROGRAM

What does it mean to have a job? What does a boss expect from you and what should you expect from a boss? How can you develop the skills to be a valued employee? What does it take to get a job, and how can you keep your job? Whether you have been working for years or you are looking for your first job, the skills and lessons from this exciting course will prove very valuable to you. The course consists of four modules:

Having It All: Managing your Job and Your Life

Strategies for Creating on the Job Success

Communicating at Work:

Building Your Personal Portfolio

This course may also be customized for specific industries or business groups.

Call 718.982.2182 for more information.

FOUR SESSIONS EMW101: \$300

INDIVIDUAL RÉSUMÉ PREPARATION

This two-part, one-on-one session will result in a professionally prepared résumé, along with 25 copies on resume paper. Call 718.982.2182 for appointment.

CE010: \$125

FITNESS AND SPORTS

JUDO PROGRAM

Joaquin j. Gonzalez, National Judo Coach, USA Judo

The Program's ultimate objective is to provide students, faculty, administration and the surrounding community with an alternate approach to address health issues. It advocates exercise habits aimed at developing healthier lifestyles. The program is designed to foster self-confidence, social and leadership skills, respect, develop basic self-defense techniques, increase levels of physical fitness, and cardiovascular capacity thorough the practice of the nationally and internationally recognized amateur Olympic Sport of Judo.

Judo, in its literal translation means "the gentle way." It is the most widely practiced martial arts in the world, is the second largest sport played worldwide, and is the safest contact sport for children under 13 (American College of Sports Medicine). It has been an Olympic event since 1964 and consists of taking advantage of your opponent's strengths and using them to your advantage. It rewards flexibility, mental concentration, and agility/quickness over strength and toughness. Judo is a sport that includes self-defense as well as character building.

Judo became the art of avoiding direct confrontation and having the flexibility to change course when required, as well as yield when faced with impending defeat. Judo provides a portal by which these principles could be attained.

The course consists of 16 sessions of 1.5 hours each, Tue and Thu nights. Each student will develop the basic skills, necessary knowledge, and appreciation necessary to safely perform basic Judo techniques such as throws, falls, and grappling.

Students may enroll in this course to improve their physical fitness, to acquire skills leading to higher than beginners' qualifications in Judo, or both. It is anticipated that in the future there will be different tracks based on the students' goals and ambitions.

16 SESSIONS JUDO01: Call 718-982-2182 for pricing and schedule

PERSONAL TRAINER NATIONAL CERTIFICATION

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

Employers like 24 Hour Fitness, LA Fitness and Gold's Gyms are just a few of the club groups that seek out our graduates. Whether a career move or for your own personal knowledge get all the information you need to become a Certified Personal Trainer.

This challenging course is taught over a 5-week period for better retention and skill competency. *The National Exam is held on the 6th week.*

This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of hands on practical training and a 30-hour internship that networks many graduates right into a job. The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED is needed to receive the certificate.

W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components.

Textbook is required and not included in course fees. * Call to order and start reading immediately 888-330-9487

{www.witseducation.com}

*W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, the International Association of Continuing Education and Training (IACET). **The American Council on Education has recommended 3 undergraduate academic credits for this course.***

Sunday, March 9-April 13: 9am-4pm

FIVE SESSIONS & EXAM PTC100: \$650

GREEN TECHNOLOGY

The following Green Technology Courses are offering in partnership with



5-DAY SOLAR PHOTOVOLTAIC BOOT CAMP

Our Solar PV Boot camp has been designed to be ideal for any solar professional (or soon-to-be solar professional). Using real world, hands-on installation training techniques, top instructors, and solar training equipment created for the sole purpose of showcasing the concepts you'll need on the job-site, our course will give you real-world experience in solar PV installation. In five days and 40 hours, you can satisfy the training requirement for the North American Board of Certified Energy Practitioners (NABCEP) certified PV Installer Exam from a top Interstate Renewable Energy Council (IREC) accredited provider and CleanEdison instructional partner, National Solar Trainers. At the end of this course, students will be eligible to take the exam to earn their NABCEP entry-level certificate.

TBD Call 718-982-2182

5 SESSIONS GREEN01:\$3,504

BUILDING ANALYST/ENVELOPE-SHELL

Our four-day intensive BA/ES Boot Camp combines our BPI Building Analyst Training and Envelope Training into a concise week-long program. The Boot Camp includes instruction in the classroom and hands-on field training using diagnostic equipment. With the proper understanding and the proper equipment, a BPI Building Analyst is qualified to make recommendations to the homeowner on how to reduce energy consumption and improve home performance. The BPI Envelope certification in conjunction with the Building Analyst certification for employees allows firms to apply for BPI Accreditation, necessary for participation in various incentive programs around the country. The course fee includes both the written and field exam test fees for the Building Analyst as well as the Envelope Professional Certifications!

TBD Call 718-982-2182

FIVE SESSIONS GREEN04: \$3,270

HEALTH CARE

ADVANCED CERTIFICATE IN CULTURAL COMPETENCE

This program has been developed and designed to help health care professionals to advance and revitalize their careers, increase their earning potential, marketability, and promotional opportunities, meet the health care and educational demands of an increasingly diverse population, and meet accrediting agency and professional association mandates for cultural competence education.

OFFERED FOR CREDIT OR CONTINUING EDUCATION UNITS

Take the first step in advancing your Cultural Competency by browsing our site

www.csi.cuny.edu/culturalcompetence

CLINICAL MEDICAL ASSISTANT PROGRAM

Condensed Curriculum International

Admission to this program requires a passing score on the Workforce Development Admissions Test. Please call 718.982.2182.

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office.

Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands on labs and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening and meet other requirements.

Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

Course Contact Hours: 140 hours + Clinical Externship

Clinical Externship Hours: 160 hours

M/W, March 10th -June 16th: 6pm -9:30pm

NO CLASS: 5/26

Saturdays (3/15; 3/29; 4/12; 4/26; 5/10 & 5/31): 9am -4:30pm

34 SESSIONS: MA100: \$2,399 (Includes Textbooks)

CPR/AED

Juan Maldonado, EMT

Learn how to save a life. Upon passing this course students will receive a certificate from The American Heart Association as a Basic Life Support Healthcare Provider valid for two years.

SUMMER: Saturday, August 3: 9am-5pm

Section A: Saturday, March 29: 9am-5pm

Section B: Saturday, May 31: 9am-5pm

ONE SESSION BLS001: \$75

DENTAL ASSISTING PROGRAM

Condensed Curriculum International

Admission to this program requires a passing score on the Workforce Development Admissions Test. Please call 718.982.2182.

The 60 hour Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions – Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics – *Administrative Aspects include:* the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. *Clinical Aspects include:* introduction to oral anatomy; dental operator; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program.

Tu/Th, March 11th -May 6th: 6pm- 9:30pm

17 SESSIONS DA100: \$1,199 (Textbooks included)

DIALYSIS TECHNICIAN PROGRAM

Condensed Curriculum International

Admission to this program requires a passing score on the Workforce Development Admissions Test. Please call 718.982.2182.

This 50-hour Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at-home dialysis treatment. **Note:** This program does not include a national or state certification as part of its overall objectives. Additionally there is no student internship or clinical rotation offered as part of this program

Tu/Th, March 11th-April 29th: 6pm -9:30pm

15 SESSIONS DT100: \$999 (Textbooks included)

EKG TECHNICIAN CERTIFICATION PROGRAM

Condensed Curriculum International

Admission to this program requires a passing score on the Workforce Development Admissions Test. Please call 718.982.2182.

This comprehensive 50 hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG

machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

M/W, March 10th -April 28th: 6pm -9:30pm

15 SESSIONS EKG100: \$999 (Textbooks included)

MEDICAL BILLING, CODING, AUDITING & COMPLIANCE

Admission to this program requires a passing score on the Workforce Development Admissions Test. Please call 718.982.2182.

BASIC COMPUTER SKILLS AND KNOWLEDGE OF THE INTERNET ARE REQUIRED FOR COMPLETION OF THIS PROGRAM

(Introduction to Computers including Email and the World Wide Web or better is suggested). For employability, all participants should plan to receive a high school diploma or GED by program completion. The New Jersey Home News Tribune reported in an article entitled "Billing Firms Facing Shortages" about staffing shortages, improving salaries, and recruitment/retention efforts in this exciting field! Core curriculum courses must be taken in sequence beginning with AH001 and AH002 taken together, followed by AH003, AH004, and AH005. The final sequence comprises AH006, AH007, and AH008. There is an exemption examination for waiving AH001 and AH002. The passing grade is 80%. To register for an exam call 718.982.2182.

MEDICAL TERMINOLOGY

This course, to be taken with AH002, analyzes the basic elements of medical terms as they relate to body systems. Students learn the language of medicine.

Thursday, March 6-May 22: 6:30pm-9:00pm

NO CLASS: 4/17

ELEVEN SESSIONS AH001: \$400

ANATOMY AND PHYSIOLOGY

This course, to be taken with AH001, explores the location, design, and function of organ systems.

Tuesday, March 4-May 13: 6:30pm-9:00pm

NO CLASS: 4/15

TEN SESSIONS AH002: \$330

PATHOLOGY

This course investigates the essentials of human diseases and conditions including symptoms, laboratory pathological tests, and outcomes.

Tu/Th, June 3-June 26: 6:30pm-9pm

EIGHT SESSIONS AH003: \$265

CPT-4 CODING

This course provides a detailed understanding of coding for procedures and services performed by physicians, utilizing the language of CPT-4. CPT-4 coding manual and textbook are required.

Fall 2014

FIFTEEN SESSIONS AH004: \$400

ICD-9/10-CM CODING

This course explains how to code for medical diagnoses and in-hospital procedures using the ICD-9/10 coding language. ICD-9/10 coding manual and textbook are required.

Summer 2014

FIFTEEN SESSIONS AH005: \$400

INTRODUCTION TO MEDICAL RECORDS

EVALUATION AND MANAGEMENT

As an introduction to medical coding/organization, coders review all forms in the health record. Review of HIPAA, the new federal Health Insurance Portability and Accountability Act.

Fall 2014

FIVE SESSIONS AH007: \$145

MEDICAL BILLING

This course provides billing procedures utilizing CPT, ICD-10, and HCPCS coding for claims submissions. Students will have 21 hours of concentrated coding content and procedures and an additional 12 hours of practical experience using the latest version of Lytec medical billing software.

Spring 2015

FIFTEEN SESSIONS AH006: \$350

CHART REVIEW

This course is a practical hands-on approach to outpatient billing. Students will enter charges and post payments in the Lytec Medical Software system. They will learn the methods of accountability to ensure proper medical billing. This class includes an introduction to the hospital billing side through the Ambulatory Payment System, DRGs and the UB-92 claim form.

Spring 2015

SIX SESSIONS AH008: \$230

Total cost for Medical Billing/Coding Certificate: \$2,520

NY STATE CERTIFIED NURSING ASSISTANT

Coordinator: Donna Arena

Please call 718.982.2182 to sign up for testing and orientation to see if you qualify.

Prepare for a challenging and fulfilling career as a NY State Certified Nursing Assistant. Upon successfully completing the classroom theoretical and clinical training you can sit for the New York State Certification examination, the credential necessary for employment. A medical exam is required for participation at the clinical site. Strong reading and interpersonal communication skills are needed. Call 718.982.2182 for further information.

Classroom training: 6 weeks

M/Tu/Th/F, 8am-3pm

Followed by clinical training: 6 weeks

Total Clinic and Testing, 86 hours AH100: No tuition; must be low-income or unemployed to qualify, call 718.982.2182 for more information.

PHARMACY TECHNICIAN CERTIFICATION

Maria Mancino, CPhT; Andrew Lam, PharmD, RPh

Institute of Pharmacy Technician Training

Admission to this program requires a passing score on the Workforce Development Admissions Test. Please call 718.982.2182.

This course will prepare you for a rewarding career as a Certified Pharmacy Technician (CPhT). Certified Pharmacy Technicians play an integral role in drug stores, supermarkets, hospitals and mail-order facilities by helping licensed pharmacists prepare and dispense prescription medications and other health related products. They also often perform administrative duties, and are often the first point of contact between patients and the pharmacy staff. This course will provide a comprehensive overview of topics and subjects necessary for employment as a pharmacy

technician in either a hospital or retail setting. Emphasis is placed on service aspects, roles, prescription filling, order filling, product preparation, equipment use, inventory management, and reimbursement.

The curriculum will prepare you to work on a national level, while clearly defining your role as prescribed by New York State law. Course topics will include pharmacy laws as it relates to Federal and State drug regulations, pharmaceutical and medical terminologies, calculating doses for oral and intravenous preparations, dosage formulations, administration routes, parenteral medications, compounding, sterilization, basic anatomy and the affect of drugs on organ systems. The course will prepare you to take the national Pharmacy Technician Certification Exam. Wednesdays, February 19-May 28: 6-9pm
15 SESSIONS PHARM01: \$1249

PHARMACY TECHNICIAN EXTERNSHIP*

An optional 120-hour externship is available to program graduates at select retail pharmacies. The externship will provide students with hands-on, on-the-job training experience, additional preparation for the national certification exam and networking opportunities.

120 HOURS PHARM02: \$445*

*Includes background check/drug screening test

PHLEBOTOMY TECHNICIAN/LABORATORY AIDE

Coordinator: Barbara D'Albero

Admission to this program requires a passing score on the Workforce Development Admissions Test. Please call 718.982.2182 for information or an appointment.

The Phlebotomy/Laboratory Technician Certificate program is a partnership between the Office of Continuing Education and Staten Island University Hospital. It follows the standards established in the NAACLS, and includes 54 hours of classroom instruction and 120 hours of clinical experience at an SIUH facility. Clinical hours will be arranged with SIUH on an individual basis.

All instruction will take place in the facilities of Staten Island University Hospital and affiliated locations.

Section A: Tu/Th, February 18-April 10: 6-9pm

Followed by 120 Clinical hours*

Section B: Tu/Th, April 22-June 12 6: 6-9pm

Followed by 120 Clinical hours*

***Clinical hours are scheduled by the Coordinator and take place between the hours of 6am-4pm, 1-3 days a week**

SIXTEEN SESSIONS AH200: \$1,650

PHLEBOTOMY REFRESHER COURSE

Coordinator: Barbara D'Albero

A refresher course for Phlebotomists re-entering the medical field.

Tu/Th: 6pm-9pm call 718-982-2182 for dates

SIX SESSIONS AH250: \$400

HOSPITALITY & PERSONAL SERVICE

FOOD HANDLER'S CERTIFICATION

AnnaMae Hoyte

A 15-hour course prepares students for NYC certification. Learn purchasing/receiving/storing food, physical/chemical/biological hazards, food-borne disease agents, preparing and serving foods, and food safety considerations. Also, students need to attend a short course on inspection procedures and local laws and policy given at the Bureau of Professional Education & Training in Manhattan. A certifying examination will be given immediately upon completion of the local regulations training (examination cost is included in course price). Please note: a \$15 transfer fee will be applied for section reassignments.

TBD: Please call 718-982-2182 for schedule.

Please note: a \$15 transfer fee will be applied for section reassignments.

THREE SESSIONS FHC01: \$180

INSURANCE & SECURITIES

NEW YORK STATE APPROVED MONITOR FOR INSURANCE CONTINUING EDUCATION UNITS

Licensees taking self-study courses to complete their Continuing Education requirements must have their examinations proctored by a New York State Insurance Department Approved Monitor.

We are an approved Monitor!! CALL 718.982.2182

ONE SESSION INS003: \$50

ONLINE INSURANCE & SECURITIES CLASSES

Having an insurance and/or securities license gives our students an advantage in transitioning into a highly competitive and rewarding occupation. If you are looking for an opportunity that has:

- unlimited income potential
- flexible hours
- the ability to work from home or office
- the opportunity to build a residual income
- the ability to get started in a new career in less than 30 days

The following courses are offered in partnership with ExamFX:

LIFE ACCIDENT AND HEALTH

CONTINUING EDUCATION

SERIES 6 & 63

SERIES 7

SERIES 66

SERIES 65

SERIES 24

SERIES 26

Please see the following web address for more information and pricing: <http://www.examfx.com/default.aspx?OrganizationId=ROF4856-FFC4D>

LEGAL STUDIES

LEGAL ASSISTANT/ PARALEGAL PROGRAM

Coordinator: Hon. Ralph Porzio

Admission to this program requires a passing score on the Workforce Development Admissions Test. Please call 718.982.2182 for information or an appointment.

It is strongly recommended that all participants in this program have basic computer skills (Introduction to Computers including Email and the World Wide Web or better is suggested). For employability, all participants should plan to complete a high school diploma or GED by program completion. The Legal Assistant-Paralegal Program provides the student with an intensive curriculum concerning procedural and substantive law, concentrating on the New York State Court System and New York State Law.

PARALEGAL I

Students study the New York State Court structure and judicial system, law office structure, legal research, client interaction, ethical considerations, civil and criminal proceedings, basic concepts of real estate law, torts, contracts, business organizations, family law, estate practice, and housing law. Textbook required.
TEN SESSIONS

PARALEGAL II

Students study the intricacies of the paralegal's duties and responsibilities in the multi-practice law firm, including case briefings and the fields of real estate transactions, probate and estate administration, intellectual property, matrimonial law, personal injury, and criminal proceedings. Textbook required
TEN SESSIONS

PARALEGAL III-CIVIL LITIGATION

Students study the fundamentals necessary to commence as a litigation paralegal. The course will include a review of The New York Civil Practice Law and Rules and its application to the paralegal. Case briefings, legal research, and writing are also reviewed. Textbook required.

TEN SESSIONS

TOTAL: THIRTY SESSIONS PL100: \$1600

TBD: Fall 2014

NEW YORK NOTARY PUBLIC

Hon. Ralph Porzio

This seminar prepares you for the New York State examination. Confusing laws, concepts, and procedures are clarified. Examples are provided to illuminate situations that the officer is likely to encounter.

CALL 718-982-2182 for schedule

ONE SESSION NP501: \$150

ONLINE CERTIFICATES

The Office of Continuing Education and Professional Development, College of Staten Island/CUNY, is extremely gratified to partner with Gatlin Education Services to offer you these certificate opportunities. Start any course when YOU are ready, and complete it at your own speed (this is called asynchronous learning). All course prices include all books and materials. You provide the computer and Internet connection (service at CSI can be arranged for a fee, and requires a reservation) and your time.

Special financing is available for these courses, if you qualify. Please see the Gatlin website (listed below)

Technology and Construction

Home Inspection Certificate (200 hrs) GES033 \$2,295

HVAC Technician Certificate (320 hrs) GES034 \$3,095

Modern Automotive Service Technician (380 hrs)

GES061 \$2,695

Performing Comprehensive Building Assessments (30) GES \$895

Video Game Design Programs

3DS Max (300 hours) GES040 \$1,695

Video Game Design and Development (500 hrs) GES045 \$1,995

CompTIA and CCE Certification Programs

Comp TIA A+ Certification Training (320 hrs) GES001 \$1,695

Comp TIA Security+ Cert. Training (320 hrs) GES003 \$1,495

Forensic Computer Examiner (150 hrs) GES063 \$3,095

Internet/Graphic & Web Design/Technical

Graphic Design with Photoshop CS4 Training (200) GES \$1795

Webmaster Certification (150hrs) GES004 \$1,995

AutoCAD 2011 (150 hrs) GES008 \$2,595

Digital Arts Certificate (225 hrs) GES051 \$5,995

Web Applications Developer (267 hrs)

GES009 \$2,395

Help Desk Analyst: Tier 1 Support Specialist (120 hrs)

GES010 \$1,495

Networking/Microsoft Certification Programs

Microsoft Certified Systems Engineer (MCSE)

(700 hrs) GES011 \$3,295

Microsoft Certified Systems Administrator 2003 (MCSA)

(440 hrs) GES012 \$2,495

Microsoft Certified Systems Administrator Plus 2003

(MCSA+) (340 hrs) GES038 \$2,195

Cisco™ CCNA® Certification Training (100 hrs)

GES014 \$1,995

Healthcare Programs

- Certified National Pharmaceutical Representative**
(120 hrs) GES058: \$1,795
- Administrative Dental Assistant** (150 hrs) GES048 \$1,795
- ICD-10 Medical Coding: Preparation & Instruction for Implementation** (200 hrs) GES049 \$1,795
- Veterinary Assistant** (240 hrs) GES050 \$1,995
- Medical Transcription** (240 hrs) GES016 \$1,795
- Administrative Medical Specialist with Billing and Coding**
(300hrs) GES017 \$1,995
- Advanced Coding for the Physician's Office** (80 hrs)
GES018 \$1,595
- Advanced Hospital Coding and CCS Prep** (80 hrs)
GES019 \$1,895
- Health Insurance Portability Assurance Act (HIPAA) Compliance (4 user licenses)** (12 hrs) GES020 \$599
- Pharmacy Technician** (240 hrs) GES023 \$1,995

Business and Professional

- Six Sigma Black Belt** (200 hrs) GES053: \$2,695
- Certified Bookkeeper Program** (120 hrs) GES025 \$1,995
- MS Office Specialist 2010 (MOS)** (380 hrs) GES0096 \$1,995
- Records Management** (180 hrs) GES027 \$1,595
- Travel Agent Training** (200 hrs) GES028 \$1,795
- Paralegal Certificate Program** (300) GES029 \$1,995
- Lean Mastery** (60 hrs) GES030 \$1,895
- Six Sigma Greenbelt** (100 hrs) GES031 \$1,895
- Project Management** (40 hrs) GES006 \$1,695
- Administrative Professional with Microsoft Office Specialist 2010** (460 hrs) GES032 \$2,395
- Freight Broker/Agent Training** (150 hrs) GES066 \$1,895

Detailed course outlines, descriptions, financing information and demos are available at: www.gatlineducation.com/csicuny

Sorry, no discounts apply to these courses

ONLINE COURSES

Check out the online course descriptions at www.ed2go.com/csi

Please note that these courses require you to have the necessary hardware, software, Internet access, and computer literacy. All instructor-facilitated online courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night. New course sessions begin on the third Wednesday of each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

HOW TO GET STARTED:

1. Visit our Online Instruction Center: www.ed2go.com/csi
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your email address and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your email and the password you selected during enrollment.

Course Requirements:

All courses require Internet access, email, the Netscape Navigator, or the Microsoft Internet Explorer Web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

COURSES INCLUDE...

INTRODUCTION TO MICROSOFT EXCEL

Discover the secrets to setting up fully formatted worksheets quickly and efficiently. \$99

CREATING WEB PAGES

Learn the basics of HTML so you can design, create, and post your very own site on the Web. \$99

ACCOUNTING FUNDAMENTALS

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. \$99

SPEED SPANISH

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. \$99

MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. \$99

INTERMEDIATE MICROSOFT EXCEL

Work faster and more productively by learning to use some of Excel 2003's most powerful tools. \$99

INTRODUCTION TO MICROSOFT ACCESS

Learn how to store, locate, print, and automate access to all types of information. \$99

PROJECT MANAGEMENT FUNDAMENTALS

Gain the skills you'll need to succeed in the fast-growing field of project management. \$99

CREATING WEB PAGES II

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS. \$99

REAL ESTATE INVESTING

Build and protect your wealth by investing in real estate. \$99

INTRODUCTION TO PC TROUBLESHOOTING

Learn to decipher and solve almost any problem with your PC. \$99

SOLVING CLASSROOM DISCIPLINE PROBLEMS

A veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. \$99

BEGINNING WRITER'S WORKSHOP

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively. \$99

INTRODUCTION TO QUICKBOOKS 2010

Learn how to quickly and efficiently gain control over the financial aspects of your business. \$99

INTRODUCTION TO DREAMWEAVER 8

A Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers. \$99

INTRODUCTION TO MICROSOFT POWERPOINT 2010

Learn to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and links to the Web. \$99

DISCOVER DIGITAL PHOTOGRAPHY

An informative introduction to the fascinating world of digital photography equipment. \$99

INTRODUCTION TO SQL

Gain a solid working knowledge of the most powerful and widely used database programming language. \$99

LEARN TO BUY AND SELL ON EBAY

Auction pros teach you how to work from home or earn extra income by buying and selling goods online. \$99

READY, SET, READ!

A learning specialist shows you how to raise a successful reader and writer. \$99

SECRETS OF BETTER PHOTOGRAPHY

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. \$99

REAL ESTATE**ONLINE REAL ESTATE COURSES**

Online real estate licensing courses are offered to the general public to satisfy state educational requirements for licensure. The courses taught through Career Web School online real estate schools are guided by state licensing requirements & are designed to provide a comprehensive education that thoroughly prepares candidates for licensed activities in the Real Estate business.

NYS Real Estate Sales Prelicense -

<http://www.careerwebschool.com/new-york/real-estate/sales-pre-license/?ernid=1656>

NYS Real Estate Broker Prelicense -

<http://www.careerwebschool.com/new-york/real-estate/broker-pre-license/?ernid=1656>

NYS Real Estate Continuing Education -

<http://www.careerwebschool.com/new-york/real-estate/continuing-education/?ernid=1656>

NYS Real Estate Remedial -

<http://www.careerwebschool.com/new-york/real-estate/remedial/?ernid=1656>

NYS Real Estate Exam Prep -

<http://www.careerwebschool.com/new-york/real-estate/exam-prep/?ernid=1656>

NYS Appraisal Continuing Education -

<http://www.careerwebschool.com/new-york/appraisal/continuing-education/?ernid=1656>

NYS Appraisal Exam Prep -

<http://www.careerwebschool.com/new-york/appraisal/exam-prep/?ernid=1656>

National Mortgage Exam Prep-

<http://www.careerwebschool.com/mortgage/exam-prep/?ernid=1656>

Affiliate Bookstore Link -

<http://www.computaught.com/bookstore/?ernid=1656>

Don't see it here?

Visit us at...www.ed2go.com/csi

Sorry, no discounts apply to these courses

SOCIAL SERVICE

ADVOCACY UNLIMITED: THE PATH TO EMPOWERMENT

Evan Yankey

This is an exploratory course to examine the world of Self Advocacy. Participants will enhance skills and learn about resources for the individual with a developmental disability, including how to: start up a self-advocacy group, speak up for their rights, advocate for others and how to teach the community about the rights of people with disabilities

Friday, March 7-May 2: 11am-1pm

NINE SESSIONS ADVOC: \$50

CREDENTIALLED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR (CASAC) CERTIFICATE TRAINING

Coordinator: Michael Squeglia, CASAC

Please note: Due to the special requirements and delicate nature of the topics discussed, entrance into this program requires a personal interview with the coordinator.

Admission to this program requires a passing score on the Workforce Development Admissions Test. Please call 718.982.2182 for information or an appointment.

The NYS Office of Alcoholism and Substance Abuse Services (OASAS) has designated the Office of Continuing Education as an education/training provider for the 350 hours of training to be eligible to take the state examination. This education requirement is comprised of four sections that are divided into eight modules. All CASAC courses may be taken individually, and in any sequence. All courses are suitable for the aspiring substance abuse professional and some are suitable for a layperson (please call for information: 718.982.2182). The eight modules must all be completed for graduation from the program. A service offered to students in the CASAC program is consultation and counseling, including career information, guidance, advisement, and/or assistance with their CASAC applications. The fee for this service is \$40 per hour and it must be scheduled, in advance, through the Office of Continuing Education and Professional Development. For further information concerning the credentialing process, please call 800.482.9564.

We provide the OASAS Certified 350 clock hours necessary for the educational requirement to be eligible to take the state examination. These proficiency requirements are listed as four sections:

1. Knowledge of Alcoholism and Substance Abuse
85 hours
 2. Alcoholism and Substance Abuse Counseling
150 hours
 3. Assessment, Clinical Evaluation, Treatment Planning,
Case Management, Patient/Family, Community Education
70 hours
 4. Professional and Ethical Responsibilities
45 hours
- TOTAL: 350 hours

These four sections are offered as 8 courses or modules:

Spring 2014 Schedule:

Section IV, Module 1: Professional and Ethical Responsibilities

45 hours CAC4-01: \$350

Monday, February 24-June 16: 6:30pm-9:30pm

No Class: 4/14

Section I, Module 1: Knowledge of Substance Abuse 1

40 hours CAC 1-01: \$350

Tuesday, February 25-June 3: 6:30pm-9:30pm

No Class: 4/15

Section II, Module 1: Substance Abuse Counseling Theory/Individual Counseling,

50 hours CAC 2-01: \$350

Thursday, February 20-June 19: 6:30pm-9:30pm

No Class: 4/17

Summer 2014 Schedule TBD:

Section III, Module 1: Assessment, Treatment Planning Clinical Evaluation

40 Hours CAC 3-01: \$350

Section III, Module 2: Case Management/Family and Community Education

30 hours CAC 3-02: \$350

Fall 2014 Schedule TBD:

Section II, Module 2: Group Counseling Theory

50 hours CAC 2-02: \$350

Section I, Module 2: Neurochemistry of Addiction Pharmacology

45 hours CAC 1-02: \$350

Section II, Module 3: The Family and Substance Abuse,

50 hours CAC 2-03: \$350

All courses may be taken individually or in any sequence. All courses are suitable for the aspiring substance abuse professional and some are suitable for a layperson. The eight modules must all be completed for graduation from the program.

TRAVEL CONSULTANT

START A HOME-BASED TRAVEL AGENCY

Valarie Contrino, CTA

So you want to be a travel professional (or already are) and you want to start your own Home Based Travel Agency. This course will provide you with the basics by providing a thorough outline of the necessary steps in planning and starting up your Home Based Travel Agency. Topics to include developing a business plan, setting up an accounting system, selecting your Host Agency, establishing your relationship with suppliers, as well as how to make travel reservations and utilize reference resources. The course will also provide information regarding the importance of developing a marketing plan with suggestions on how to market your agency to others. We will also cover how best to develop your personal knowledge and skills, while being mindful of the legal issues your business might face and how to best protect it. Lastly, we will discuss the benefits of becoming a home based travel agent and the tax benefits associated with having your own business. *Textbook and Workbook: \$75 payable to instructor 1st day of class cash or PayPal only*

TBD: Fall 2014

FIVE SESSIONS TRAVEL01: \$300

REMEDIAL, ESL & LANGUAGES

ADULT BASIC EDUCATION

LITERACY, ESL, GED, AND CREATIVE EXCHANGE PROGRAMS

As part of the CUNY literacy project, we offer instruction to those in need of assistance with reading skills ranging from non-reading to GED and college prep courses. Day and evening classes are available.

Call 718.982.2174 for more information.

We also offer English as a Second or Other Language (ESOL) classes ranging from beginning to advanced levels.

Call 718.982.2196 for more information.

GED classes are available for adult students (at least 21 years of age) who meet admission criteria in reading. The program combines test preparation with upper-level reading, writing, and math. Day and evening classes are available.

Call 718.982.2174 for more information.

Creative Exchange is a unique program that offers continuing education classes for developmentally challenged adults. For more information, call Michael Green, 718.982.2177.

COLLEGE PREPARATION

CUNY START at the College of Staten Island

What is CUNY Start?

CUNY Start is an intensive semester-long program which provides rigorous instruction in math and/or reading and writing, plus advisement and college knowledge skills that are essential for a successful college career. CUNY Start offers both a full-time program for students who need to retake the math assessment test and the writing and/or reading assessment tests and a part-time

program for students needing to retake either the math assessment or the reading and writing assessment tests. After successfully completing the course, students have two opportunities to retake the placement exams.

Who Is Eligible for CUNY Start?

CUNY Start is for high school and GED graduates who have applied and been accepted to the College of Staten Island but have not passed the CUNY reading and/or writing assessment test and at least one part of the Compass Math test and need to increase their proficiency in academic reading and/or writing and math before starting credit classes. In order to participate in CUNY Start students must be able to commit to a rigorous academic schedule.

When are Classes?

Spring Semester 2013: February 2013-July 2014

Full-Time classes (25 hours per week, 5 hours per day, 5 days per week)

Monday – Friday, 9:00am – 3:00pm

Part-Time classes (12 hours per week, 3 hours per day, 4 days per week)

Monday-Thursday, 8:40-11:40 am or 12:20-3:20 pm

Full-time and part-time classes available (see schedule of days/hours above)

Why Enroll in CUNY Start?

CUNY Start is an affordable remediation program to begin a college career. CUNY Start costs only \$75, which includes books and supplies. Students who register for CUNY Start defer use of financial aid, save financial aid for credit courses and are in a better position to earn a college degree (financial aid dollars will be used for credit bearing classes instead of remedial classes for which credits are not received). Because CUNY Start is an intensive program, participants spend less time in more costly remedial classes

Need more Information?

If you would like more information about CUNY Start, visit the CUNY Start Office in Building 2A Room 201 between 9am and 5pm Monday through Friday or call 718.982.2669. You can also visit the website at www.csi.cuny.edu/cunystart.

PRE-COLLEGE MATH

The Pre-College Math course is a preparatory course designed for those students who need to pass either one or both parts of the Mathematics CUNY Assessment Test, also known as the Compass Test. All students must have previously taken and failed the Compass Test. This course will focus on the instruction of various Pre-Algebra and Algebra level material found on the Compass Test such as Substitution, Linear Equations, Operations of Polynomials and Factoring.

Section A: M/W, March 3-May 14: 9am-12pm

Section B: M/W, March 3-May 14: 6:30pm-9:30pm

NO CLASS: 4/14, 4/16

20 SESSIONS PCM: Call 718-982-2182 for tuition information

ENGLISH LANGUAGE PROGRAMS

CUNY LANGUAGE IMMERSION PROGRAM (CLIP)

CLIP is a special low-cost* English language immersion program for students who are non-native speakers of English. CLIP classes help students improve their English skills and become better prepared for college.

CLIP is an intensive semester-long program that meets for a total of 25 hours per week.

- Spring 2014 classes begin February 4, 2014, and finish June 10, 2014.
- Daytime classes meet Monday, Tuesday, Thursday, and Friday, 9:00 am - 3:00 pm and Wednesday from 9:00 am to 1:00 pm.
- Evening classes meet Monday- Friday from 5:30 pm – 10:30 pm.
- CLIP provides intensive instruction in English language skills, including reading and writing, plus instruction in computer and research skills—skills that are essential for a successful college career.
- Students in the Advanced Level class will automatically retake their CUNY assessment tests at the end of the semester.
- Students can be enrolled in CLIP for three semesters. At the end of the third semester they have to re-take the assessment test(s), but the CLIP Director can decide that they are ready to take the test(s) earlier, based on their work in class.
- CLIP is an affordable “first-step” for students as they begin their college career. The program fees (including books) are as follows:
NY Residents: \$180 Non-Residents: \$450 Public Assistance recipients: \$45
- Students who decide to register for CLIP will defer their use of financial aid and put themselves in a better position to earn a degree once they are enrolled in college.

*The fees for the Spring 2014 term are:

- Residents: \$180
- Non-residents: \$450
- Public Assistance Recipients/SEEK students: \$45

To get more information you may visit the CLIP office in Room 4N-207, email us at clip@csi.cuny.edu, or call 718.982.3069.

Check out our page on Facebook: CLIP at the College of Staten Island

THE ENGLISH LANGUAGE INSTITUTE (ELI)

The English Language Institute of the Center for International Service offers: small class sizes with excellent opportunities to use English through intensive English language instruction and cultural orientation, twenty classroom hours of instruction per week, and all aspects of spoken and written English (listening, speaking, reading, and writing). Classes range from beginner to advanced levels of proficiency.

Workshops are available for formal test preparation, such as the **TOEFL, IELTS and CAT-W and ACT exams.**

Four month sessions typically begin in January, May, and early September.

Three month sessions begin in March, June, and October.

Individual classes are available depending on visa status.

All classes are fee based.

Evening classes and tutoring sessions are now available on request.

ELI offers international events: lectures and workshops that help students understand U.S. culture and institutions, culture day, coffee hours. Students receive a certificate after completion of each session. Students applying to ELI must complete an application, provide proof of financial support (for non-immigrants in F or J status), and pay a \$100 application fee and a document processing fee, if issuing an I-20.

ELI works with the CSI admissions staff in providing assistance to students interested in applying to CSI for an undergraduate or graduate degree.

For questions call 718-982-2100 email ELI

elistudy@csi.cuny.edu or check ELI's website at

www.csi.cuny.edu/international and click on 'Welcome to the Center for International Service'.

Find us on Facebook: www.facebook.com/englishinnewyork

Increase your English proficiency and broaden your academic and professional opportunities.

ELI is a member of AAIEP.

LANGUAGES

CONVERSATIONAL ITALIAN

Mariaco Hrostoski

This course is for students who have little or no background in the language, or a desire to experience a new language or perhaps learn the language of their grandparents. This course will provide you with the basic grammar structure as well as the necessary vocabulary.

TBD: Call: 718-982-2182 for schedule

TEN SESSIONS LG690: \$90

CONVERSATIONAL SPANISH I

Elba Martin

Designed for personal enrichment as well as workplace enhancement. Instruction will provide conversation skills necessary for workplace settings such as banking, education, health and human services, and retail.

TBD: Call: 718-982-2182 for schedule

EIGHT SESSIONS SP100: \$90

COMMUNITY SERVICE PROGRAMS

OPTIONS: CSI PROGRAM FOR MATURE LEARNERS

If you are an older adult, you are eligible to join the CSI OPTIONS Program. For a very nominal fee, students take any or all of a variety of college-level courses specially designed with their interests and needs in mind.

Call 718.982.2182 for more information.

STATEN ISLAND LEADERSHIP INSTITUTE

In September 2014, the College of Staten Island will welcome the Class of 2015 of the Staten Island Leadership Institute. The Institute, which has been endorsed by the Borough President, the Staten Island Chamber of Commerce and the Staten Island Economic Development Corporation, contributes to the development of tomorrow's community leaders and creates an effective network to connect them. The purpose of the Institute is to provide a forum where emerging community and business leaders come together in an environment that fosters growth and dialogue on community issues. Each year, up to 30 class members are identified and selected for participation in a ten-month core program with an interactive curriculum. The class will meet one day per month from September through June, with a graduation ceremony in July. The program informs class members about all aspects of the Staten Island community, its relationship to New York City, State, and Federal offices, and institutions of international governance. Class members will meet with community, city, and state leaders. They will develop an in-depth understanding of how decisions on Staten Island are made and how they can have an impact on those decisions. They will eventually become an integral part of a vital network of experts that will influence decisions on Staten Island's future growth. Tuition per student is \$1,000/year (\$500 for Staten Island Chamber of Commerce Members). A limited number of sponsorships are available for candidates from community organizations and not-for-profits.

For information and to nominate candidates, contact:
The Continuing Education Office: 718.982.2182.

CAMPUS INFORMATION & FORMS

CENTER FOR THE ARTS

The Center houses two academic wings for programs in the arts as well as superb public spaces: the Clara and Arleigh B. Williamson Theatre, a 900-seat concert hall, a recital hall, an experimental theater, lecture halls, an art gallery, and a small conference center. Administrative Office: 718.982.2504

CSI ALUMNI ASSOCIATION WELCOMES ALUMNI

Fifteen percent discount for courses offered by the Office of Continuing Education and Professional Development. For information on other alumni programs and benefits and your complimentary CSI Alumni Association membership card call 718.982.2290,

Fax: 718.982.2289.

Email: alumni@mail.csi.cuny.edu

Website: www.csi.cuny.edu

2800 Victory Blvd., Building 1A, Room 110/111

Staten Island, NY 10314

SMALL BUSINESS DEVELOPMENT CENTER

Phone: 718.982.2560, Fax: 718.982.2323

The Small Business Development Center at the College of Staten Island offers free one-on-one counseling, assisting start-up and existing businesses in developing business plans and strategies, identifying appropriate sources of funding, providing market research, management direction and financial guidance.

The Small Business Development Center Vision is to create economic sustainability for all New Yorkers. Our Mission is to provide professional business advisement, education, network resources and to advocate for small businesses and entrepreneurs. The Staten Island SBDC has a strong and symbiotic relationship with the College and especially with the School of Business. We have always provided a source for counseling to entrepreneurial students from the campuses, who are striking out on their own to start businesses.

The Staten Island SBDC was established in 1993, and funded jointly by the Federal Small Business Administration and the State of New York, through the State and City University system. For more information contact the Small Business Development Center at 718-982-2560 located in building 3A-105 or visit www.nyssbdc.org.

WELCOME FROM THE SPORTS AND RECREATION CENTER AT THE COLLEGE OF STATEN ISLAND

Phone: 718-982-3150

We would like to invite the faculty/staff and all members of the Staten Island community to take full advantage of the many opportunities we offer to get fit and healthy.

MEMBERSHIP: As a member, you have access to a variety of evening and weekend Aerobic & Yoga classes. Indoors, you can enjoy our five racquetball and four handball courts, an eight-lane swimming pool, and use of our fitness room, which includes 3,000 pounds of free weights, Cybex resistance machines, treadmills, stair machines, stationary bicycles, and cross aerobics machines.

THE OFFICE OF CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT STAFF


Jasmine Cardona	Administrative Director
Samanta Jacob	Director, Workforce Development
Nancy Pouch	Director, HC4 Program
Donna Grant	Director, Adult Learning Center/ CUNY Start
Elizabeth Schade	Director, ESOL Programs/CLIP
Patti Lape	Registrar
Michael Green	Coordinator, Creative Exchange
Marianne Smart	Co-Director, HC4 Program
Lisa Spagnola	Director, CUNY Career PATH Program
Gina DiSalvo	Career Counselor/Intake Coordinator, CUNY Career PATH Program
Rosamaria Aiello	Career Counselor/Intake Coordinator, CUNY Career PATH Program
Aline Jackson	Program Coordinator, CUNY Career PATH Program
Nada Michael	CUNY Start Advisor/Coordinator
Marissa Jackson	CUNY Start Cooperating Advisor
Tiffany Sanders	CUNY Start Advisor
Laura Fritz	CUNY Start Advisor
Jessica Echavez	Assessment Coordinator, DACA
Demmis Reanda	Administrative Assistant, DACA
Doris Ruiz	Literacy Assistant
Justina Gibbs	Case Manager
Anna Imperial	Case Manager
Lois Matlow	Administrative Assistant, Continuing Education
Lesley Montelbano	Administrative Assistant, Continuing Education
Maria Furia	Administrative Assistant, HC4 Program
Lenore Vasquez	Administrative Assistant, HC4 Program/Intake Coordinator
Intissar Hasan	Administrative Assistant, CUNY Start
Betty Bonczek	College Assistant, Registrar
Barbara Mannino	College Assistant, Registrar

In New York City

All Stops Lead to CUNY Continuing Education

Do you want to make a career change? Get more out of your current job? Learn for your personal growth, or make a difference in the world?

CUNY Continuing Education programs offer more courses and opportunities than any other leading institution in New York City. Make CUNY your next stop for accessible, affordable ways to succeed and enrich your life.



**Your Line
To Great Learning**

Bronx

1 Bronx Community College
www.bccc.cuny.edu
718.289.5170
4 or D - 183rd St.

2 Hostos Community College
www.hostos.cuny.edu/contedu
718.518.6656
2 4 5 - 149th St. & The Grand Concourse.

3 Lehman College
www.lehman.cuny.edu
718.960.8512
4 - Bedford Pk. Blvd. & Jerome Ave.
D - Bedford Pk. Blvd. & The Grand Concourse

Manhattan

4 Baruch College
caps.baruch.cuny.edu
646.312.5000
6 N R F PATH - 23rd St.

5 Borough of Manhattan Community College
www.bmcc.cuny.edu/ce
212.220.8350
1 9 2 3 A C - Chambers St.

6 City College
www.ccn.cuny.edu/ace
212.650.7372
A C B D - 145th St.
1 9 - 137th St.

7 The Graduate Center
web.gc.cuny.edu/cepp
212.817.8215
1 9 A C B D F N R - 34th St.
6 - 33rd St.

8 Hunter College
ce.hunter.cuny.edu/
212.650.3850
6 - 68th St/Hunter College

9 John Jay College
johnjay.jjay.cuny.edu/
c.e.: inuingeducation
212.237.8663
1 9 A C B D - Columbus Circle

Queens

10 LaGuardia Community College
www.lagcc.cuny.edu/ace
718.482.7244
7 - 33rd St. G - Court Sq.

11 Queens College
qccpages.qc.edu/cep
718.997.5700
7 - Main St, Flushing + Q25, Q25-34, Q34 or Q17 bus

12 Queensborough Community College
www.qcc.cuny.edu/conted
718.631.6343
7 - Main St, Flushing + Q27 bus

13 York College
www.york.cuny.edu/conted
718.262.2790
E J Z - Jamaica, Parsons/Archer

Brooklyn


14 Brooklyn College
academic.brooklyn.cuny.edu/adulted
718.951.4141
2 5 - Brooklyn College

15 Kingsborough Community College
www.kingsborough.edu/continuinged
718.368.5052
Q B - Brighton Beach + B1 bus or Sheephead Bay + B49 bus

16 Medgar Evers College
www.mec.cuny.edu
718.270.6400
2 5 (rush only) - President St.
3 - Nostrand Ave.

Staten Island

18 College of Staten Island
www.library.csi.cuny.edu/continue
718.982.2182
R W - Whitehall + SI Ferry - St. George + 592





Building 2A, Room 201
2800 Victory Boulevard
Staten Island, NY 10314

**Office of Continuing Education
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