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Our Staff Is ready to serve you

Thomas Albano
Eileen Berner
Timothy Hunt
Alba Melissa King
Dolores Lawlor

Christopher Mollura
Luisa Moreno
Andrew Peter Ricchiuti
Isabel Yonkers

www.QC.CUNY.EDU/CEP
Tuition and Fees
Please check respective course descriptions in this catalogue as tuition varies by course. The following forms of payment are accepted for course tuition: check, money order, Visa, MasterCard, Discover, or debit card (NY CE, CE, MA C, & HONOR). There is a $20 fee for returned checks. All CEP students must pay a $20 registration fee each semester, regardless of the number of courses they register for. Application fees are $35 for the Paralegal Program and $20 for all other Certificate Programs. Please note: there is a separate $20 registration fee for ESL registrations.

Registration & application fees are non refundable and subject to change.

Changes in Program
The Continuing Education Program reserves the right to cancel courses, makes substitutions in faculty and to change days, times, and locations of classes if and when necessary. We are not responsible for misprints in this catalogue, brochures and/or other advertisements. In the event of an error we will make every effort to provide corrected information in a timely manner.

In order for a course to run, a minimum number of registrants must be enrolled. If a course is canceled by the College, all registrants will receive a full refund, or a 5% discount toward a substitute course.

Refunds
Requests for refunds must be made in writing by either regular mail, fax (718-997-5723) or e-mail (cep@qc.cuny.edu) and must be accompanied by original receipt. Refund requests by telephone are NOT accepted.

For 100% refund, all refund requests must be received in writing by the CEP office at least 3 days before the start date of the class. 90% will be granted on requests received within 3 days prior to the start of class. 75% refund will be granted prior to the second class meeting. Thereafter, NO refunds will be granted.

Processing of refunds requires 4-6 weeks. There are NO refunds on one or two day courses once they have begun. Non-attendance of class (es) does not exclude the student from the rules of this policy. Refund policy differs for ELI Program consult with Department for details.

Discounts
Seniors, age 65 and older, receive a 25% discount on courses.

Queens College permanent full-time and part-time faculty and staff who present a validated ID card at registration will receive a 50% tuition discount if seats are available.

Staff with temporary validated ID cards require a letter from their supervisor certifying that they are permanent part-time employees. If seats are available, employees of other Queens College campus-based organizations are also given a 50% discount when they provide a letter of certification from their supervisor, attesting to their permanent full or part-time status.

Queens College Alumni are entitled to a 20% discount upon presentation of a valid Queens College Alumni Card. Please contact the Queens College Alumni Office at (718) 997-3930 for more information.

All students must apply for any discount at initial time of registration and submit appropriate proof. All discounts are applied to tuition only and are subject to any special conditions noted with course descriptions. Discounts are not applicable for online registration.

Please note: Discounts do not apply to the Paralegal Studies Program, CISCO Life-long Learning Courses, Speed Reading, A+ Study system or any course costing less than $75.00.

Session Guarantee
Bad weather or other unforeseen circumstances may cause the cancellation of a class session. For bad weather cancellation information, call 718-997-5000 or visit our web site at www.qc.cuny.edu/cep. We guarantee that the number of sessions and/or number of hours specified for each course will be given.

Transfer Requests
If space is available, a request for a transfer will be allowed until the second class meeting.

Grade Requests
In order to protect your privacy, all requests for grades must be made in writing using our official Grade Request Form or a reasonable facsimile. E-mail requests are accepted at: cep@qc.edu.

Duplicate Transcripts
Please direct your request for a duplicate transcript to the CEP main office either by mail or e-mail. The fee for a duplicate transcript is $10.

Certificate Requests
Certificate requests must be submitted in writing and received in a timely manner upon the completion of all Certificate Program requirements. E-mail requests are accepted at: cep@qc.edu.

Duplicate program certificate fee is $10; duplicate workshop certificate fee is $5.

Veterans’ Benefits
Most CEP Certificate Programs are approved for veterans’ education benefits. For more information, call 888-442-4551 or 718-997-5704. See page 49.

Grants/Vouchers
If you are unemployed, or made less than $56,000 last year, you may be eligible for a grant to pay for the Certificate Program of your choice. To find out more please contact the NYC Department of Labor’s Workforce 1 Career Centers:

Queens, Jamaica .................. 718-557-6755
Queens, LaGuardia ................ 718-609-2130
Brooklyn ......................... 718-285-8388
Staten Island ..................... 718-442-4551
Manhattan ....................... 718-997-5000

Please visit www.workforcenewyork.org

Financial Support
Continuing Education Programs at the City University of New York senior colleges receive no tax support. All Continuing Education programs, activities, and expenses are fully supported from income derived from tuition and fee assessments.

Please visit www.workforcenewyork.org

Teaching Opportunities .......... See page 49
Placement Assistance .......... See page 49
CERTIFICATE PROGRAMS
Meet the challenges of the ever-changing workplace. Learn the most effective ways to enhance your career and earning potential. Our faculty of working executives and professionals provide you with up-to-the-minute information and skills needed for success. Individual classes may be taken. Students need not be enrolled in a Certificate Program to take any of these courses.

Business Development
This program is designed for people starting or expanding a business and for employees who wish to sharpen their business skills. There are several elective classes to choose from. All courses are taught by working professionals.

Bookkeeping
No previous experience in bookkeeping needed to enroll. Qualify yourself for employment as a full-charge bookkeeper.

Office Administrative Assistant
There is a high demand for trained and qualified office support personnel. Learn the communication techniques and get the computer skills you need to not only survive, but thrive in today's market.

Payroll Certification
This specialized training course prepares you to take the Certified Payroll Professional Certification Examination. After earning your CPP Certificate, you become a qualified Payroll Professional.

Management and Supervisory Skills
An organization flourishes with great staff and management. Acquire the skills you need, using the latest management practices from our staff of working professionals. Come and learn today, what you will use for success tomorrow.

How to Enroll
Submit the following to the Queens College Continuing Education Program:
- A completed Certificate Program application, available on the inside back cover of this book
- $10 nonrefundable application fee

How to Get Your Certificate
- Satisfactorily complete the appropriate courses, both required and elective.
- Attend 80% of all class sessions
- Maintain a grade average of C or better

SEMINARS AND WORKSHOPS

Business Opportunities
Success comes to those who can see opportunities (where others do not) and act swiftly to make the most of them. These courses could open an important door for you.
See page 5.

Certified Bookkeeping Exam Prep
After this course, you can go for your exam with confidence. This is a comprehensive review of the five subject skills covered in the Certified Bookkeeper exam's three test areas. Here's a chance to get your resume moved to the top of the pile!
See page 7.

Personal Development
These individual classes will sharpen specific skills of the professional at all levels of experience. If you are an employee a manager, or an entrepreneur, looking for a change, or returning to the work force, these classes can help focus your knowledge and further your goals.
See page 9.

Open House
Come to the Continuing Education Open House for answers to questions about certificate programs, courses, careers and opportunities.
Register at the Open House and receive a 5% Discount on your tuition.

MONDAY SEPTEMBER 14, 2009
6:00 - 8:00 pm
Student Union, 4th Floor
BUSINESS and MANAGEMENT
Diane Gabagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

BUSINESS DEVELOPMENT CERTIFICATE

REQUIRED COURSES
- BS-100 How To Start Your Own Business
- BS-101 Marketing
- BS-102 Legal Aspects of Running a Business

ELECTIVE COURSES
Choose one elective:
- BS-104 Preparing Business Tax Returns
- BS-105 Buying a Business - Get Informed Before You Buy
- BS-106 Sales Methods/Fundamentals
- BS-107 Business Law
- BS-108 Customer Service
- BS-200 Bookkeeping
- BS-204 Rules of Employer/Employee Relations
- BS-415 Public Speaking for Business & Beyond
- BS-424 Assertiveness Training

* Not offered this semester.

BS-100, Section MO21-QC
How To Start Your Own Business
Starting a new business is a thrill. This lively course stresses practical techniques, including: sources of capital; legal issues; how to select accountants and other professionals; necessary insurance coverage; availability of government assistance; how to set up your own business; how to develop a business plan; how to get started, and how to keep going in a down economy. 10 hrs.
- Monday, 6:00 - 8:00 p.m.
  October 19 - November 16
  $115 • 5 sessions • Donald Shatz

BS-101, Section TH21-QC
Marketing: The Key to a Successful Business
Marketing turns a good idea into a profitable venture. (And even established businesses need an exciting marketing plan.) This hands-on course shows how to position your business in the marketplace, to identify and meet the customers’ demands. 12 hrs.
- Thursday, 6:00 - 8:00 p.m.
  October 15 - November 19
  $230 • 6 sessions • Sye Spence

BS-102, Section TU21-QC
Legal Aspects of Running a Business
Learn about the basic legal issues and concepts you need to know as a business owner. Topics: What legal form the business entity can take, advantages and disadvantages of the various forms, process and forms, partnership agreements leasing (commercial space, equipment, etc.) buying considerations, employment applications, employee versus independent contractor, intellectual property, handling employee issues, laws of sales, warranties, repairs and refunds. Also, how and when to seek professional advice. 16 hrs.
- Tuesday, 8:00 - 10:00 p.m.
  October 13 - December 1
  $235 • 8 sessions • Giovanni Larrea, Esq.

BS-104, Section MO21-QC
Preparing Business Tax Returns
Using real forms, we will cover the preparation of new business tax returns for federal, state and city government, with emphasis on maximizing tax advantages and benefits. Topics: payroll taxes (unemployment, insurance, disability, social security, rent tax, sales tax), corporation, personal holding corporation, small business corporation (NYS and NYC), partnerships and tax advantages of incorporation. 20 hrs.
- Monday, 6:15 - 8:45 p.m.
  October 19 - December 7
  $260 • 8 sessions • Fred Pearlman

BS-107, Section TH21-QC
Sales Methods and Fundamentals
Selling is more than just luck! Consistently strong sales are a result of a skill set that includes motivation, effective methods and solid experience. In this class, we will cover: the psychology of buying and selling, buyer motivation and the sense of value, use of client feedback, how to identify opportunities, handling customers and client retention. All can benefit, whether you are a beginner, seasoned seller or a group sales force. 12 hrs.
- Thursday, 8:00 - 10:00 p.m.
  October 15 - November 19
  $200 • 6 sessions • Stephen Yesko

BS-250, Bookkeeping
See description and schedule on p. 7.

BS-415, Section TU21-QC
Public Speaking for Business and Beyond
Good public speaking skills give you a solid edge, and they pay off for life! Classes focus on: managing the jitters; guidelines for effective presentations; speech titles, introductions, openings, transitions, and closings; the use of humor and quotations; visual aids and props; positive body language; conducting a question and answer session; and public speaking Do’s and Don’ts. 18 hrs.
- Tuesday, 6:00 - 8:00 p.m.
  October 13 - December 8
  $260 • 9 sessions • Denise Miller

ALSO OF INTEREST

NEW!
BS-434, Section MO11-QC
Monetize Your Business: For Entrepreneur Moms, Helping You To Focus on Generating Revenue
Workshop designed for mom-entrepreneurs who already know the basics of starting a business, but need help monetizing their ideas. During the 4-session workshop you will learn to identify the value of your business advantage, focus on revenue generating activities, and being frugal. 8 hrs.
- Monday, 10:00 a.m. - 12:00 noon
  October 5 - November 2
  $85 • 4 sessions • Vera Babayeva

BS-438, Section MO11-QC
Monetize Your Business: For Entrepreneurs
Workshop designed for entrepreneurs who need help monetizing their ideas. During the 4-session workshop you will learn to identify the value of your business advantage, focus on revenue generating activities, and being frugal. 8 hrs.
- Monday, 10:00 a.m. - 12:00 noon
  October 5 - November 2
  $85 • 4 sessions • Vera Babayeva

BS-427, Section TH21-QC
Critical Thinking in the Workplace
Critical thinking is crucial to making good decisions. Learn a systematic approach that can help you make clear your thoughts, prevent one from jumping to conclusions before you have had the opportunity to ask the right questions. Learn to consider all of the options when solving problems or making decisions. 3 hrs.
- Thursday, 6:15 p.m. - 9:15 p.m.
  October 15
  $45 • 1 session • Gaspare Scaturro

*REGISTER EARLY*

TO REGISTER OR FOR MORE INFORMATION: TEL (718) 997-5704 • EMAIL: CEP@QC.CUNY.EDU • WWW.QC.CUNY.EDU/CEP
BUSINESS and MANAGEMENT
Diane Gahagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

Office Administrative Assistant Certificate Program
Join the field where qualified applicants are in demand! Skilled administrative assistants, secretaries, and office support personnel are vital to a successful management team. Learn the communication techniques and office computer skills you need to succeed in today's market. 
Prerequisite: English fluency

REQUIRED COURSES
- BS-409 Business Writing
- BS-415 Public Speaking for Business and Beyond
- BS-700 Office Procedures and Organizational Skills
- CP-951 Word: MOS Exam Prep

ELECTIVE COURSES
Take one elective:
- CP-950 Excel: MOS Exam Prep
- CP-952 Access: MOS Exam Prep
- CP-953 PowerPoint: MOS Exam Prep
# These classes are designed to develop expert level skills. Proficiency Exam offered by independent tester is suggested, but not required for this certificate. *Not offered this semester

BS-409, Section TU21-QC
Business Writing
Always express yourself clearly. That's the secret to successful business reports, letters, and memos. Learn to write in simple, precise, and readable language. 20 hrs. 
Prerequisite: English fluency
- Tuesday, 5:30 - 7:30 p.m.
  October 13 - December 15
  $265 • 10 sessions • Tom McCreight

BS-415, Section TU21-QC
Public Speaking for Business and Beyond
Good public speaking skills give you a solid edge, and they pay off for life! Classes focus on: managing the jitters; guidelines for effective presentations; speech titles, introductions, openings, transitions, and closings; the use of humor and quotations; visual aids and props; positive body language; conducting a question and answer session; and public speaking Do's and Don'ts. 18 hrs.
- Tuesday, 6:00 - 8:00 p.m.
  October 13 - December 8
  $260 • 9 sessions • Denise Miller

BS-700, Section MO21-QC
Office Procedures and Organizational Skills
This course examines many of the current office responsibilities and focuses on the skills needed to handle them. Learn effective methods of managing, organizing and retrieving information. Office etiquette, communication, maintaining files, handling multiple schedules and prioritizing tasks are covered. 10 hrs.
- Monday, 6:00 - 8:00 p.m.
  October 19 - November 16
  $150 • 5 sessions • Roseann Scaturro

CP-951, Section SA11-QC
Word: MOS Exam Prep
Learn to create, format, edit and print documents. Work with tool bars, file management and input techniques. Conquer graphics and tables, mail merge, charts, forms, templates, etc. No previous Word knowledge is required. After sixty hours of instruction, you'll be well prepared to take the Expert Exam and to reap the benefits for your hard work. 54 hrs.
- Saturday, 1:30 - 4:30 p.m.
  October 17 - February 13, 2010
  $760 • 18 sessions • TBA

CP-952, Section TR21-QC
Access: MOS Exam Prep
Learn how to create and use databases with this powerful application. Databases can help us organize and sort information in a manner that makes it useful to us. 
Topics include: Use of the tools, views, defining fields and records, using the report wizard, querying, database maintenance working with Excel tables, hyperlinks and much, much more. 54 hrs.
- Tuesday & Thursday, 6:15 - 9:15 p.m.
  November 3 - January 14, 2010
  $760 • 18 sessions • TBA

CP-953, Section WE21-QC
PowerPoint: MOS Exam Prep
Explore the full range of capabilities of Powerpoint by working through various projects involving hands-on computer activities and case problems. By the end of this course students will understand how to design and create professional quality presentations. No previous knowledge of PowerPoint required.
Topics include: Using a design template, different views and slide shows, use of clip art, enhancing presentations with the use of embedded visuals, and creating a presentation with interactive OLE documents. 45 Hours.
- Wednesday, 6:15 - 9:15 p.m.
  October 28 - February 24, 2010
  $630 • 15 sessions • TBA

CP-950, Section FR21-QC
Excel: MOS Exam Prep
Learn the essential features involved in planning a worksheet. Understand formats and design charts and graphs. Learn advanced features and techniques of the spreadsheet program including different analyses, multiple worksheets, data tables, macros, sorting and filtering as worksheet database, template creation, and embedding and linking excel worksheets to a Word document. After sixty hours of instruction, you'll be well prepared to take the Expert Exam and to reap the benefits for your hard work. 54 hrs.
- Friday, 6:15 - 9:15 p.m.
  October 23 - February 20, 2010
  $760 • 18 sessions • TBA

Also of Interest
CP-200, Section WE21-QC
Typing for Speed and Accuracy
A great course for beginners. An expert teacher guides beginners in basic typing skills on the computer, and helps improve speed and accuracy. We use a computer tutorial program and a self-paced textbook for adults, available at the College bookstore. 18 hrs.
- Wednesday, 6:00 - 8:00 p.m.
  September 30 - December 2
  $240 • 9 sessions • TBA
PAYROLL CERTIFICATION
Queens College Continuing Education in cooperation with the American Payroll Association, offers the PayTrain College program. It is designed to improve your knowledge of payroll compliance from a basic understanding to an advanced level, even if you are new to the industry. As a payroll professional, it is important to maintain your company’s compliance by keeping up with changing regulations and procedures. Staying current is also important to your continued professional development.

The program is comprised of two professional development courses. PayTrain Fundamentals which is designed to prepare you for the Fundamental Payroll Certification (FPC) exam and PayTrain Mastery, which is designed to prepare you for Certified Payroll Professional (CPP) exam.*

Enrollees in the program receive live classroom instruction, textbooks, and access to interactive online activities and applications to reinforce topics learned.

*To qualify for CPP certification, candidates must have earned three years of payroll experience in the five years prior to taking the exam.

BS-605, Section SA11-QC
PayTrain Fundamentals
PayTrain Fundamentals teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the FPC or CPP certification examinations. This course will provide you with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. Topics covered in PayTrain Fundamentals include: 27 hrs.

- Fundamentals of payroll operations
- Paycheck essentials
- Payroll benefits basics
- Tax reporting
- Payroll accounting
- Professional administration

Note: The calculations covered in this course are critical to successfully passing the FPC and CPP exams and are not covered in PayTrain Mastery.

Saturday, 9:00 a.m. - 12:00 noon
October 17 - December 19
$665 • 9 sessions • Jose Manzo
Fee includes tuition ($340) and books ($325)
Testing Fees not included (approx. $270)

BOOKKEEPING CERTIFICATE PROGRAM
Designed for those with no previous experience in bookkeeping. But, after satisfactory completion of only two classes, BS 250 and BS 251. Quality for employment as a full-charge bookkeeper. Bookkeepers control the “checkbook” of a business or organization, maintaining accurate records and status reports for management. Our program consists of two required courses: the first providing the knowledge and skills of bookkeeping, and the second course trains you to use a computerized accounting application program. Courses may also be taken by students not enrolled in the Certificate Program. All students will be charged a $10 certificate fee.

BS-250, Section MO21-QC
Bookkeeping
All the skills you need to work as a full-charge bookkeeper. Your training covers university accepted theory and practice, including accounts receivable/payable; U.S.A. payroll processing; debit/credit theory; journal/ledger theory; inventory control; general ledger; working trial balance; and financial statements. 42 hrs.

Note: Bring textbook to first class.

Monday, 6:00 - 9:00 p.m.
October 19 - February 1, 2010
$500 • 14 sessions • Dan Somaiah, C.P.A.

BS-251, Section WE21-QC
Computerized Accounting
Through hands-on practice, you’ll computerize bookkeeping/accounting tasks that you used to do manually. Learn to computerize check writing, invoicing, payroll processing, job costing/project tracking, as well as billing, using a popular accounting software program. 42 hrs.

Prerequisite: BS 250 or equivalent experience.

Wednesday, 6:00 - 9:00 p.m.
October 21 - February 10, 2010
$500 • 14 sessions • Jack Schwarz

BOOKKEEPING EXAM REVIEW
BS-252, Section WS21-QC
Certified Bookkeeper Exam Prep
More than 50% of our students who complete the Bookkeeping Exam Review course have passed the national exam!

As a Certified Bookkeeper, you increase your earning potential, giving yourself a competitive edge. Certification distinguishes you from ordinary bookkeepers because it proves you can handle all the books through the adjusted trial balance for a company of up to 100 employees. Certification is also proof of your bookkeeping skills and ability, proof that you have met high national standards and proof that you can execute those skills.

This course focuses on one goal: To prepare you for the national Certified Bookkeeper examination—three tests covering the five skills.

1. Adjusting entries (accruals and deferrals)
2. Correction of accounting errors and the bank reconciliation
3. Basic books and tax depreciation
4. Basic payroll: paying wages, withholding, depositing, and reporting taxes using the basic forms (W-2, 941, 940, 8109)
5. Merchandise inventory

Use five workbooks (one for each subject) created by the American Institute of Professional Bookkeepers, specifically to prepare you for the certification exam. Each workbook includes quizzes in the areas you are tested on in the national exam.

The experience requirements for certification—two years’ full-time experience or the part-time equivalent (3,000 hours) — may be met before or after the exam. Those who have the experience requirement are certified upon passing the national exam. Those not meeting the experience requirement, but who pass the exam receive a personal letter to their employer or prospective employer describing the specific bookkeeping and accounting skills they have proven by passing the national Certified Bookkeeper exam and stating that they need only the experience to become certified. 84 hrs.

Wednesday, 6:15 - 9:15 p.m.
Saturday, 10:00 a.m. - 3:00 p.m.
October 17 - January 23, 2010
$1,190 • 22 sessions • Donald England
Fee includes tuition ($750), tests ($280), and books ($160)

QUEENS COLLEGE / CUNY CONTINUING EDUCATION PROGRAM TO REGISTER OR FOR MORE INFORMATION: TEL (718) 997-5704 ■ EMAIL: CEP@QC.CUNY.EDU ■ WWW.QC.CUNY.EDU/CEP
BUSINESS and MANAGEMENT
Diane Gahagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

MANAGEMENT AND SUPERVisory SKILLS
Learn how to maximize your ability to plan, organize, and direct work with your staff. Get a handle on finance, understand statements, and gain communication, leadership, motivation and mediation skills. Learn the latest management practices from our staff of working professionals.

REQUIRED COURSES
- BS-400 Effective Manager
- BS-401 Supervision — First Line
- BS-402 How to Interpret Financial Statements for the Non-financial Manager
- BS-409 Business Writing
- BS-415 Public Speaking for Business and Beyond

ELECTIVE COURSES (SELECT ONE)
- BS-405 Developing Leadership*
- BS-423 Managing Conflict, Diversity, and Difficult People*

* Not offered this semester

BS-409, Section TU21-QC
Business Writing
Always express yourself clearly. That’s the secret to successful business reports, letters, and memos. Learn to write in simple, precise, and readable language. 20 hrs.
Prerequisite: English fluency.
- Tuesday, 5:30 - 7:30 p.m. October 13 - December 15
$265 • 10 sessions • Tom McCreight

BS-400, Section MO21-QC
Effective Manager
The role of a manager has changed in many organizations. A modern manager faces changing challenges in a fast-paced and competitive environment. The class will focus on many of the talents needed to be effective. They include: managing time and stress, building a skilled and motivated workforce, encouraging team work, the importance of organization, building trust and respect with your staff. Come to learn how to improve your effectiveness. 16 hrs.
- Monday, 6:00 - 8:00 p.m. October 19 - December 7
$220 • 8 sessions • Harriet Perry

BS-402, Section TU21-QC
How to Interpret Financial Statements for the Non-financial Manager
This invaluable course introduces the world of finance and accounting to managers with little exposure to these topics. Learn to analyze statements, understand cash flow and liquidity, define assets, liabilities and equity, and understand balance sheets and the income statement. 15 hrs.
- Tuesday, 7:30 - 10:00 p.m. October 20 - November 24
$220 • 6 sessions • Ginger Broderick

PERSONAL DEVELOPMENT WORKSHOPS AND SEMINARS

NEW!
BS-434, Section MO11-QC
Monetize Your Business: For Entrepreneurs and Professional Managers
To Focus on Generating Revenue
Workshop designed for mom-entrepreneurs who already know the basics of starting a business, but need help monetizing their ideas. During the 4-session workshop you will learn to identify the value of your business advantage, focus on revenue generating activities, and being frugal. 8 hrs.
- Monday, 10:00 a.m. – 12:00 noon October 5 - November 2
$85 • 4 sessions • Vera Babayeva

BS-435, Section SA11-QC
Packaging Yourself for Success: Maximum Impact
You only have a few moments to make a great first impression. Learn to take a critical look at yourself and discover methods to improve one’s image. Study the components of personal presentation to make that all important event the best possible. In this ever-changing world, we need to continually present ourselves to new people in new situations as they arise. Many an opportunity is gained on a good first impression. Make yours a lasting and memorable professional impression. 6 hrs.
- Saturday 1:00 – 4:00 p.m. November 7 & November 14
$85 • 2 sessions • Denise Miller

BS-424, Section SA11-QC
Assertiveness Training
Being assertive is a way to get noticed and get results! This class reviews the components of assertive, passive and aggressive behavior. Learn how to improve your effectiveness and productivity. Guidelines for self assessment will be discussed. 3 hrs.
- Saturday 9:00 a.m. – 12:00 noon October 17
$45 • 1 session • Gaspare Scaturro

Open House
Come to the Continuing Education Open House for answers to questions about certificate programs, courses, careers and opportunities. Register at the Open House and receive a 5% Discount on your tuition.
MONDAY, SEPTEMBER 14
6:00 - 8:00 pm
Student Union, 4th Floor
Queens College Silk Road Tour

Historic And Cultural Sites Along The Silk Road Tour!

QUEENS COLLEGE SILK ROAD TOUR

Join us for an exotic China trip in spring 2010 going to Beijing, and stopping at various cities and famous cultural sites along the Silk Road including:

Xi’an, Dunhuang, Urumqi, Turpan, The Sunday Bazaar in Kashi and Shanghai

Open to Queens College Alumni and to the General Public on a Space Available Basis

For further information call 718-997-5703 or go to our website: www.cep.qc.edu/silkroad

Flaming Mountain, Turpan

Magao Caves, Dunhuang


Financial Assistance
Training funds are available through the New York State Child Care Educational Incentive Program (EIP). If you provide family day care or work in a child care program, you may be eligible.

For an application, call 1-800-295-9616.

Child Care

Diane Gahagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

Child Care Training
New to child care? The first step is a certificate as a Child Care Provider. The program enables child care providers to earn/renew professional status. These courses meet the training requirements that family day care, group day care, and school-age day care providers must satisfy in order to have their licenses/registration renewed.

Program Enrollment
- Fill out Certificate Program application at the back of this book;
- Enclose $10 non refundable application fee, and submit both to the Queens College Continuing Education Program.

Certificate Requirements
To earn your certificate as a Child Care Provider, you simply complete the following courses, attend 80% of all class sessions, and maintain a grade average of C or better. The courses are:
- CC-110 Child Development I: Infancy to Toddlerhood
- CC-111 Child Development II: Age 3–5, Preschool
- CC-112 Child Development III: Age 6–12, School-age
- CC-102 Health, Safety, and Nutrition
- CC-103 Discipline and Growth
- CC-105 Working with Parents
- CC-106 Creating a Learning Environment
- CC-300 Family Day Care

These courses also provide all the training needed to meet the competency standards for the Council for Early Childhood Professional Recognition’s Child Development Associate (CDA) credential. For full information, call the Council at 1-800-424-4310.

All material fees included in tuition.

Family Day Care
CC-300, Section TH21-QC
Family Day Care
Examine the history of family day care, its benefits and its limitations. Whenever possible, students meet family day care providers. The review of the licensing/registration process includes the execution of an application and arrangements for fingerprinting and background checks free of charge. Covers New York City and State regulations governing the provision of child care services. 30 hrs.
- Thursday, 6:30 - 9:30 p.m.
  October 19 - November 16
  $450 • 10 sessions • Gary L. King

CC-106, Section TU21-QC
Creating a Learning Environment
Explore ways to organize indoor and outdoor areas to encourage learning, and select appropriate materials and equipment to foster play and exploration. We’ll show you how to develop a daily schedule and routines to meet children’s needs along with age-appropriate activities. 15 hrs.
- Tuesday, 6:30 - 9:30 p.m.
  October 13 - November 10
  $270 • 5 sessions • Gary L. King

Self, Social, Guidance
CC-103, Section WE21-QC
Discipline and Growth
Contrast the positive impact of discipline with the negative effect of punishment on children. Learn how to control a group without resorting to punishment, how the environment you establish becomes an instrument for learning, and the effects of various paths to learning and care. 15 hrs.
- Wednesday, 6:30 - 9:30 p.m.
  October 21 - November 18
  $270 • 5 sessions • Annette Bergen

Working with Families
CC-105, Section MO21-QC
Working with Parents
Learn how to communicate effectively with parents. Get parents involved in your work with children. Explore devices like role playing to help you deal with problem parents. 15 hrs.
- Monday, 6:30 - 9:30 p.m.
  November 23 - December 21
  $270 • 5 sessions • Gary L. King

Safe and Healthy Learning Environment
CC-106, Section TU21-QC
Creating a Learning Environment
Learn principles of good nutrition and, more importantly, how to interest the children in your care about food preparation. Topics include creating a safe home for children, learning the registration requirements for safety, exploring laws concerning medication, and nutrition. Learn how to communicate effectively with parents, and discuss how to encourage good health and deal with a health problem. 15 hrs.
- Monday, 6:30 - 9:30 p.m.
  October 19 - November 16
  $270 • 5 sessions • Gary L. King

For an application, call 1-800-295-9616.

Step-by-step courses for a satisfying career

Financial Assistance
Training funds are available through the New York State Child Care Educational Incentive Program (EIP). If you provide family day care or work in a child care program, you may be eligible.

For an application, call 1-800-295-9616.

Child Care

Diane Gahagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

Continuing Education Program

To register or for more information: Tel (718) 997-5704 • Email: CEP@QC.CUNY.EDU • WWW.QC.CUNY.EDU/CEP

Financial Assistance
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Continuing Education Program

To register or for more information: Tel (718) 997-5704 • Email: CEP@QC.CUNY.EDU • WWW.QC.CUNY.EDU/CEP

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For an application, call 1-800-295-9616.
CHILD CARE
Diane Gahagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

PROGRAM MANAGEMENT

CC-110, Section WE21-QC
Child Development I:
Infancy to Toddlerhood
Examine the varied characteristics of behavioral growth from infancy to toddlerhood, the process of developing basic trust, exploring the child’s view of his environment, and the role of cultural heritage in shaping a child’s development of motor behavior, autonomy, and language. Explore trends in child care practices and the regulation of behavior such as toilet training, sibling rivalry, and setting limits. 15 hrs.

- Wednesday, 6:30 - 9:30 p.m.
  October 21 - November 18
  $270 • 5 sessions • Gary L. King

CC-111, Section WE21-QC
Child Development II:
Age 3-5, Preschool
Study how the child develops his capacities for meeting people, play, reality and fantasy, and how he/she develops self-awareness, fears, psychosexual, thinking, and perceptive capacities. Review the basic materials needed to build a preschool curriculum. 15 hrs.

- Wednesday, 6:30 - 9:30 p.m.
  December 2 - January 13, 2010
  $270 • 5 sessions • Gary L. King

CC-112, Section WE21-QC
Child Development III:
Age 6-12, School Age
Focus is on what are sometimes called “the middle years.” Study how the child adapts to and is adopted by the society of his peers, and how he/she accounts for the differences between his or her own and other world views. Examine the development of cognitive, moral, and conceptual faculties, and the effect of traditional childhood activities, including games, chants, and other rites. 15 hrs.

- Wednesday, 6:30 - 9:30 p.m.
  January 20 - February 17, 2010
  $270 • 5 sessions • TBA

CC-301, Section TU21-QC
Business Record Maintenance
Meet the numerous responsibilities involved in running a family day care business. Topics include: record-keeping, fees collected/owed, food costs, expenses incurred, and medical records for children. Discuss tax responsibilities including income taxes, deductions for business expenses, and quarterly filings for state and federal income taxes. Insurance to cover assets and liability and many other topics are included. 15 hrs.

- Tuesday, 6:30 - 9:30 p.m.
  November 17 - December 15
  $270 • 5 sessions • Gary L. King

REQUIRED PRELICENSING COURSES

CC-104, See Sections Below-QC
*Child Abuse Identification and Reporting Seminar
This seminar fulfills the NYS requirement for chiropractors, dental hygienists, dentists, optometrists, physicians, podiatrists, psychologists, pupil personnel services professionals, registered nurses, school administrators and supervisors, school district administrators, and teachers who are applying for or renewing a license, registration, certificate or limited permit. Course covers physical and behavioral indicators of maltreatment, physical or sexual abuse; behavioral and environmental characteristics of abusive parents or caretakers; and identification of responsibility for reporting child maltreatment or abuse, and when and how to do it. Graphic slides will be shown. Participants receive the required NYS Certificate of Completion. Please bring to class current license or certification number and pink slip to receive Certificate of Completion. 3 hrs.

- Section WE21
  Wednesday, 5:30 - 8:30 p.m.
  October 21

- Section TH22
  Thursday, 5:30 - 8:30 p.m.
  November 5

- Section MO23
  Monday, 5:30 - 8:30 p.m.
  November 23
  $50 (registration fee included) • 1 session
  Michele Singer-Berkowitz
  *Students late for class, will not be admitted, NYS requirement.

ALSO RECOMMENDED:

AH-550
CPR—Adult/Child/Infant
See page 23

BS-304
NYC Mandatory Food Handlers Protection Course
See page 36

CP-113 Computerphobia I
See page 43

Register Online!
www.qc.cuny.edu/cep
What an idea! Led by experienced New York State licensed and certified teachers, these small, specially designed classes provide remediation, basic skills and test-taking techniques to elementary school students. They are taught along with reading enrichment classes for children reading above grade level and our new Child Enrichment Program.

CK-410, See Sections Below-QC
Growth in Writing
This course will strengthen a student’s understanding of the writing strategies emphasized in the NYC Writing Test. 15 hrs.
- Section SA11 • Grade 1 & 2
  Saturday, 11:00 a.m. - 12:30 p.m.
  October 17 - January 9, 2010
  $205 • 10 sessions • TBA
- Section SA12 • Grade 3 & 4
  Saturday, 9:15 a.m. - 10:45 a.m.
  October 17 - January 9, 2010
  $205 • 10 sessions • TBA
- Section SA13 • Grade 5 & 6
  Saturday, 11:00 - 12:30 p.m.
  October 17 - January 9, 2010
  $205 • 10 sessions • TBA

CK-403, See Sections Below-QC
Mathematics, Grades 1-6
Covers basic number concepts and problem solving, skills which are emphasized on the city wide math test. Students suddenly develop their own strategies for solving problems. If they’re ready for it, older children will be exposed to data interpretation, geometry, measurement, number concepts, and pre-algebraic skills. 15 hrs.
- Section SA11 • Grade 1
  Saturday, 11:00 a.m. - 12:30 p.m.
  October 17 - January 9, 2010
  $205 • 10 sessions • TBA
- Section SA12 • Grade 2
  Saturday, 11:00 a.m. - 12:30 p.m.
  October 17 - January 9, 2010
  $205 • 10 sessions • TBA
- Section SA13 • Grade 3 & 4
  Saturday, 9:15 - 10:45 a.m.
  October 17 - January 9, 2010
  $205 • 10 sessions • TBA
- Section SA14 • Grade 5 & 6
  Saturday, 11:00 a.m. - 12:30 p.m.
  October 17 - January 9, 2010
  $205 • 10 sessions • TBA

CK-402, See Sections Below-QC
Writing Workshop
An enrichment workshop for children performing at or above grade level. Taps each child’s creativity and gets them all personally involved in their writing. Through drafting, sharing, editing and revising, students develop more precise thinking skills and a better command of grammar and punctuation. We also explore the dramatic relationship between reading and writing. 15 hrs.
- Section SA11 • Grades 3 & 4
  Saturday, 9:15 - 10:45 a.m.
  October 17 - January 9, 2010
  $205 • 10 sessions • Michele Bisom
- Section SA12 • Grades 5 & 6
  Saturday, 11:00 a.m. - 12:30 p.m.
  October 17 - January 9, 2010
  $205 • 10 sessions • Michele Bisom

CK-400, See Sections Below-QC
Reading, Grades 1-6
Using grade-level literature, this class stimulates the child’s interest in reading, and emphasizes vocabulary development; sharpen literal, interpretative, and critical comprehension skills; as well as test-taking strategies. 15 hrs.
- Section SA11 • Grade 1
  Saturday, 9:15 - 10:45 a.m.
  October 17 - January 9, 2010
  $205 • 10 sessions • TBA
- Section SA12 • Grade 2
  Saturday, 9:15 - 10:45 a.m.
  October 17 - January 9, 2010
  $205 • 10 sessions • TBA
- Section SA13 • Grade 3 & 4
  Saturday, 9:15 - 10:45 a.m.
  October 17 - January 9, 2010
  $205 • 10 sessions • TBA
- Section SA14 • Grade 5 & 6
  Saturday, 9:15 - 10:45 a.m.
  October 17 - January 9, 2010
  $205 • 10 sessions • TBA

CK-440, Section SA11-QC
Vocabulary Development: Sharpening Critical Thinking - Grades 3, 4 & 5
This course will help students gain a better understanding of the English language. Children will learn how to enhance their word association and analogy skills along with context clues. 9 hrs.
- Saturday 1:00 - 2:30 p.m.
  October 17 - November 21
  $110 • 6 sessions • Michele Bisom
NEW!
CK-550 Section SA11-QC
Computer Skills for Kids
Covers basic number concepts and problem-solving techniques. Older children will have practice with NYC teaching strategies. 9 hrs.
- Saturday, 11:00 a.m. – 12:30 p.m.
  October 17 - November 21
  $110 • 6 sessions • TBA

TEST PREPARATION
CK-418, Section SA11-QC
ELA Test Practice - Grades 3 & 4
This course is designed to give students a jump start on the state tests scheduled for January 2010. Course includes practice exercises. 15 hrs.
- Saturday, 1:00 p.m. - 2:30 p.m.
  October 17 - January 9, 2010
  $205 • 10 sessions • TBA
THE ENGLISH LANGUAGE INSTITUTE
ENGLISH AS A SECOND LANGUAGE PROGRAM
Margaret Mehran, Director

TWO PROGRAMS FOR IMPROVING ENGLISH SKILLS

FULL-TIME
ENGLISH LANGUAGE INSTITUTE (ELI)
"Teaching English as a second language since 1945"
718-997-5720
www.qc.cuny.edu/eli

- A full-time, intensive academic program for learning English as a second language.
- The oldest English language school in the City University of New York (CUNY).
- All faculty have a master’s degree in TESOL/applied linguistics.
- Many of our graduates go on to study at CUNY or at other colleges, universities, and professional schools across the United States.
- Certificate of Attendance awarded upon successful completion of each class.

Applications for I-20s are available on our website or by contacting our office.

EXAM: Students who have passed the ELI Final Exam with a certificate do NOT need a TOEFL score in order to apply to CUNY undergraduate programs that require a minimum iBT TOEFL score of 61. However, we strongly encourage students to take the TOEFL test as well.

FALL 2009
August 31 - December 18
10% discount for ELI until August 14

DAY CLASSES:
18 hours a week / 4 days a week
Students receive their schedules after the placement exam. Day class schedules vary.

TUITION:
$2,197 for residents (green card)
$2,596 for non-residents
$20 registration fee per semester

EVENING CLASSES:
16 hours a week / 4 days a week
Classes meet Monday through Thursday, 5:30-9:30 p.m.

TUITION:
$1,957 for residents (green card)
$2,303 for non-residents
$20 registration fee per semester

UPCOMING SEMESTER:
Spring 2010, January 19 to May 14
10% discount for ELI until January 4

PART-TIME
ENGLISH AS A SECOND LANGUAGE PROGRAM (ESL)
"Convenient class schedules to meet your needs"
718-997-5712
www.qc.cuny.edu/esl

- A part-time program for learning English as a second language.
- All faculty have a master’s degree in TESOL/applied linguistics.
- A great program for busy people. Day, evening, and weekend classes available.
- Take as many or as few classes as you’d like. Pick which English skills you’d like to focus on.
- Certificate of Attendance awarded upon successful completion of each class.
To learn more details, visit our website or contact our office.

Online registration is available for the part-time program.

FALL SESSION 2009:
3 hours a week per class / variety of class schedules available
Register by September 29 for placement.
Classes meet from October 7 - December 19.
$295 per course ($20 registration fee).

NEW!
TEACH ENGLISH OVERSEAS
100-Hour Intensive Training Program
www.ceq.cuny.edu/teach

Are you a native speaker of English? Do you hold a college degree? Would you like to experience living and working in another country? If so, let us train you to teach English overseas.

Our 100-hour training program will give you the skills to teach English. After successfully completing the program, you will receive a Certificate of Completion and FREE job placement ASSISTANCE.

FALL 2009 PROGRAM (Queens College campus)
Saturday and Sunday, 9:30-3:30 (1 hour for lunch)
10 weeks: September 26 - December 6
(no classes November 28-29)
Tuition: $1,795 + $20 registration fee. Cost of texts, if needed, is not included.

TO APPLY: Applicants must be native speakers of English and hold a college degree. In addition, all applicants must be interviewed to be considered for entry into this program. Call (718) 997-5703 to make an appointment. Registration is limited.
NEW!
LA-550, Section SU11-QC
The Art of Calligraphy
Mostly traditional but some contemporary
This workshop will introduce the students to the techniques and philosophy of East Asian brush calligraphy. No prior experience with calligraphy is required. Each session will begin with a brief explanatory talk illustrated with examples of the great calligraphy of the past. The objectives of this workshop are twofold - first, to gain a technical understanding of the art of brush calligraphy, and second, to gain an aesthetic appreciation of the world of East Asian brush calligraphy. Students will learn to hold the brush effectively and to practice the basic strokes in different styles. The majority of each session will be devoted to actual doing and practicing calligraphy. ENROLLMENT LIMITED TO 10 STUDENTS.

Dr. Lee is a professional calligrapher with over thirty years of practice. A native of Seoul, Korea, he has taught, lectured and written extensively on the subject. In Korea, he has taught, lectured and written extensively on the subject. A member of the Korean American Calligraphy Association, and Art of Ink in America Society.

Saturday, 9:00 - 11:30 a.m.
October 17 - November 21
$175 • 6 sessions • Elle Maldonado

LA-332, Section SA11-QC
Watercolor
Watercolor painting is an enjoyable and rewarding form of art. Attain the confidence you need to put brush to paper. This course focuses on watercolor as a formal and abstract expression. Explore color theory and varied techniques. Bring whatever basic materials you have. 15 hrs.

Saturday, 10:00 a.m. - 1:00 p.m.
October 17 - December 5
$225 • 7 sessions • Neil E. Stein

ASTRONOMY
LA-360, Section MO21-QC
The Amazing Fall Skies:
A Basic Course in Astronomy
Discover the beauty and mysteries of the universe while exploring the Fall skies. Topics include constellations, celestial sphere, properties of stars, stellar objects, plus galaxies, telescopes, planets, and possible life on other planets. Includes lectures on basic astronomy, slide presentations, and actual telescopic viewing. 12 hrs.

Monday, 7:30 - 9:30 p.m.
October 5 - November 16
$180 • 6 sessions • Mark Freilich

CRAFTS
LA-392, Section TU21-QC
Ceramics 2: Advanced
Learn to make teapots, vessels, hand-built forms, and tiles. Use underglazing and glazing techniques and do independent projects. Tuition includes cost of firing & materials. 36 hrs. Required: Bring a lock for your locker to the first class.

Tuesday, 6:00 - 9:00 p.m.
October 13 - January 5, 2010
$470 • 12 sessions • Setsuko Sale

LA-390, Section TU21-QC
Ceramics 1: Beginner/Intermediate
Learn wheel-thrown and hand-built techniques to form vases, bowls, plates, etc. and how to use glazing techniques. Tuition includes cost of firing & materials. 36 hrs. Required: Bring a lock for your locker to the first class.

Monday, 6:00 - 9:00 p.m.
October 19 - January 11, 2010
$470 • 12 sessions • Setsuko Sale

LA-506, Section SA11-QC
Italian Conversation 20 hrs.

Section, Beginner
Saturday, 10:00 a.m. - 12:00 noon
October 17 - January 9, 2010
$230 • 10 sessions • Mona Lisa Sanchez

LA-503, Section WE21-QC
Chinese, Mandarin - 20 hrs.

Section WE21, Beginner
Wednesday, 6:00 - 8:00 p.m.
October 21 - January 13, 2010
$230 • 10 sessions • Annie Qian

LA-509, See Sections Below-QC
Spanish Conversation 20 hrs.

1. Beginner Spanish
Through dialogues and conversations, students will learn to communicate in Spanish with emphasis on the present tense and introduction to one of the forms of the past tense.

Section MO21, Beginner
Monday, 7:00 - 9:00 p.m.
October 19 - December 21
$230 • 10 sessions • Mary Bennardo

2. Intermediate Spanish
Students expand their conversation through further learning and work in past tense forms and in the present perfect. A theme based story is used in handouts. Students create ads in learning and practicing command forms.

Section WE22, Intermediate
Wednesday, 7:00 - 9:00 p.m.
October 21 - January 13, 2010
$230 • 10 sessions • Mary Bennardo

3. Advanced Spanish

Section FR23, Advanced
Friday, 7:00 - 9:00 p.m.
October 16 - January 8, 2010
$230 • 10 sessions • Mary Bennardo

ENRICHMENT STUDIES
Diane Gahagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

QUEENS COLLEGE / CUNY CONTINUING EDUCATION PROGRAM
TO REGISTER OR FOR MORE INFORMATION: TEL (718) 997-5704 ■ EMAIL: CEP@QC.CUNY.EDU ■ WWW.QC.CUNY.EDU/CEP
NEW!   
**Elementary Italian I**  
(for Credit or Non-Credit)  
Offered at the John D. Calandra Italian American Institute  
25 West 43rd Street, 17th Floor  
New York, NY 10036  

**Credit Students**  
If you wish to take this class for credit, you need to call the European Language Department to register (718-997-5980). Prospective credit students will be given specific instructions depending on their situations.  
Course Code: Italian 111  
Code 1379 section E6QMA  
Mondays and Wednesdays 6:15-7:55 p.m.  
August 31 - December 9 (exam for credit students will follow the next week)  
Tuition for Credit Students  
$285 • 24 sessions • TBA  

**Non-Credit Students**  
If you wish to take this course for non-credit, please call 718-997-5704.  
IT 100, Section MW67-CIAI  
Monday and Wednesday 6:15-7:55 p.m.  
August 31 - December 9 (exam for non-credit students that wish to get a Grade will follow the next week)  
Tuition for Non-Credit Students  
$150 • 10 sessions • TBA

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**MUSIC, THEATER, DANCE**

**LA-315, Section TH21-QC**  
**Guitar**  
Soon you’ll be reading music, learning fingering patterns and basic chords, and using exercises and simple melodies. Each class includes the teaching of technique and group performing. Students may learn and work on accompanied to a pop, folk, blues, sacred, or international song of her/his choice (to be performed at the last class). Guitar and Mel Bay’s Guitar Book #1 required; additional supplies may be needed.  
**15 hrs.**

- **Section TH21 - Beginners**  
  Thursday, 6:30 - 8:00 p.m.  
  October 15 - January 7, 2010  
  $200 • 10 sessions • George Aslaender

**LA-352, Section MO21-QC**  
**The Art of Acting**  
For the student actor seriously considering acting as a professional career. This basic acting technique class emphasizes improvisation, scene technique, monologue, and self-confidence. Students perform in every class. Discuss various acting methods, such as Meisner, method, and sense memory.  
**12 hrs.**

- **Monday, 6:30 - 8:30 p.m.**  
  October 19 - November 23  
  $150 • 6 sessions • Bill Smartt

**LA-229, Section SA11-QC**  
**Dancing for Fitness**  
Learn how to dance the hustle, one of the most creative dance styles of all time. Develop your cardiovascular system while learning the basics. Perform stylish turns, learn to cut in and switch partners.  
**15 hrs.**

- **Saturday, 11:00 - 12:30 p.m.**  
  October 17 - January 9, 2010  
  $175 • 10 sessions • Armando Vega

**LA-329, See Section Below- QC**  
**Salsa Dancing for Fitness - Beginners**  
Salsa is a very chic and world renowned Latin dance style. In this course you will learn the basic steps, shines and patterns. You will learn how to dance with a partner and develop floor etiquette. Different dance patterns and turns will be taught and demonstrated as well as how to become a good partner and leader on the dance floor. Have fun and gain confidence in social dancing. The real benefit will be to your health as dancing is considered a good cardiovascular activity.  
**15 hrs.**

- **Section SA11 - Beginners**  
  Saturday, 1:00 - 2:30 p.m.  
  October 17 - January 9, 2010  
  $175 • 10 sessions • Armando Vega

**LA-312, See Sections Below-QC**  
**American Ballroom Dancing**  
Beginners and more advanced ballroom dancers learn to swing to Glenn Miller’s In the Mood and salsa to Ricky Martin’s La Vida Loca. In addition, learn new, exciting routines for the elegant waltz, the tango, the rhumba and merengue, and the mother of them all — the basic slow dance. Choose whichever hour is more convenient — early or later — and have some fun.  
**15 hrs.**

- **Section FR21 - Beginners**  
  Friday, 7:00 - 8:30 p.m.  
  October 16 - January 8, 2010  
  $175 • 10 sessions • James Mitchell

- **Section FR22 - Intermediate**  
  Friday, 8:30 - 10:00 p.m.  
  October 16 - January 8, 2010  
  $175 • 10 sessions • James Mitchell

**NEW!**  
**LA-230, Section TH21-QC**  
**Come Catch the Bollywood Dance**  
Get ready for an imaginative and artistic concoction of technique, energy, emotion and fabulous fun!  
**11.5 hrs.**

- **Thursday, 4:30 - 5:45 p.m.**  
  October 15 - December 17  
  $170 • 9 sessions • Lisa Ali

**NEW!**  
**LA-228, Section SU11-QC**  
**LGBTQ Beginner’s Tango**  
A First for Queens College! A Tango Class that caters to the LGBT community. Remember - It takes two to Tango.  
**12 hrs.**

- **Sunday, 2:30 - 4:00 p.m.**  
  October 18 - December 13  
  $150 • 8 sessions • TBA
Enrich your life, now and forever

ENRICHMENT STUDIES
Diane Gahagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

PHOTOGRAPHY
LA-330, Section SA11-QC
Photography Workshop
Mastery of the basic skills is fundamental to your better photo future. Learn to maximize what your camera has to offer, apply disciplines and take your creativity to the next level. Learn how to use form, color, light etc. Bring either film or digital/SLR. 20 hrs.
■ Saturday, 2:00 - 4:00 p.m.
  October 17 - December 19
  $230 • 9 sessions • Abraham Koo
(last two classes meet from 2:00-5:00 p.m.)

LA-412, Section TU21-QC
Wedding Photography
Learn simple ways to shoot a wedding, improve your style and gear selection for the event. Bring either film or digital/SLR, 12 hrs.
■ Tuesday, 7:00 - 9:00 p.m.
  October 13 - November 17
  $150 • 6 sessions • Abraham Koo

NEW!
LA-410, Section SA11-QC
Travel Photography
At home or abroad, either the mundane weekend away or on the once in a lifetime trip, learn how to pack and what to shoot beyond the cliché and bring home truly stunning, memorable images. Bring either film or digital/SLR, 20 hrs.
■ Saturday, 10:00 a.m. – 12 noon
  October 17 - December 19
  $230 • 9 sessions • Abraham Koo
(last two classes meet from 10 a.m.-1 p.m.)

HEALTH & WELL-BEING
NEW!
LA-226, Section SU11-QC
Beginners Taekwondo
Learn Taekwondo, the world famous Olympic Martial Art, from a member of the Korean National Team (Master Sooyong Jeon, 6th Degree Black Belt). Tae Kwon Do helps you to get in shape; develop self-discipline and self-confidence; improve coordination and flexibility; control weight; learn self-defense; relieve stress and much more. 12 hrs.
■ Sunday, 12:30 - 2:00 pm.
  October 18 - December 13
  $180 (Includes the cost of your Taekwondo uniform)
  8 sessions • Master Sooyong Jeon

LA-167, Section SA11-QC
The Healing Power of the Drum
Rhythm-based exercises can be used to attain psychological, physiological and spiritual well-being. Robert Lawrence Friedman, author of The Healing Power of the Drum will demonstrate how hand drumming can induce light trance, release anger, create joy and provide deep and sacred healing. This workshop covers the effects of drumming on: stress, grief, Post-Traumatic Stress Disorder and Parkinson’s Disease. 6 hrs. Please note: All students must purchase The Healing Power of The Drum from the instructor. Book Required.
■ Saturday, 10:00 a.m. - 4:00 p.m.
  October 24
  $65 • 1 session • Robert L. Friedman

LA-144, Section WE21-QC
Humor and Optimism
Thinking optimistically and experience more joy and laughter in your daily activities. Learn the concept of learned optimism and the importance of gratitude for attaining happiness and good health. 4 hrs.
■ Wednesday, 7:00 - 9:00 p.m.
  October 7 - October 21
  $85 • 2 sessions • Robert L. Friedman

NEW!
LA-140, Section MO21-QC
Creating an Original Monologue
Professional actress and teacher, Jenny Mercein, will guide you in shaping your life stories into original monologues and performance pieces. No acting or writing experience necessary, just a desire to tell your story! 16 hrs.
■ Monday, 6:00 - 8:00 p.m.
  October 19 - December 7
  $165 • 8 sessions • Jenny Mercein

NEW!
LA-386, Section TU21-QC
“Song Writing”
“I write the songs that make the whole world sing. I write the songs of love and special things. I write the songs that make the young girls cry. I write the songs I write the songs.” Do you ever wish that you could have written or said that? Now you can. Explore the songwriter’s journey by becoming one. We’ll partake in the adventure of matching words and melodies together. Who knows? You could have the next number one hit on your hands. 12 hrs.
■ Tuesday, 7:00 - 9:00 p.m.
  October 20 - November 24
  $150 • 6 sessions • Winfield Eng

LA-385, Section TH21-QC
Negotiating the Entertainment Contract
This workshop will use a fictional independent film as the basis to discuss negotiation terms of different aspects of entertainment. Along the way, you will learn how to identify deal points related to Joint Ventures, Vendor Agreements, Deal Memos, Distribution Deals, Soundtrack and Composer Contracts, and Digital Rights. This is not a law class. Using sample agreements and memoranda, award –winning producer Michael Prywes will guide you through the ins and outs of entertainment deal making. 9 hrs.
■ Thursday, 8:00 - 9:30 p.m.
  October 15 - November 19
  $160 • 6 sessions • Michael Prywes

NEW!
LA-387, Section WE21-QC
LGBTQ Storytelling
Everyone has a story to tell, and the telling of these stories is essential to the creation of lasting social changes. This workshop is an opportunity for LGBTQ folks to explore the stories of their lives and identity in a safe and affirming environment. It is open to everyone from folks who do not consider themselves to be writers, to those experienced with sharing their stories through written word. 2 hrs.
■ Wednesday, 6:00 - 8:00 p.m.
  November 4
  $30 (reg. fee incl.) 1 session • Sassafras Lowery

NEW!
LA-384, Section TU21-QC
Writing for the Movies
Learn the basics of screen writing from the award winning writer/director of Returning Mickey Stern. Using popular movies as examples, learn proper format, the importance of solid structure, character development, and dialogue. Discuss pertinent concepts like choosing the right idea, making your script stand out, and knowing when it is finished. Please do not bring screenplays or outlines that you have already written. We start from scratch together and create a fleshed-out 30–60 page outline of your script. 16 hrs.
■ Tuesday, 8:00 - 10:00 p.m.
  October 20 - December 8
  $180 • 8 sessions • Michael Prywes

Queens College / CUNY Continuing Education Program
To register or for more information: Tel (718) 997-5704 • Email: cep@qc.cuny.edu • www.qc.cuny.edu/cep

Queens College Courses
ENRICHMENT STUDIES
Diane Gahagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

PERSONAL SKILLS
LA-388, Section SA11-QC
Hosting a Dinner Party
Take the stress out of hosting dinners by mastering the strategies of successful hosts. This seminar covers all of the steps from inception to conclusion. Topics include: host as leader, food and beverage planning, guests with special dietary/allergy and other needs, facilitating guest interaction, conversation strategies, creation of cozy ambiance, service styles and procedures. Students will create their individual dinner party planner. 6 hrs.

Saturday, 10:00 a.m. - 1:00 p.m.
November 14 & 21
$90 • 2 sessions • Nikoas Christmann

LA-166, Section SA11-QC
Etiquette and Table Manners for Business and Social Occasions
Wouldn't you love to be at ease... anywhere! Learn basic social skills through hands-on practice and discussion — from accepting an invitation to sending the “thank you” note. The instructor provides individualized guidance in body posture and table utensils (place setting on display), and illustrates key aspects of behavior. Take-home a list of suggested readings. 3 hrs.

Saturday, 10:00 a.m. - 1:00 p.m.
November 7
$35 (+ $15 registration fee) • 1 session
Nikolaus Christmann

LA-175, Section SA11-QC
Bridal Make-up
Whether you are the bride to be or a member of the bridal party, the mother(s) of the bride or would you just like to learn how to do bridal make-up for a business this class will help you to identify the dos and don'ts of bridal makeup. What colors look best and which types of cosmetics perform better in front of the camera. Learn the tricks and techniques that professionals use that will create a beautiful radiant face using makeup that looks natural and lasts throughout the day. One student will be “made-up” as a model. 3 hrs

Saturday, 10:00 a.m. - 1:00 p.m.
September 26
$70 • 1 session • Dina Weil

LA-132, Section TH11-QC
Make-Up Madness: How to Put Your Make-Up On When Your Face is Getting Older
Are you still putting your make-up on the way you did in high school? Would you like to see some techniques to polish your professional appearance? This is the place for you! Discover anti-aging skin care routines that work best for your skin tone. Explore the colors that are most flattering for your hair and make-up. Join us for an interactive workshop that is FUN and informative. (Please bring a mirror). 3 hrs

Thursday, 10:00 a.m. - 1:00 p.m.
October 24
$60 • 1 session • Dina Weil

LA-201, Section RS21-QC
Motorcycle Maintenance
Keep your bike running! Do your own motorcycle maintenance, tune-ups, trouble-shooting, and minor repairs. 8 hours in the classroom and 21 lab hours. Open to those interested in all brands of bikes. Includes: basic engine theory, electrics, fuel systems, lubrication and maintenance, brakes, tires, tools, trouble-shooting. Class size limited. 29 hrs.

Thursday, 6:30 - 8:30 p.m.
October 15 - November 5
$40 (+ $15 registration fee)
1 session • Ann Margaret Carrozza, Esq.

LA-204, Section WE21-QC
Selecting and Buying Mutual Funds
With so many funds, how do savvy investors make informed decisions? Learn about different types of mutual funds, their place in a wellrounded investment portfolio, and how magazine articles/rankings can mislead. With today’s economic pressures, we need to manage our finances wisely. This survey course will teach you the skills needed to manage your money to build a brighter financial future. We’ll learn about investments, insurance, taxes and retirement planning. Also included will be important information and real life examples regarding how to manage your cash and eliminate credit card debt. 4 hrs.

Wednesday, 7:30 - 9:30 p.m.
October 24 & 28
$85 • 2 sessions • Jeffrey G. Levy

MONEY MANAGEMENT
LA-149, Section WE21-QC
How To Survive and Thrive In Today’s Tough Times
With today’s economic pressures, we need to manage our finances wisely. This survey course will teach you the skills needed to manage your money to build a brighter financial future. We’ll learn about investments, insurance, taxes and retirement planning. Also included will be important information and real life examples regarding how to manage your cash and eliminate credit card debt. 4 hrs.

Wednesday, 7:30 - 9:30 p.m.
October 21 & 28
$85 • 2 sessions • Jeffrey G. Levy

LA-211 Section TH21-QC
Planning for Retirement
Our focus is on determining how much money you will need to maintain your present lifestyle upon retirement. Whether retirement is years away or close at hand, this course will suggest realistic, necessary steps to ensure that you do not outlive your income. 2 hrs.

Thursday, 7:30 - 9:30 p.m.
November 5
$65 • 1 session • Jeffrey G. Levy

LA-224, Section WE21-QC
Estate Planning and Asset Protection
Evaluate your estate plan, and protect your assets in the event of long-term illness. Spot the pitfalls in long-term insurance coverage, and the best ways to protect you (or your parent’s) home from future claims without losing senior tax benefits and without subjecting adult children to tax consequences. Bring your current documents and questions. 2 hrs.

Wednesday, 6:00 - 8:00 p.m.
November 18
$40 (+ $15 registration fee)
1 session • Ann Margaret Carrozza, Esq.

DEFENSIVE DRIVING
LA-200, See Sections Below-QC
Defensive Driving Course (DDC)
Upon completion you are eligible for a 10% discount on collision and liability premiums, including property damage, bodily injury, and personal injury protection, for three years. If you have incurred violations during the last 18 months, your driver’s record will be reduced by four points. Any driver may take this course. Bring your drivers license to class. 6 hrs.

Section SA11
Saturday, 9:00 a.m. - 3:30 p.m.
October 24
$50 • 1 session • Martin Hirschfield

Section MW22
Monday & Wednesday
7:00 p.m. - 10:00 p.m.
November 9 & 11
$50 • 2 sessions • Martin Hirschfield

Section SA13
Saturday, 9:00 a.m. - 3:30 p.m.
December 19
$50 • 1 session • Martin Hirschfield

CONTACT INFORMATION
QUEENS COLLEGE / CUNY CONTINUING EDUCATION PROGRAM
TO REGISTER OR FOR MORE INFORMATION: TEL (718) 997-5704 • EMAIL: CEP@QC.CUNY.EDU • WWW.QC.CUNY.EDU/CEP
Queens College/CUNY Goes Green!!!

This fall become more environmentally aware and learn some of the basics of “going green” by taking one or more of our courses which will explore the role businesses play in creating a sustainable economy, sustainable materials and products, green roofs, and an overview of the green-collar job market.

GG-101, Section WE21-QC
The Role of Business in Creating a Sustainable Economy
A basic introduction for those in business or those interested in how businesses can contribute to a healthier, greener, more just society.

Session I
The Changing Role of Business in the New Economy
Some companies are changing their practices to become more transparent, ethical and sustainable inside and out.
This session will look at the larger trends and existing models, as well as new opportunities for business and NGOs to help build the market transformation for a new economy.

Session II
Business Innovation: Sustainable Materials and Products
This session will examine some new innovative frameworks and guidelines, as well as materials and product innovations that companies are utilizing to pioneer the development and use of new materials and products for a greener, healthier environment. This will include an introduction to biomimicry, cradle to cradle design, green chemistry and sustainable biomaterials.

GG-105, Section TH21-QC
Greening NYC: How Green Roofs Are Changing the Urban Environment
This introductory seminar to green roofs will cover the economic, ecological and energy saving benefits of green roofs. The seminar will also go over the layers of a green roof, the soil medium and ideal plant selection. It will cover the step-by-step process of a green roof installation and the logistics involved. It will also discuss the varying green roof systems, manufacturers available and explore each system’s pros and cons. The course will also briefly cover the maintenance of a green roof after its installation. 

■ Thursday, 6:00 - 8:00 p.m. October 15
$35 • 1 session • Marni Horowitz, Founder, Alive Structures and Certified Green Roof Installer

GG-109, Section TU21-QC
An Overview of the Green-Collar Job Market
There is an evolving green economy developing. This informative seminar will present a realistic appraisal of this emerging economy.
Topics covered will include:
1. An overview of NYC’s green economy.
2. In-demand green collar jobs; needed skills and background.
3. Licensing, training, certifications and work force development.
4. Growing the green market.
5. Starting your own green career. Thinking outside the classifieds.

■ Tuesday, 6:00 - 8:00 p.m. November 10
$35 • 1 session • Myles Lennon, Director, Green Operations, Laborers Local 10

Queens College / CUNY Continuing Education Program has partnered with Airtrek Environmental Corporation to offer the required Supported Scaffold User Safety Training Course

This four (4) hour course complies with the training requirements of the NYC Department of Buildings Local Law 52 of 2005. The law requires a permit for any supported scaffold that is forty feet (40’) or more in height. Additionally, anyone who uses a supported scaffold is required to have a supported scaffold user certificate.

According to the New York City Department of Buildings:
“Supported scaffold is defined as one or more platforms supported by outrigger beams, brackets, poles, legs, uprights, posts, frames, or similar rigid support, forty (40) feet or more in height.”

The training requirements for users of supported scaffolds include:
• No individual may use a supported scaffold without a scaffold user certificate
• A user certificate must be obtained from OSHA, an OSHA-trained or certified provider, or a provider of a four-(4) hour training course that has been reviewed by the New York City Department of Buildings.

The fee for this training course is $150 and the certificate granted upon course completion is valid for four (4) years.

For more information on this course or how to register please call 718-937-3720
# Healthcare Careers

Diane Gahagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

## Administrative & Clinical Certificates and Exam Preparation Programs

**Prerequisite for all certificate and exam prep programs:** High School Diploma/GED

### Administrative Certificates

#### Medical Office Assistant

Physician practices, specialty groups, and the new hospital-satellite clinics opening throughout New York are increasing the demand for medical administrative personnel. The help wanted medical ads reveal a wealth of job opportunities. Our program targets the skills you need.

**Medical Records**

This certificate is excellent for anyone who wants to be a medical records clerk. Or, you can use it as a stepping stone for a career as a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT). As you prepare for entry level positions in the medical records department you also get fundamental coding skills for both medical practices and hospitals.

#### Medical Administrative Assistant

Learn the skills needed to work as an administrative assistant in a medical office or hospital setting. These courses concentrate on the secretarial (as well as the administrative) responsibilities of various healthcare environments.

#### Medical Insurance Billing and Patient Accounts

Interested in specializing in insurance billing for physicians, hospitals, or how about starting a business of your own? This certificate focuses on the special training needs of medical billers entering the profession today. Special attention to managed care and up-to-date medical software prepares you for today’s increasing needs.

#### Advanced Medical Billing and Coding

A good career move for anyone with some medical billing background. This certificate program focuses on the coding and specific billing criteria necessary for a good job in a physician’s office or hospital environment.

#### Medical Transcription

All it takes is one spring or fall semester. Evening session only.

Medical transcriptionists are needed everywhere for hospitals, transcription, typing services, and private practices. You can work at home or start your own business. Listen to doctors’ dictation and produce the final medical documents for the patients’ medical records. Challenging, well-paid work for the detail-oriented who enjoy working with computers and are skilled in typing and English grammar.

### Clinical Certificates

#### Patient Care Associate

Multiskilled caregivers work under a Registered Nurse or other licensed medical professional. Geared toward caring for the medical-surgical adult to geriatric patient and as a skills expansion program, it assists those who hold diplomas/certification to get patient care hospital positions requiring multiple skills.

#### Clinical Medical Assistant

A rewarding profession. Medical Assistants perform important administrative and clinical tasks for physicians in private practice, like front desk administration, specimen collection; patient preparation for physical exam; assisting the doctor with procedures; administering medications; and patient education for treatment, surgery, and diagnostic testing.

#### EKG Technician

Become an EKG Technician! In two fast semesters, you can prepare for an entry-level position in the Cardiovascular/EKG department of any hospital — starting an exciting career in healthcare.

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**Important Notice:**

If you are out of school for more than three consecutive semesters, you must reapply for a Certificate Program.

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**“I have learned a lot in my classes. The instructors do not leave their students behind.”**

— G.A., student

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Materials, except for textbooks and tapes for all healthcare classes, are included in tuition.
HEALTHCARE CAREERS
Diane Gahagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

PROGRAMS & REQUIRED COURSES - SEE ALL COURSE DESCRIPTIONS BEGINNING ON PAGE 22

MEDICAL OFFICE ASSISTANT

REQUIRED COURSES
SEMESTER 1
- AH-101 Medical Terminology
- AH-103 Medical Office Procedures
- AH-109 Registration & Diagnostic Scheduling*

SEMESTER 2
- AH-201 Medical Manager I
- AH-108 Medical Office Writing Skills*
- AH-861 Fundamentals of Medicare & Medicaid*
- AH-958 Pharmacology, Theory and Calculations*

Extra classes you may want to take after you earn your certificate
- AH-207 Bookkeeping & Collections for Private Practice
- AH-206 Managed Care & Special Plans
- CP-200 Typing for Speed & Accuracy

MEDICAL INSURANCE BILLING AND PATIENT ACCOUNTS

REQUIRED COURSES
SEMESTER 1
- AH-205 Medical Billing for Private Practice
- AH-207 Bookkeeping & Collections for Private Practice
- AH-101 Medical Terminology
- AH-108 Medical Office Writing Skills*

SEMESTER 2
- AH-203 Inpatient Hospital Billing
- AH-206 Managed Care & Special Plans
- AH-201 Medical Manager I
- AH-208 Workers Comp/No Fault Billing
- AH-861 Fundamentals of Medicare & Medicaid

Extra classes you may want to take after you earn your certificate
- AH-202 Coding, CPT-4
- AH-200 Coding, ICD-9
- AH-103 Medical Office Procedures
- AH-204 Inpatient Hospital Coding

ADVANCED MEDICAL BILLING AND CODING

Prerequisite: Completion of the Medical Insurance Billing and Patient Accounts Program and/or field experience with department approval.

REQUIRED COURSES
SEMESTER 1
- AH-200 Coding, ICD - 9
- AH-202 Coding, CPT - 4
- AH-201 Medical Manager I
- AH-108 Medical Office Writing Skills*

SEMESTER 2
- AH-204 Inpatient Hospital Coding
- AH-250 HCPCS/DME (Durable Medical Equipment)
- AH-251 Medical Manager II
- AH-252 Computer Success for Medical Personnel
- AH-861 Fundamentals of Medicare & Medicaid*

Extra classes you may want to take after you earn your certificate
- AH-611 CPC Test Prep
- AH-958 Pharmacology, Theory and Calculations*

MEDICAL ADMINISTRATIVE ASSISTANT

REQUIRED COURSES
SEMESTER 1
- AH-101 Medical Terminology
- AH-103 Medical Office Procedures
- CP-200 Typing for Speed & Accuracy
- CP 203 Word
- AH-958 Pharmacology, Theory and Calculations*

SEMESTER 2
- AH-109 Registration & Diagnostic Scheduling*
- AH-201 Medical Manager I
- AH-750 Medical Transcription Introduction
- AH-108 Medical Office Writing Skills*

Extra classes you may want to take after you earn your certificate
- CP-109 Excel

MEDICAL TRANSCRIPTION

Prerequisite: 25WPM typing, excellent grammar and spelling
- AH-400 Medical Transcription Program (includes medical terminology, medical transcription lab and practicum)

Extra classes you may want to take after you earn your certificate
- AH-102 Anatomy and Physiology
- AH-958 Pharmacology, Theory and Calculations*

PATIENT CARE ASSOCIATE

Prerequisite: Copies of diploma/certificates required. Entering students need meet only one of the following requirements:
1. Certification or diploma no more than five years old for medical assistant, EMT, nurse’s assistant, phlebotomist, or EKG technician
2. Minimum of two years verifiable work-related experience as a medical assistant, nurse’s assistant, phlebotomist, or EKG technician
3. Completion of the Queens College Medical Assistant program.

REQUIRED COURSES
SEMESTER 1
- AH-102 Anatomy & Physiology
- AH-852 Patient Care Skills, Basic
- AH-855 Venipuncture & Specimen Collection
- AH-856 Electrocardiogram
- AH-958 Pharmacology, Theory and Calculations*

SEMESTER 2
- AH-854 Hospital Patient Care
- AH-857 Arrhythmia Interpretation, Basic
- AH-859 Medical Law & Ethics
- AH-860 Interpersonal Communication

CLINICAL MEDICAL ASSISTANT

Note: Typing and excellent English speaking and writing skills are highly recommended. See page 43 for our typing courses

REQUIRED COURSES
SEMESTER 1
- AH-852 Patient Care Skills, Basic
- AH-855 Venipuncture & Specimen Collection
- AH-856 Electrocardiogram
- AH-101 Medical Terminology
- AH-108 Medical Office Writing Skills*
- AH-958 Pharmacology, Theory and Calculations*

SEMESTER 2
- AH-102 Anatomy & Physiology
- AH-853 Clinical Skills for Medical Assistants
- AH-860 Interpersonal Communications
- AH-109 Registration and Diagnostic Scheduling*

SEMESTER 3
- AH-859 Medical Law & Ethics
- AH-201 Medical Manager I
- AH-103 Medical Office Procedures

*Can be taken first or second semester.
**EKG Technician**

In only two semesters, train for an entry-level position in the Cardiovascular/EKG Department of any hospital, starting an exciting career in healthcare. After completing the required courses, receive a Certificate of Completion and become eligible for the national certification examination to become a Certified EKG Technician (C.E.T). Opportunities for advancement and further training are abundant.

**REQUIRED COURSES**

**SEMESTER 1**
- AH-101 Medical Terminology
- AH-852 Patient Care Skills, Basic
- AH-856 Electrocardiogram

**SEMESTER 2**
- AH 102 Anatomy and Physiology
- AH-857 Arrhythmia Interpretation, Basic
- AH-550 CPR: Cardiopulmonary Resuscitation Adult/child/infant*
- AH-959 Cardiac A&P with Pharmacology & Diagnostics

*Can be taken in the First or Second Semester

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**AH-102, Section TH21-QC**

**Anatomy & Physiology**

An introduction to the structure and function of the human body, plus common disorders and diseases in relation to body systems. Open to all students but required for Medical Assistant and Patient Care Associate Certificate Programs. 24 hrs.

Textbook(s) required.

- Thursday, 6:00 - 8:00 p.m.
  - October 19 - January 4, 2010
  - $290 • 11 sessions • Marguerite Spence

**AH-853, Section SA11-QC**

**Clinical Skills for Medical Assistants**

Prerequisite: AH-852

Covers many techniques for assisting physicians. Includes skin prep for minor surgery and suture removal; commonly prescribed medications, related terminology and pharmaceutical references; methods for administering medications; giving injections/immunizations, specimen collection and simple laboratory procedures, plus patient communication skills. 27.5 hrs.

Textbook(s) required.

- Saturday, 11:30 a.m. - 2:00 p.m.
  - October 17 - January 16, 2010
  - $365 • 11 sessions • Arline Ellison

**AH-200, Section TH21-QC**

**Coding, ICD-9**

Prerequisite: AH-101

A good starter course for medical personnel who assign diagnosis codes for medical billing. The International Classification of Diseases (ICD) arranges diseases and injuries into coded groups. Together with CPT-4 codes, insurance companies interpret ICD-9 codes to pay claims. 24 hrs.

Textbook(s) required.

- Thursday, 6:00 - 8:00 p.m.
  - October 15 - January 21, 2010
  - $310 • 12 sessions • Basdai Lalsingh

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**AH-202, Section WE21-QC**

**Coding, CPT-4**

Prerequisite: AH-101

CPT codes are required by almost all insurance companies. Current Procedural Terminology coding (CPT) lists codes/descriptions of procedures/services of physicians and other medical professionals. CPT codes are required by almost all insurance companies. Guidelines for accuracy and maximum reimbursement are part of this basic course. 24 hrs.

Textbook(s) required.

- Wednesday, 6:00 - 8:00 p.m.
  - October 21 - January 27, 2010
  - $310 • 12 sessions • Basdai Lalsingh
AH-252, Section TR21-QC
Computer Success for Medical Personnel

Certain computer applications and specific skills are essential for you to know in order to gain employment in a physician’s office or medical facility. This hands-on course provides an introduction to the following software programs: Microsoft Word (word processing program), Excel (spreadsheet program), Power Point (presentation program), Access (database program) as well as Medical Transcription equipment and practice. You will also be taught the basics of computers (hardware/software) and internet search engines. 15 hrs.

Tuesday & Thursday, 5:45 - 8:45 p.m.
September 8 - September 22
$210 • 5 sessions • Diane Gahagan/Winfield Eng

AH-611, Section-TH21-QC
CPC: Certified Procedural Coder
Prerequisite: AH-200, AH-202 and/or 1 year field experience.

This is the class for you! Sign up now if you want to pass the CPC certification exam and get national recognition as a Certified Procedural Coder. Topics include an intensive review of how and when to use specific CPT and HCPCS codes, coding scenarios, sample test questions, problem solving and analysis of codes as well as test-taking strategies. (Taught by a Certified Procedural Coder.) Upon completion of this course, you can register to take the CPC exam. For more information about CPC certification, check the AA PC Website at www.NYmac.org or call 1-(516) 987-6853. 30 hrs.

Thursday, 6:30 - 9:30 p.m.
October 15 - January 7, 2010
$420 • 10 sessions • Marguerite Spence

AH-550, Section SA11-QC
CPR: Cardiopulmonary Resuscitation Adult/Child/Infant

How to recognize the signs and symptoms of a heart attack or life-threatening heart-related problems and how to administer care to an adult, child or infant who has stopped breathing, is choking or whose heart has stopped beating. Materials included. For medical personnel and others who require certification. 10 hrs.

Saturday, 2:00 - 4:00 p.m.
October 17 - November 14
$125 • 5 sessions • Arline Ellison

AH 856, Section WE21-QC
Electrocardiogram (EKG)

Note: Open to all Healthcare Career Programs Students.

Review the basics of heart electrophysiology. Learn to set up an EKG machine, prepare patient for testing and perform a 12-lead EKG, recognizing limb reversals, correcting exterior interference and correctly identifying bipolar, unipolar leads. Precordial leads will also be covered. 24 hrs. Textbook(s) required.

Wednesday 6:00 - 8:00 p.m.
October 21 - January 27, 2010
$310 • 12 sessions • Joanne Douglas

AH-302, Section TH21- QC
Health Information Management

An overview of the medical records department and filing systems used at various facilities; including release of information and confidentiality issues; record assembly and analysis; and processing incomplete records. 20 hrs. Textbook(s) required.

Thursday, 6:00 - 8:00 p.m.
October 15 - January 7, 2010
$275 • 10 sessions • TBA

AH-854, Section WE21-QC
Hospital Patient Care

Prerequisite: AH-852

A body system approach to patient care in the hospital. Each system is discussed separately with related tests, procedures and surgeries, including special patient preparation. Personal protection equipment and standard precautions are covered. Including adjunct skin care, oxygen therapy and hospital documentation related to course topics. 30 hrs. Textbook(s) required.

Wednesday, 6:00 - 8:30 p.m.
October 21 - January 27, 2010
$395 • 12 sessions • TBA

AH-203, Section FR21-QC
Inpatient Hospital Billing

Prerequisites: AH-205 & AH-207

Learn the flow of hospital documentation from pre-admission to a payment claim, including unique hospital coverage; procedures of major third party payers; and business language/ abbreviation, UB-92 (Uniform Billing Form); DRGs; per diem reimbursement; and more. 22 hrs.

Friday, 6:00 - 8:00 p.m.
October 16 - January 15, 2010
$290 • 11 sessions • Basdai Lalsingh

AH-204, Section TU21-QC
Inpatient Hospital Coding

Prerequisite: AH-200, AH-202 and/or field-related coding experience.

Learn about hospital medical records and how to abstract and interpret information from them. With your coding knowledge from AH 200 or practical experience, you practice ICD coding using actual medical documentation. 22 hrs. ICD coding book (Vol. 3) and textbook are required.

Tuesday, 6:00 - 10:00 p.m.
October 13 - December 15
$395 • 12 sessions • Walter Sanderson

Course Waiver

If you have previous experience in Medical Terminology, it is possible to waive the required course by taking a waiver exam. First register for AH-800 Medical Terminology Waiver. There is a $25 fee for the exam. After you register, please call (718) 997-5734 for an appointment.
HEALTHCARE CAREERS
Diane Gahagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

AH-206, Section MO21-QC
Managed Care & Special Plans*
Prerequisite AH-205 & AH-207
An exclusive look at HMOs, PPOs and special coverage plans for those who are entering medical billing and need to know PCPs, special referral, pre-certification and billing concepts as they apply to managed care. Classes includes claims, reimbursement tips, and a cross-section of guidelines. 20 hrs.
- Monday, 6:00 - 8:00 p.m.
- October 19 - December 21
  $265 • 10 sessions • Basdai Lalsingh

AH-205, Section MO21-QC
Medical Billing for Private Practice
Note: This course is best taken with AH-207
Quickly master basics of the insurance billing process. Learn the forms and information to be maintained, how to submit insurance claims following third party reimbursement regulations, and important tips for Medicare and private carriers. 22 hrs.
- Monday, 6:00 - 8:00 p.m.
- October 19 - January 4, 2010
  $290 • 11 sessions • Marguerite Spence

AH-859, Section TH21-QC
Medical Law & Ethics*
Note: Open to all Healthcare Career Students
This course covers medical law, ethics, bioethics, and professional conduct, plus legal terms and specific law and statutes applicable to health professionals. Includes patients bill of rights, advanced directives and scope of practice issues. Students gain a working knowledge of medical legal terms. 22 hrs. Textbook(s) required.
- Thursday, 6:00 - 8:00 p.m.
- October 15 - January 14, 2010
  $275 • 11 sessions • David Dorfman

AH-201, Section TU21-QC
Medical Manager I
Prerequisite: Basic typing skills, intermediate computer skills; AH-205
Using a leading medical software program, Medical Manager, learn to input patient demographics, create insurance claim centers, input billing data and post charge payments. 24 hrs. Textbook(s) Required.
- Tuesday, 6:00 - 8:00 p.m.
- October 20 - January 12, 2010
  $310 • 12 sessions • Diane Gahagan

AH-251, Section WE21-QC
Medical Manager II
Prerequisite: AH-201
Using the Medical Manager Software program, learn to input patient demographics, charge and payment posting, and insurance claims. Learn how to utilize monetary reports for various facilities. 24 hrs. Textbook(s) required.
- Wednesday, 6:00 - 8:00 p.m.
- October 21 - January 27, 2010
  $310 • 12 Sessions • TBA

AH-103, Section TU21 - QC
Medical Office Procedures
Master the basic skills for managing a physician’s front desk. Telephone etiquette, appointment scheduling, pharmacy calls, patient record-keeping and an introduction to insurance billing. 24 hrs. Textbook(s) required.
- Tuesday, 8:00 - 10:00 p.m.
- October 13 - January 5, 2010
  $310 • 12 sessions • Lucille Edele

AH-108, Section MO21-QC
Medical Office Writing Skills*
Prerequisite: Basic knowledge of Word 2002
Learn the basic elements of effective writing in order to present your ideas clearly in business reports, letters and memos. Using Word 2002 software, you will compose business and medical office correspondence after a thorough review of sentence structure, punctuation, spelling, proofreading and fundamentals of English grammar. 16 hrs.
- Monday, 6:00 - 8:00 p.m.
- October 19 - December 7
  $210 • 8 sessions • Sheila Buhse

AH-101, See Sections Below-QC
Medical Terminology
This introduction uses an anatomy systems approach to Medical Terminology. Construct medical terms by word parts and develop a practical medical vocabulary (with correct pronunciation). 24 hrs. Textbook(s) required.
- Section TU21
  Tuesday, 6:00 - 8:00 p.m.
  October 20 - January 12, 2010
  $310 • 12 Sessions • TBA

- Section TU12
  Tuesday, 9:00 - 11:00 a.m.
  October 13 - January 5, 2010
  $310 • 12 Sessions • Jane Sandrowsky

AH-750, Section WE21-QC
Medical Transcription Introduction
Prerequisite: CP-200, AH-101 & field experience with typing ability of 25+ w.p.m.
With computer and transcriber, you learn basic skills for transcribing dictation by a physician. Includes: how to operate the transcriber, transcribe onto word processor, spell-check and print medical documents, and format patient histories, operative reports, consultations, discharge summaries, and letters. 20 hrs.
- Wednesday, 8:00 - 10:00 p.m.
- October 21 - January 13, 2010
  $305 • 10 sessions • TBA

AH-852, Section TU21-QC
Patient Care Skills, Basic
Note: Open to all Healthcare Career Programs Students
Cover skills common to private practice and hospital clinical work. Includes obtaining medical histories, vital signs (blood pressure, temperature, pulse/respiration rates), and preparing/draping patient for physician examination, plus infection control, proper gloving techniques, first aid care and emergency procedures. 24 hrs. Textbook(s) required.
- Tuesday, 6:00 - 8:00 p.m.
- October 13 - January 5, 2010
  $310 • 12 sessions • TBA

AH-400, Section MW21-QC
Medical Transcription Certificate Program
Prerequisite: High school diploma/GED, 25+ w.p.m. typing, excellent English grammar and spelling.
This complete transcription course meets twice a week, once for instruction — including medical terminology, transcription guidelines and medical document formatting — and once for lab practice using a computer and dictaphone to produce medical documents with teacher guidance. (You must complete a portfolio of transcription documents which require extra practice time.) To use college facilities and transcribers, you must obtain a lab ID card for unlimited free use during posted lab hours for the current semester. 72 hrs.
Class size is limited, please register early. Textbooks and transcription tapes required.
- Monday & Wednesday, 6:00 - 8:30 p.m.
- October 19 - January 25, 2010
  $675 • 24 sessions • TBA

*can be taken first or second semester
HEALTHCARE CAREERS
Diane Gabagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

AH-958, Section WE21-QC
Pharmacology, Theory & Calculations
Medical personnel need to have an understanding of basic pharmacology and mathematical calculations to work effectively in a healthcare setting. Some of the topics covered in this introductory course include: interpreting patients' written prescriptions, routes of administration, contain dictations of medications, generic and brand name drugs, medical pharmaceutical abbreviations and basic mathematics pertinent to pharmaceutical calculations. This course is also recommended for students who wish to become pharmacy technicians but need a review of mathematical concepts in order to pass the entrance examination. 24 hrs.

Wednesday, 6:00 - 8:00 p.m.
October 21 - January 27, 2010
$325 • 12 sessions • Ernest Avallone

AH-959 Section TH21 – QC
Cardiac A&P with Pharmacology & Diagnostics
Structure and function of the heart and blood vessels are covered. Stress testing protocols: Bruce modified Bruce and Naughton. Other diagnostic tests will be discussed, echocardiography, angiography, and nuclear scans. Risk factors for heart disease, their detection and normal parameters. Emergency cardiac medication, antiarrhythmics, and antihypertensives will be discussed. 20 hrs.

Thursday, 6:00 – 8:00 p.m.
October 15 - January 7, 2010
$280 • 10 sessions • Shiva Seejore

AH-109, Section WE21-QC
Registration & Diagnostic Scheduling
Gain knowledge of how to obtain information from patients, for medical records and insurance billing. Procedures in verifying various types of insurance coverage and securing pre-certifications for admissions and surgeries will be discussed. In addition, scheduling of surgical procedures and diagnostic tests will be reviewed. 24 hrs.

Wednesday, 6:00 - 8:00 p.m.
October 21 - January 27, 2010
$310 • 12 sessions • Lucille Edele

CP-200, Typing on the Computer for Speed & Accuracy
SEE PAGE 43 FOR SCHEDULE

AH-855, Section WE21-QC
Venipuncture & Specimen Collection
Explore the anatomy and physiology of the venous system and the proper techniques for obtaining blood specimens from adults. Learn vacuum tube collection and the use of winged infusion sets for phlebotomy with special procedures for glucose tolerance, therapeutic drug monitoring and special handling. 22 hrs.

Wednesday, 8:00 - 10:00 p.m.
October 21 - January 20, 2010
$300 • 11 sessions • Joanne Douglas
*can be taken first or second semester

CP-203, Word
SEE PAGE 44 FOR SCHEDULE

AH-208, Section TH21-QC
Workers Comp / No-Fault Billing
This is an introductory course for those entering the medical billing profession. You will obtain experience with No Fault and Worker’s Comp claims and billing. Learn the regulations and medical guidelines required for correct billing and reimbursement. Identify the required forms; who should file and timely filing guidelines. Complete and review forms for correct documentation and become acquainted with the arbitration process. 12 hrs.

Thursday, 6:00 - 8:00 p.m.
October 15 - November 19
$185 • 6 sessions • Mariela Russell

AH-860, Section FR21-QC
Interpersonal Communications
Addresses basic human needs, understanding mental illness and the death and dying process. The patient’s right to privacy and choice of treatment as it applies to the medical office staff is discussed. 24 hrs. Textbook(s) required. ICD coding book (Vol. 3) and textbook are required.

Friday, 6:00 - 9:00 p.m.
October 23 - December 18
$275 • 8 sessions • Robert Lawrence Friedman

PHARMACY TECHNICIAN TEST PREPARATION
As a technician, you will receive written prescriptions or requests for refills and electronic prescriptions from the doctor’s office. Working alongside the pharmacist, you may retrieve, count, pour, weigh, measure and sometimes even mix the medication. Once the prescription is prepared, you’ll price and file the prescription, prepare insurance claims and stock and check inventories. Hospital technicians have different challenges. They read patients’ charts, then prepare and deliver the medicine to patients, after the pharmacist checks it. Technicians often assemble a 24-hour supply of medications for patients, packaging and labeling each dose.

TO TAKE THIS COURSE:
First, pass the math test given at Queens College. Call (718) 997-5704 for the location. If the scheduled date is not suitable, you may call for an appointment. Second, register for the course. Prerequisite: HS Diploma/GED

Pharmacy Math Placement Test Date:
Tuesday, September 22
6:00 – 8:00 p.m.

PT-100, Section TU21-QC
Professional Pharmacy Technician Test Prep
Course topics will include: pharmacy laws in reference to Federal and State drug regulations/controls, pharmaceutical/medical terminologies, prescriptions, calculating doses for oral and intravenous preparations, dosage formulations, routes of administration, parenteral medications, compounding, and sterile products. Also reviewed will be basic human anatomy and how drugs affect the human organ systems.

You will gain an understanding of basic biopharmaceutics (factors affecting drug activity). Also covered is the use of computer technology for inventory management, financial budgeting, drug plan insurance verification, and the use of reference material, both text and journals. Practice exams will be offered throughout the course to help with test taking skills. 38.5 contact hours.

Tuesday, 6:15 - 9:45 p.m.
October 13 - December 22
$825 • 11 sessions • Karen Muir

PLEASE NOTE DEADLINE!
To take the Pharmacy Technician exam you must register with the Pharmacy Technician Certification Board: call 1(800) 363-8012, opt. 9, to get an application or online at www.ptcb.org. For additional information, call: 1 (877) 782-2888.
HEALTHCARE CAREERS
Diane Gahagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

HEALTHCARE CAREER PROGRAMS FAST TRACK
These courses are for Allied Health professionals who do not need or want to commit to a certificate program, but wish to broaden their knowledge and skills, and add to their credentials.

AH-550, Section SA11-QC
CPR: Cardiopulmonary Resuscitation
Adult/Child/Infant*
How to recognize the signs and symptoms of a heart attack or life-threatening heart-related problems and how to administer care to an adult, child or infant who has stopped breathing, is choking or whose heart has stopped beating. This course includes materials. For medical personnel and others who require certification. 10 hrs. Materials included.
- Saturday, 2:00 - 4:00 p.m.
  October 17 - November 14
  $125 • 5 sessions • Arline Ellison

AH-958, SectionWE21-QC
Pharmacology, Theory & Calculations
Medical personnel need to have an understanding of basic pharmacology and mathematical calculations to work effectively in a healthcare setting. Some of the topics covered in this introductory course include: interpreting patients’ written prescriptions, routes of administration, contain dictations of medications, generic and brand name drugs, medical pharmaceutical abbreviations and basic mathematics pertinent to pharmaceutical calculations. This course is also recommended for students who wish to become pharmacy technicians but need a review of mathematical concepts in order to pass the entrance examination. 18 hrs.
- Wednesday, 6:00 - 8:00 p.m.
  October 21 - January 27, 2010
  $325 • 12 sessions • Ernest Avallone

AH-611, Section TH21-QC
CPC: Certified Procedural Coder
Prerequisite: AH-200, ICD-9, AH-202, CPT4 and/or one year field experience.
This is the class for you! Sign up now if you want to pass the CPC certification exam and get national recognition as a certified procedural coder. Topics include an intensive review of how and when to use specific CPT and HCPCS codes, coding scenarios, sample test questions, problem solving and analysis of codes as well as test-taking strategies. Taught by a Certified Procedural Coder. Upon completion of this course, you can register to take the CPC exam. For more information about CPC certification, check the AA PC Website at www.aapc.org or call 1-(516) 987-6853. 30 hrs.
- Thursday, 6:30 - 9:30 p.m.
  October 15 - January 7, 2010
  $420 • 10 sessions • Marguerite Spence

AH-252, Section TR21-QC
Computer Success for Medical Personnel
Certain computer applications and specific skills are essential for you to know in order to gain employment in a physician’s office or medical facility. This hands-on course provides an introduction to the following software programs. Microsoft Word (word processing program), Excel (spreadsheet program), Power Point (presentation program), Access (database program) as well as Medical Transcription equipment and practice. You will also be taught the basics of computers (hardware/software) and internet search engines. 15 hrs.
- Tuesday & Thursday, 5:45 - 8:45 p.m.
  September 8 - September 22
  $210 • 5 sessions • Diane Gahagan/Winfield Eng

AH-208, Section TH21-QC
Workers Comp/No Fault Billing
Interested in expanding your knowledge in medical billing? This is an introductory course for those entering the medical billing profession. You will obtain experience with No Fault and Worker’s Comp claims and billing. Learn the regulations and medical guidelines required for correct billing and reimbursement. Identify the required forms; who should file and timely filing guidelines. Complete and review forms for correct documentation and become acquainted with the arbitration process. 12 hrs.
- Thursday, 6:00 - 8:00 p.m.
  October 15 - November 19
  $185 • 6 sessions • Mariela Russell

Also of Interest....
The NYHQ Cardiac Health Center's Weight Management Program
This is a comprehensive three pronged approach to help achieve long-term weight loss and maintenance. Through the healthy combinations of diet, exercise and behavior changes, our program was developed as the most effective way to lose weight and keep it off. Call 718-670-1695 for information, class, schedule and registration. Please mention seeing this ad in our catalog.
LIFE-LONG LEARNING
Diane Gahagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

The Life-Long Learning Program is a low-cost educational program for mature adults. There are no tests, grades or pressure—just learning for your personal interest and enjoyment in classes taught by distinguished faculty and professionals. From Shakespeare to computers, it's your choice. It's never too late to learn something new or to revisit something learned long ago. Classes are held during the day, on the Queens College Campus.

COA-160, Section TU11-QC
The Roots of American Foreign Policy
We will examine vital decisions of the Supreme Court as they impacted on American Society, as well as the role of judicial leadership and personality of the decisions. 16 hrs.
- Tuesday, 2:00 - 4:00 p.m.
  October 13 - December 1
  $130 • 8 sessions • Len Gappelberg

COA-146, Section MO11-QC
So You Want to Write! A Creative Writing Workshop for Beginners
This workshop introduces participants to literary techniques and genres found in fiction to help make their own writing more dramatic and vivid. Through guided exercise and examples, students will develop their own individual writing styles. Literary nonfiction based on personal non fiction is created and explored. Students learn from each other as they share and critique completed pieces and works in progress. Students are supplied with the resources needed to further develop themselves as writers. 16 hrs.
- Monday, 10:00 - 12:00 noon
  October 19 - December 7
  $130 • 8 sessions • Stella Grillo

COA-147, Section MO11-QC
“The Story of Me”: An Introductory Autobiography Workshop
Have you ever thought “My life would make a great book”? Do you want to leave your story behind for future generations? Do you want to reminisce about your life? Then this workshop is for you! Through guided exercises and class discussions, participants begin the process of examining and writing about their lives and the important events that shaped them. Everyone has an exciting story to tell about his/her life. Join us and begin the process of telling your story. 16 hrs.
- Monday, 12:00 noon - 2:00 p.m.
  October 19 - December 7
  $130 • 8 sessions • Stella Grillo

COA-159, Section MO11-QC
File Management & Backup
The computer is a great tool for writing documents, building spreadsheets, even editing photos. Use folders to organize your file library. Learn how to copy your photo files from your camera to computer or copy music files from your computer to your MP3 player. Learn how easy and important it is to backup your precious files. 6 hrs.
- Monday, 10:00 a.m. - 12:00 noon
  December 7 - December 21
  $130 • 3 sessions • Winfield Eng

For more classes Check out our Enrichment Courses on pages 15-18
Learn the skills you need to begin a new direction with the following online home-based Certificate Programs. To register and to view the curriculum for each program, visit our website at http://www.cep.qc.edu/online/onlinecertprogram.htm

The following Certificates are available for:

**Fitness and Nutrition $598**
Learn the skills you need to become a Fitness and Nutrition professional at home, at your own pace. Achieve your dreams, new career, better salary, and the satisfaction that comes with helping your clients look and feel better. Train quickly and conveniently through distance learning. Cover these topics and more. Managing personal health, fitness and injury prevention, Sports nutrition, Promoting lifestyle changes, and Stress management and reduction. You'll get valuable information about important fitness issues from designing conditioning programs to exercise testing and fitness evaluation.

**Court Reporter $2998**
Train to be a court reporter — at home, at your own pace. Unlike a traditional court reporter school, our program features self-guided, independent learning. You’ll get hands-on training in; Court and Realtime Reporting, Written Communication and Personal Skills, Legal and Medical Terminology, Professionalism and Speed Development, and Advanced Realtime Skills.

**Dog Obedience Trainer/Instructor $898**
There are certain skills you need to begin a career as a Dog Obedience Trainer or Instructor. The Dog Obedience Trainer/Instructor Program helps you learn them quickly and conveniently. You’ll learn; To understand dog behavior, communication, and use of the senses, How to influence dog behavior using conditioning and reinforcement, House training, crate training, hunting training, and basic veterinary issues, How to deal with behavior problems and teach competition obedience.

**Veterinary Assistant $798**
Learn the skills you need to become a Veterinary Assistant at home, at your own pace. Work with animals! The Veterinary Assistant Program can help you make a difference your abilities can keep animals healthy, nurse them when ill even save their lives. Train quickly and conveniently. Learn how to; Obtain animal health histories and records, Provide specialized nursing care, Assist in surgical procedures, Wash, feed, and care for animals, and much more. You’ll get valuable information about animal-related issues from care and handling to veterinary practice and administration.

**Catering/Gourmet Cooking $798**
Learn the skills you need to succeed in Catering/Gourmet Cooking — at home, at your own pace. Develop your natural talent for Catering and Gourmet Cooking with the Catering and Gourmet Cooking distance learning program. Your customers, neighbors, and friends will respect your skills and admire the exquisite meals you prepare and serve. Train quickly and conveniently with our Quick Learn method. Learn about; Food and beverage styles involved in catering, The gourmet kitchen and the culinary professional, Preparing poultry, fish, game, and shellfish, and Baking and pastry. You’ll get valuable information about different cuts of meat and how to prepare them, as well as basic and advanced presentation.

**Pet Groomer $798**
Learn how to become a Pet Groomer at home, at your own pace. There are certain skills you need to begin a career as a Pet Groomer. The Pet Groomer Program helps you learn them quickly and conveniently. You’ll get hands-on training in; Basics and equipment of pet grooming, Maintenance and care of kennels and crates, Dog types, personalities, and handling, Cat types, personalities, and handling, Basic health care of dogs and cats.

**Wildlife/Forestry Conservation $698**
Turn your love of the great outdoors into a rewarding career with the Wildlife/Forestry Conservation Program. Train quickly and conveniently with our proven distance learning method. Earn your Career Diploma in Wildlife/Forestry Conservation in as little as six months. You’ll learn all about; Wildlife law enforcement and population management, Forest ecology and protection, Park and recreational facility operation, and Field equipment and safety.

**Interior Decorator $698**
Learn the skills you need to become an Interior Decorator at home, at your own pace. Develop your natural talent for interior design with the Interior Decorator Program. Train quickly and conveniently. Learn to; Determine your clients’ needs and priorities, Use the elements and principles of design and color, Choose the best treatments for walls, floors, and windows, Start and operate your own business as an Interior Decorator. Get hands-on experience in furniture buying, fabric selection, dealing with suppliers.

**Professional Bridal Consultant $798**
Learn to be a Professional Bridal Consultant at home, at your own pace. Turn your dream of becoming a Bridal Consultant into an exciting career with the Professional Bridal Consultant Program. Train quickly and conveniently. Learn to; Arrange for photography, Coordinate and plan ceremonies and receptions, Plan and order floral arrangements, clothing and invitations, Start and operate your own business as a wedding planner.

**Professional Landscaper $998**
Become a Professional Landscaper at home, at your own pace. The Professional Landscaper Program helps you learn them quickly and conveniently. You’ll learn about; Plant health, soil, and fertilizers used in landscaping, Servicing garden tractors and other tools used in landscaping, Creating landscaping designs using shrubs and ground covers, Specialty landscaping, starting and operating your own landscaping business.
PARALEGAL PROGRAM

While some paralegals benefit from on the job training, the Bureau of Labor Statistics suggests that most employers prefer graduates of paralegal education programs.

Advisory Board

Chair
Catherine R. Glover, Esq.
Helen Armagno*
Sheila Beverly-Skinner
Douglas Boettner
Hugh W. Campbell, Esq.
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Dorota Marculewicz*
Edward H. Rosenthal, Esq.
Hon. Martin Shulman
Sheila Steiner*
Guy Vitacco, Jr., Esq.

*Paralegal

Program Objectives

To provide comprehensive and practical training in those areas of the law that prepare paralegals to assist attorneys. Your career training includes client interviews, legal research factual analysis, case preparation for civil litigation and criminal proceedings, preparation of legal documents and other forms, case schedule maintenance, and law office administration. Paralegals are prohibited by law from offering legal advice. Our Program teaches and reviews the ethical considerations involved in the paralegal field. (Continuing professional courses are also available for graduates and practicing paralegals.)

Very Special Features of Our Program

ABA-approved
Approved for Veterans benefits and other voucher systems
Day, Evening, Combination and Weekend Certificate Programs
Faculty and Advisory Board includes prominent judges, attorneys and paralegals
Paralegal Studies library on campus
Internship course provides on-the-job experience
Placement assistance offered to graduates (Placement not guaranteed)
Westlaw online access

Admission to the Program

Submit the following:

A completed Legal Studies Program application. Pick one up in the CEP office (Kiely Hall, Room 111) or call 718-997-5709.
A non refundable $35 application fee.
An official college transcript indicating 60 credits (18 in Liberal Arts subjects spread over three different disciplines) before starting the program.
Proof of college-level writing proficiency, satisfied by a Bachelor’s or Associate of Arts degree or a college-level English Comprehension Course, or by taking a writing proficiency exam before classes begin.

Send all applications to:
Sharon Shulman, Esq.
Director, Paralegal Studies Program
Queens College, Continuing Education Program
65-30 Kissena Blvd., Flushing, New York 11367

Please note, you can take up to two courses as a non-enrolled student.

In accordance with American Bar Association guidelines (ABA), students may not register for more than two courses without enrolling in the Certificate Program. These two courses cannot be in the Accelerated Day Program. If you take additional courses, they will not count toward fulfilling certificate requirements, even if you later apply and are accepted into the program. Students may not register for a course after the first meeting of a class.

Certificate of Completion

Receive a Certificate of Completion after
Satisfactorily complete twelve paralegal courses (5 required & 7 electives)
Attend 80% of all class sessions
Receive a grade of C or better in each required course
Earn an overall grade point average of 3.0 (B) upon graduation.
Students with an overall A- average graduate with distinction.

Students who receive less than C in a required course will be placed on academic probation and may not register for additional courses until they receive a grade of C or better in that course.

Some General Information

No exemptions to college credit requirements.
Students must fulfill certificate requirements in effect at the time of their admission to the program.
Required courses must be completed satisfactorily before students can register for elective courses.
Those who do not complete required course work or take the final exam receive a failing grade unless a compelling reason is presented to the instructor. A student with an Incomplete cannot receive a Certificate of Completion.
Students wishing to register for the Accelerated Program must be interviewed.
All materials are included in tuition.
Textbooks are not included.

Students who are not computer literate should take CP-135 Intensive Computer Workshop. In the field of law, computer proficiency is very important. see page 43

CLASS LOCATIONS

Paralegal classes are held at:
Queens College Campus (QC)
65-30 Kissena Boulevard, Flushing, New York
Lehman College Campus (LC)
250 Bedford Park Boulevard, Bronx, New York

ATTENDANCE OPTIONS

EVENING PROGRAM

The Evening Certificate Program can be completed in approximately three semesters or students can choose to proceed more slowly. Evening courses meet once a week for 12–14 sessions in the Fall and Spring semesters, and twice a week for 12–14 sessions in the summer semester.

COMBINATION PROGRAM

Register for both evening and weekend classes. Register early. Space is limited.

FALL AND SPRING ONLY

ACCELERATED WEEKEND PROGRAM

The Weekend Accelerated Certificate Program can be completed in eight months. Students enter in the Fall semester. Courses are offered for eight or nine sessions, from 9:00 - 12:00 noon and from 1:00 - 4:00 pm, on Saturdays and Sundays.

ACCELERATED DAY PROGRAM

Complete the day program in approximately four and a half months. Classes meet daily, Monday through Friday from 9:00 a.m. to 2:00 p.m. Students must be interviewed by the coordinator before registering.

LEHMAN COLLEGE CAMPUS PROGRAM

This four (4) part combination weekend/evening program is offered exclusively on the Lehman College campus. This program meets Saturdays, 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m. and on Thursdays 7:00 - 10:00 p.m.

STUDENTS MUST ENTER IN THE FALL SEMESTER
PARALEGAL PROGRAM
Sharon Shulman, Esq., Director / Connie Venieris, Coordinator

ACCELERATED DAY PROGRAM

Courses Only at Queens College
PS-400-415-QC

Accelerated Day Program
Courses are offered Monday through Friday 9:00 to 11:00 a.m. and 12 noon to 2:00 p.m. from October 13 - February 26. Students in the day program must begin on October 13 and take all twelve day courses. 298 hrs.

The Accelerated Day Program includes:
- Introduction to the Law and Ethics
- Litigation I
- Legal Writing
- Legal Research
- Litigation II
- Law Office Technology
- Family Law
- Criminal Law
- Real Property Law
- Wills, Trusts & Estates
- Torts and Insurance Law
- Contracts and the Uniform Commercial Code

To register for these courses, students must apply for acceptance into the Paralegal Certificate Program (See instructions under Admission to the Certified Program and requirements for the Certificate under Certificate of Completion.)

Tuition for the Accelerated Day Program is $4,350, payable in three installments. $1,500 is due at registration; $1,500 by November 25 and $1,350 by January 15, 2010. Fee includes registration and materials fee. Please consult with the Paralegal Office before you register for these classes.

REQUIRED COURSES
- PS-100 Introduction to the Law and Ethics
- PS-101 Legal Writing for Paralegals
- PS-102, See Sections Below
- PS-103, See Sections Below
- PS-104, See Sections Below

ELECTIVE COURSES
- PS-200 Personal Injury, Torts, and Insurance Law
- PS-203 Bankruptcy Law
- PS-204 Family Law
- PS-205 Wills, Trusts, and Estates
- PS-206 Criminal Law
- PS-208 Contracts and the U.C.C.
- PS-209 Corporation Law
- PS-210 Paralegal Internship
- PS-213 Elder Law
- PS-215 Real Property Law
- PS-217 Law Office Management
- PS-230 Intellectual Property
- PS-234 Law Office Technology
- PS-239 Probate Preparation for Estates
- PS-240 Medical Malpractice for Paralegals
- PS-242 Advanced Legal Analysis

*Not every course is offered every semester. All materials and technology fees are included in tuition.

REQUIRED COURSES
*PS-100, See Sections Below

Introduction to the Law and Ethics
An introduction to law and the legal system. Topics include: how laws are made and how they affect society; federal, state and local court systems; language of the legal profession; legal case analysis; the paralegal’s role and ethics. 26 hrs.

- Section MO21 – QC
  Monday, 8:20 - 10:20 p.m.
  October 19 - January 12, 2010
  $350 • 12 sessions • Brian Lowy, Esq.

- Section SA12 – QC
  Saturday, 9:00 a.m. - 12:00 noon
  October 19 - December 25
  $395 • 14 sessions • Richard Chase, Esq.

- Section SU12 – QC
  Sunday, 1:00 - 4:00 p.m.
  October 24 - December 19
  $395 • 14 sessions • Hon. Cheryl Joseph

- Section SU12 – QC
  Sunday, 1:00 - 4:00 p.m.
  October 19 - December 25
  (last session is 4 hours)
  $395 • 9 sessions • David Rosen, Esq.

PS-101, See Sections Below
Legal Writing for Paralegals
Good paralegals always express themselves clearly in writing. So sharpen your ability to argue legal issues effectively. You will prepare several law-related assignments. 24 hrs.

Prerequisite: A foundation in basic grammar; English as first language or high fluency.

- Section TU21 – QC
  Tuesday, 6:10 - 8:10 p.m.
  October 13 - January 12, 2010
  $350 • 12 sessions • Hon. Cheryl Joseph

- Section SU12 – QC
  Sunday, 1:00 - 4:00 p.m.
  October 18 - December 13
  $350 • 8 sessions • Jeffrey Jackson, Esq.

OPEN HOUSE
QUEENS COLLEGE
Monday, September 14, 2009
6:00 - 8:00 pm

LEHMAN COLLEGE
Tuesday, September 8, 2009
6:30 - 8:00 pm

PS-102, See Sections Below
Legal Research
Provides an essential foundation in the methods of legal research, including effective use of the law library and primary legal source materials. Lectures and assignments emphasize the proper procedures for researching state and federal statutes, finding legal precedents based on court decisions, and using legal encyclopedias, digests, and Shepard’s Citations. Each person must prepare a memorandum of law that requires library work outside of class. 24 hrs.

- Section MO21 - QC
  Monday, 6:10 - 8:10 p.m.
  October 19 - January 11, 2010
  $350 • 12 sessions • Brian Lowy, Esq.

- Section SA12 - QC
  Saturday, 1:00 - 4:00 p.m.
  October 17 - December 12
  $350 • 8 sessions • Brian Lowy, Esq.

PS-103, See Sections Below
Litigation I (Civil)
Explore the civil lawsuit from service of summons to complaint, responsive pleadings, and preparation for trial. It emphasizes substantive law concerning jurisdiction, venue, statutes of limitation, proper service of pleadings, disclosure, motion practice and calendar practice. Assignments include preparation of litigation-related documents. 28 hrs.

- Section MO21 – QC
  Tuesday, 8:20 - 10:20 p.m.
  October 13 - January 19, 2010
  $395 • 14 sessions • Richard Chase, Esq.

- Section SU12 – QC
  Saturday, 9:00 a.m. - 12:00 noon
  October 18 - December 20
  (last session is 4 hours)
  $395 • 9 sessions • David Rosen, Esq.

PS-104, See Sections Below
Litigation II (Civil)
Continuation of Litigation I includes trial preparation, rules of evidence, judgment, and appeal. Even more than in Litigation I, you will get practical experience in document preparation. Prerequisite: PS-103. 28 hrs.

- Section TU21-QC
  Tuesday, 6:10 - 8:10 p.m.
  October 13 - January 19, 2010
  $395 • 14 sessions • Hon. Carolyn Wade

- Section SU12 – QC
  Saturday, 9:00 a.m. - 12:00 noon
  January 9 - March 13, 2010
  (last session is 4 hours)
  $395 • 9 sessions • Hon. Cheryl Joseph
PARALEGAL PROGRAM
Sharon Shulman, Esq., Director / Connie Venieris, Coordinator

ELECTIVES
Electives may be taken in any order unless otherwise noted. Students must complete required courses satisfactorily before registering for these courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Title</th>
<th>Description</th>
<th>Dates</th>
<th>Fee</th>
<th>Sessions</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS-200</td>
<td>SU11-QC</td>
<td>Personal Injury Torts &amp; Insurance Law</td>
<td>Explores personal injury litigation and various forms of tort liability, including negligence, malpractice, and product liability from both plaintiff’s and defendant’s perspective. You will consider the importance of insurance and learn about your rights under the standard New York automobile liability policy.</td>
<td>24 hrs.</td>
<td>$350</td>
<td>8</td>
<td>David Rosen, Esq.</td>
</tr>
<tr>
<td>PS-204</td>
<td>MO21-QC</td>
<td>Family Law</td>
<td>Basic course in substantive and procedural law concerning matrimonial practice covers Family Court and Supreme Court jurisdiction and procedure, divorce, separation, annulment and dissolution, and equitable distribution of marital assets. Also: pretrial motions; discovery, maintenance (alimony), child support and custody, preparation of judgments, calendar practice, enforcement and modification of judgments.</td>
<td>24 hrs.</td>
<td>$350</td>
<td>12</td>
<td>Theodore Fodera, Esq.</td>
</tr>
<tr>
<td>PS-205</td>
<td>WE21-QC</td>
<td>Wills, Trusts &amp; Estates</td>
<td>Students will receive instruction on the preparation and use of wills, trusts, powers of attorney, health care proxies, living wills and other related legal documents.</td>
<td>24 hrs.</td>
<td>$350</td>
<td>12</td>
<td>Sharon Shulman, Esq.</td>
</tr>
<tr>
<td>PS-208</td>
<td>SU11-QC</td>
<td>Contracts and the Uniform Commercial Code</td>
<td>Principles of contract law, including offer, acceptance, and consideration are covered. It explores the law of contracts and its effect on everyday business transactions, with special attention to the Uniform Commercial Code (U.C.C.).</td>
<td>24 hrs.</td>
<td>$350</td>
<td>8</td>
<td>Robert Greenberg, Esq.</td>
</tr>
<tr>
<td>PS-206</td>
<td>SA11-QC</td>
<td>Criminal Law</td>
<td>This introduction to criminal law, from arrest, arraignment, and motion practice through trial and appeal, includes topics of search and seizure, warrants, grand jury proceedings, pretrial discovery, pretrial motions, and speedy trial. You will prepare motions, memoranda of law, and other relevant documents.</td>
<td>24 hrs.</td>
<td>$350</td>
<td>8</td>
<td>Brian H. Lowy, Esq.</td>
</tr>
<tr>
<td>PS-210</td>
<td>IN11-QC</td>
<td>Paralegal Internship</td>
<td>This is special. It supplements course training with practical skills gained on the job. A limited number of internships are available in public agencies and private law firms, placement is not guaranteed. Interns are required to work 24 seven-hour days, and they must speak periodically with the instructor reviewing their work. Grading is pass/fail, and a passing grade depends on a satisfactory evaluation from the employer. The internship program is open only to students who have satisfactorily completed all required courses and have a 3.0 average. To apply for an internship, you must submit a memorandum of law, a recent résumé, letters of recommendation from two paralegal instructors, and you must be interviewed by the instructor before registering. To schedule an interview, call 718-997-5709.</td>
<td>24 hrs.</td>
<td>$350</td>
<td>24 days (168 hours)</td>
<td>Theodore Fodera, Esq.</td>
</tr>
<tr>
<td>PS-215</td>
<td>TH21-QC</td>
<td>Real Property Law</td>
<td>Introduces students to real estate transactions and principles of law including contracts of sale, deeds, leases, landlord and tenant relations, liens, easements, and other encumbrances, supplementary real estate instruments, bonds, and mortgages, title search, insurance closing and recording, cooperatives, condominiums, and home ownership. Gives detailed instruction on drafting and preparing conveyances and other real property instruments in common usage.</td>
<td>24 hrs.</td>
<td>$350</td>
<td>12</td>
<td>Elena Razis, Esq.</td>
</tr>
</tbody>
</table>

PS-222, Section TH21-QC
Job Search Techniques Workshop
Free for current Queens College Paralegal Certificate students and graduates.
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Sessions</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 14</td>
<td>6:00 - 9:00 p.m.</td>
<td>FREE</td>
<td>1</td>
<td>Nicolai Boros</td>
</tr>
</tbody>
</table>

PS-239, Section TU21-QC
Probate Preparation for Estates
A comprehensive survey of Probate and other Surrogate's court forms. Learn how to complete forms accurately and evaluate the essential information required to file paperwork with the court. Each session will address many confusing issues and clarify key points about forms, statutes and filing procedures. This class is a must to gain practical and procedural knowledge in trusts and estates practice. | 24 hrs. | $350 | 12 | Mark J. Chotkowski |
| PS-230, Section WE21-QC | Intellectual Property | Take the first step towards becoming an intellectual property paralegal. Learn the basics of intellectual property law, how companies protect their intellectual property in the real world, how to file trademarks and copyrights online, and the effect of intellectual property on the Internet. | 24 hrs. | $350 | 12 | Mitchell Rothenberg, Esq. |
| PS-234, Section MO21-QC | Law Office Technology | For paralegals experienced in the basics of law office computing, this hands-on course focuses on electronically assisted legal research, specifically; Westlaw and Internet sites. Also included: database creation and data entry as they relate to the production of law office documents, plus an introduction to time and case management software and the law office billing program PC Law©. | 24 hrs. | $350 | 12 | Mitchell Rothenberg, Esq. |

CONTINUING PROFESSIONAL EDUCATION FOR THE PRACTICING PARALEGAL

PS-312, Section SU11-QC
Legal Proofreading Seminar
Large law firms employ individuals whose sole function is legal proofreading, but smaller firms delegate this function to their legal support staff who are often not trained to handle such work. After learning how to handle solid reads, redlining, blacklining and cumulative blacklining, as well as more general proofreading elements such as checking legal documents for format, spelling, and style, you will be able to handle proofreading assignments at firms of any size. Double your chances of working in the legal environment by learning this invaluable skill. | 8 hrs. | $110 | 1 | Nicolai Boros |
PARALEGAL PROGRAM
Sharon Shulman, Esq., Director / Connie Venieris, Coordinator

THE QUEENS COLLEGE/CEP PARALEGAL STUDIES PROGRAM
SCHEDULE OF CLASSES
FALL 2009
LEHMAN COLLEGE CAMPUS-LC
250 Bedford Park Boulevard West
Bronx, NY 10468
This four (4) part combination weekend/evening program is offered exclusively on the Lehman College campus. Students taking this program in its entirety will save $225. The total cost of the program excluding textbooks will be $4,160. (Registration fees included).
If the courses are taken individually, the cost of the entire program will be $4,385. Each semester requires a $20 fee if taken individually. If you opt to take classes individually, you may take classes at either Queens or Lehman Campus.

Group I - Fall Semester
Tuition: $1,040 (due at registration)
PS-100, Section SA11-LC
Introduction to the Law and Ethics
An introduction to law and the legal system. Topics include: how laws are made and how they affect society; federal, state and local court systems; language of the legal profession; legal case analysis; the paralegal's role and ethics. 26 hrs.
Saturday, 9:00 a.m. - 12:00 noon
October 17 - December 19
(last class 2 hours)
$385 • 9 sessions • TBA

PS-102, Section TH21-LC
Legal Research
Provides an essential foundation in the methods of legal research. Students learn effective use of the law library and primary legal source materials. Lectures and assignments emphasize the proper procedures for researching state and federal statutes, finding legal precedents based on court decisions, and using legal encyclopedias, digests and Shepard's Citations. Course requires library work outside of class. 24 hrs.
Thursday, 7:00 - 10:00 p.m.
October 22 - December 17
$350 • 8 sessions • TBA

PS-103, Section SA11-LC
Litigation I
Explore the civil lawsuit from service of summons to complaint, responsive pleadings, and preparation for trial. It emphasizes substantive law concerning jurisdiction, venue & statutes of limitation, proper service of pleadings, disclosure, motion practice and calendar practice. Assignments include preparation of litigation related documents. 28 hrs.
Saturday, 1:00 - 4:00 p.m.
October 17 - December 19
(last session is 4 hours)
$395 • 9 sessions • TBA

PS-101, Section SA11-LC
Legal Writing for Paralegals
Good paralegals always express themselves clearly in writing. Sharpen your ability to argue legal issues effectively. You will prepare several law-related assignments. Prerequisite: A foundation in basic grammar. English as first language or high fluency. 24 hrs.
Saturday, 9:00 - 12:00 noon
January 9 - March 6, 2010
$350 • 8 sessions • TBA

PS-104, Section SA11-LC
Litigation II
Continuation of Litigation I includes trial preparation, rules of evidence, judgement and appeal. More than in Litigation I, you will get practical experience in document preparation. 28 hrs.
Prerequisite: PS-103
Saturday, 1:00 - 4:00 p.m.
January 9 - March 13, 2010
(last session is 4 hours)
$395 • 9 sessions • TBA

PS-206, Section TH21-LC
Criminal Law
This introduction to criminal law, from arrest, arraignment, and motion practice through trial and appeal, includes topics of search and seizure, warrants, grand jury proceedings, pretrial discovery, pretrial motions, and speedy trial. You will prepare motions, memoranda of law, and other relevant documents. 24 hrs.
Thursday, 7:00 - 10:00 p.m.
January 14 - March 4, 2010
$350 • 8 sessions • TBA

Group II - Fall Semester
Tuition: $1,040 (due at registration)
(dates subject to change)

PS-200, Section SA11-LC
Personal Injury, Torts & Insurance Law
Explores personal injury litigation and various forms of tort liability, including negligence, malpractice, and product liability from both plaintiff's and defendant's perspective. You will consider the importance of insurance and learn about your rights under the New York automobile liability policy. 24 hrs.
Saturday, 9:00 a.m. - 12:00 noon
March 20 - June 5
$350 • 8 sessions • TBA

PS-215, Section SA11-LC
Real Property Law
Introduces students to real estate transactions and principles of law including contracts of sale, deeds, leases, landlord and tenant relations, liens, easements, and other encumbrances, supplementary real estate instruments, bonds, and mortgages, title search, insurance closing and recording, cooperatives, condominiums, and home ownership. Given detailed instruction on drafting and preparing conveyances and other real property instruments in common usage. 24 hrs.
Saturday, 1:00 - 4:00 p.m.
March 20 - June 5
$350 • 8 sessions • TBA

Group IV - Summer Semester
Tuition: $1,040 (due at registration)
(dates subject to change)

PS-234, Section TH21-LC
Law Office Technology
For paralegals who are experienced with the basics of the law office computing, this hands-on course focuses on electronically assisted legal research, specifically Westlaw and Internet sites. Also included: database creation and date entry as they relate to the production of law office documents, plus an introduction to time and case management software and the law office billing program PCLaw®. 24 hrs.
Thursday, 7:00 - 10:00 p.m.
June 17 - August 5
$350 • 8 sessions • TBA

PS-208, Section SA11-LC
Contracts & UCC
Principles of contract law, including offer acceptance, and consideration are covered. It explores the law of contracts and its effect on everyday business transactions, with special attention to the Uniform Commercial Code (UCC). 24 hrs.
Saturday, 9:00 a.m. - 12:00 noon
June 26 - August 14
$350 • 8 sessions • TBA

PS-205, Section SA11-LC
Wills, Trusts & Estates
Prepare pertinent legal forms for trusts and estates based on hypothetical case studies. Topics include will drafting and statutory requirements for execution of a will, use of trusts, preparation of an estate plan, and Surrogates’s Court practice, probate, administration, and small estate procedures. 24 hrs.
Saturday, 1:00 - 4:00 p.m.
June 26 - August 14
$350 • 8 sessions • TBA
PREPARATORY SKILLS

Diane Gaugan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

COLLEGE READINESS TEST PREP

AS-500, Section WE21-QC
Writing Assessment Workshop
Don’t let shaky writing skills, fear of writing, or a prior failure hold you back from taking the Writing Assessment Test. Get the skills needed to pass the test. We cover essay organization and development, strategies for writing effective arguments, and correct grammar and usage. There is an assessment test at the completion of class for students who are enrolled or plan to enroll in Queens College. 22.5 hrs.
Note: students must attend a minimum of eight sessions.

- Monday, 8:10 - 9:40 p.m.
  October 26 - January 11, 2010
  $205 • 10 sessions • William L. Brooks

AS-102, Section TU21-QC
Reading Skills Improvement for Adults
Poor readers are disadvantaged at work and in daily life. Why not learn to read and understand quickly, enriching your vocabulary, and raising your skills? (If you feel your reading needs improvement, it probably does!) Highly recommended if you are planning to take the GED exam or the CUNY Assessment Test.

15 hrs.

- Monday, 6:30 - 9:00 p.m.
  October 21 - January 6, 2010
  $255 • 9 sessions • William L. Brooks

AS-106, Section TU21-QC
Vocabulary Building at its Best
Improve your speaking and writing vocabulary and enjoy it! Topics include: increasing your vocabulary with synonyms, antonyms, homonyms; building new words with prefixes and suffixes; metaphors and similes; word families and parts of speech; syllabication and pronunciation; slang, dialect and jargon; spelling patterns, euphemisms, and foreign words and expressions.

15 hrs.

- Tuesday, 8:10 - 9:40 p.m.
  October 20 - December 22
  $205 • 10 sessions • William L. Brooks

EXAM PREPARATION

There is no better preparation for the GRE and GMAT exams than Cambridge TestPrep PLUS™. Taught by experienced test-prep instructors. The GRE and GMAT exams are given on computer so both courses utilize computers and specially designed software to prepare students for the new test format. Focus on skills needed to earn a qualifying score for the school of your choice. Topics: reading comprehension, problem solving, quantitative comparisons, logical and analytical reasoning. Take practice exams and use simulated materials. Review question types and test strategies. All books and materials are provided. Each class is 24 hrs.

For applications to take the GRE and GMAT exams, please call:
GRE: 609-771-7670
GMAT: 1-800-717-4628

AS-202, See Sections Below-QC
GRE
- Test Date: November/December
  Section SA11
  Saturday, 9:00 a.m. - 1:00 p.m.
  September 26 - November 7
  $425 • 6 sessions • Tom Sands

- Test Date: November/December
  Section SA12
  Saturday, 9:00 a.m. - 1:00 p.m.
  November 14 - January 9, 2010
  $425 • 6 sessions • Tom Sands

AS-203, See Sections Below-QC
GMAT
- Test Date: November/December
  Section SA11
  Saturday, 1:30 - 5:30 p.m.
  September 26 - November 7
  $425 • 6 sessions • Tom Sands

- Test Date: November/December
  Section SA12
  Saturday, 1:30 - 5:30 p.m.
  November 14 - January 9, 2010
  $425 • 6 sessions • Tom Sands

Get a 5% Discount

on all courses if you register at the Continuing Education Open House
Monday, September 14
6:00 - 8:00 p.m.

Student Union, 4th floor
PREPARATORY SKILLS

Diane Gahagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

AS-306, Section SA11 - QC
The SAT Prep Course
A review of essay writing, starting with organization, point of view, and examples to support a position. Also covers sentence correction and completion, plus critical reading of paragraphs and long passages. Mathematics topics include multiple choice, student-produced responses, and new algebra topics. We teach and reinforce question types and test strategies with practice exams and simulated materials. Textbook provided. 25 hrs.

- Test Date: November 7, 2009
  Saturday, 9:00 a.m. - 2:00 p.m.
  September 26 - October 31
  $325 • 5 sessions • TBA

AS-200, See Sections Below
The High School Equivalency (GED) Preparation Course
You must be 18 years old to sit for the GED exam, but you may be eligible at 17 or 18, with proper documentation that you have been out of school for one year, or that your class has graduated.
Prepare for your GED by reviewing grammar, essays, reading, social studies, science and mathematics. (The GED exam stresses comprehension skills rather than memorization.) Test-taking skills and techniques to increase scores on the GED are emphasized. Upon completion, students receive test applications.
Buy the required book from bookstore and bring it to first class.

- 56 hrs.

- Section MW21-QC
  Monday & Wednesday, 6:00 - 9:00 p.m.
  October 19 - January 4, 2010
  (Last class 2 hrs)
  $345 • 19 sessions • TBA

- Section TR12-PS
  Tuesday & Thursday, 9:30 a.m. -12:30 p.m.
  October 20 - January 5, 2010
  (Last class 2 hrs)
  $345 • 19 sessions • TBA

- Section SA13-QC
  Saturday, 9:30 a.m. -1:30 p.m.
  October 17 - February 13, 2010
  (Last class 2 hrs)
  $345 • 14 sessions • TBA

AS-302, Section SA11-QC
Integrated Algebra
(Previously Math A Regents)
Presents math in a helpful manner with special emphasis on problem-solving. Topics include logic, probability, polynomials, some geometry, algebra, quadratic equations, and line-graphing. 25 hrs.

- Saturday, 9:00 a.m. - 11:30 a.m.
  October 17 - January 9, 2010
  $275 • 10 sessions • TBA

AS-305, Section SA11-QC
Specialized High School Admission Test Preparation (SSHSAT)
For eight and ninth graders who plan to take the New York City Specialized Science High School Admission Test (SS HSAT) for admission into Stuyvesant, Bronx Science, and Brooklyn Technical School. This course covers verbal areas — scrambled paragraphs, logical reasoning and reading comprehension — and mathematical problem-solving — arithmetic, algebra, probability, statistics and geometry. We teach test-taking skills and strategies and offer practice opportunities with stimulated exams. (Bring a bag lunch, no going off campus) 28 hrs.

- Saturday, 9:00 a.m. - 2:00 p.m.
  September 12 - October 17
  $280 • 4 sessions • TBA

AS-311, Section SA11-QC
Test for Admission into Catholic High Schools Preparation (TACHS)
Formerly Coop Exam
This is a class for eighth grade students who plan to take the TACHS examination for admission to Diocesan Catholic High Schools. Students receive instruction and reinforcement in the TACHS sections which can include general abstract reasoning ability, vocabulary, reading, comprehension, spelling, capitalization, punctuation, general grammar and mathematics concepts and problem solving. 20 hrs.

- Saturday, 9:00 a.m. - 1:00 p.m.
  September 26 - October 31
  $250 • 5 sessions • TBA
PREPARATORY SKILLS

Diane Gahagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

MIDDLE SCHOOL PREP
AS-602, Section SA11-QC
Mathematics Workshop
This workshop reviews math essential. The main topics are decimals, percents, graphs, and introductory algebra. 25 hrs.
Saturday, 12:00 noon - 2:30 p.m.
October 17 - January 9, 2010
$275 • 10 sessions • TBA

SPEED READING & STUDY SKILLS
AS-101, Section SA11-QC
Speed Reading
In college or the business world, success always depends on absorbing information quickly. Speed reading shows you how to extract information better as you read more quickly and confidently through large blocks of text. Double your reading speed (at the least), or get additional speed reading training at no extra cost. Fee includes all materials. 6 hrs.
Saturday, 9:30 a.m. - 4:00 p.m.
January 30, 2010
$165 • 1 session •
Richard Feldman, Ph.D.

Open House
Come to the Continuing Education Open House for answers to questions about certificate programs, courses, careers and opportunities. Register at the Open House and receive a 5% Discount on your tuition.
MONDAY, SEPTEMBER 14TH
6:00 - 8:00 pm
Student Union, 4th Floor

NOTARY PUBLIC EXAM PREP
AS-201, See Sections Below-QC
Notary Public Exam Prep Course
Prepares candidates for the New York State Notary Public Exam. Topics include legal terminology, notary public law, and qualifications to become a licensed notary public. 3 hrs.
Prerequisite: Student must be a U.S. citizen.
Saturday, 10:00 a.m. - 1:00 p.m.
October 17
$50 • 1 sessions • Eric Tosca

Saturday, 10:00 a.m. - 1:00 p.m.
November 7
$50 • 1 sessions • Eric Tosca

Saturday, 10:00 a.m. - 1:00 p.m.
December 5
$50 • 1 sessions • Eric Tosca
PROFESSIONAL DEVELOPMENT
Diane Gahagan, Director, Educational Programs & Workforce Development / Catherine Vesey, Assistant Director, Educational Programs

**PRE LICENSING COURSES**
*CC-104, See Sections Below-QC
Child Abuse Identification and Reporting Seminar
Fulfills the NYS requirement for chiropractors, dental hygienists, dentists, optometrists, physicians, podiatrists, psychologists, pupil personnel services professionals, registered nurses, school administrators and super-visors, school district administrators and teachers who are applying for or renewing a license, registration, certificate or limited permit. Covers physical and behavioral indicators of maltreatment, physical or sexual abuse; behavioral and environmental characteristics of abusive parents or caretakers; and identification of responsibility for reporting child maltreatment or abuse, and when and how to do it. Graphic slides shown. Participants receive the required NYS Certificate of Completion. Please bring to class current license or certification number and pink slip to receive Certificate of Completion. 3 hrs.
- **Section MO21**
  - Monday, 5:30 - 8:30 p.m.
  - November 2
- **Section TU22**
  - Tuesday, 5:30 - 8:30 p.m.
  - November 17
- **Section WE23**
  - Wednesday, 5:30 - 8:30 p.m.
  - December 2
  - $50 (registration fee incl.) • 1 session
  - Michele Singer-Berkowitz

*CC-600, See Sections Below-QC
School Violence Prevention and Intervention Seminar
NY State law requires applicants for a new or renewed license, registration, certificate or limited permit to provide documentation of completing 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 relating to violence and other troubling behaviors in children; statutes, regulations and policies relating to a safe, nonviolent school climate; classroom management techniques to promote a nonviolent school climate and enhance learning; intervention techniques to address a school violence situation; and participating in an effective school/community process for students exhibiting violent behavior. Participants receive the required Certificate of Completion. 3 hrs.
- **Section WE21**
  - Wednesday, 5:30 - 8:30 p.m.
  - October 21
- **Section TH22**
  - Thursday, 5:30 - 8:30 p.m.
  - November 5
- **Section MO23**
  - Monday, 5:30 - 8:30 p.m.
  - November 23
  - $50 (registration fee incl.) • 1 session
  - Michele Singer-Berkowitz

*Students late for class will not be admitted, NYS requirement

**INSURANCE**
IN-100, Section TWR21-QC
Insurance Brokerage and Agents: Property and Casualty License Qualifying Course (Accelerated)
If you are looking for a career in Selling, Brokering, or Office Support in insurance this course will prepare for your New York State licensing exam. The course will deal with Policy Coverage, Legal, Professional and Financial Fundamentals of insurance. This 112 hour course is approved by the New York State Insurance Department and meets all requirements to become an insurance Agent or Broker. Required books for this course are available in the Queens College bookstore in the Student Union building. 112 hrs.
- **Tuesday, Tuesday & Thursday**
  - 6:30 - 10:00 p.m.
  - October 13 - January 12, 2010
  - $800 (+ materials) • 32 sessions
  - Zachary Berhau, CPCU

IN-102, Section TWR21-QC
Personal Lines License Qualifying Course
This course, approved by the New York State Insurance Department, meets the educational requirements for the New York State exam to sell personal lines of insurance. We will cover the dwelling program, homeowners, auto, and umbrella, floaters (jewelry and furs) in addition to the related laws for your license. Certificate granted upon successful completion of the course. Required books for the course are available in the Queens College Bookstore. 56 hrs.
- **Tuesday, Tuesday & Thursday**
  - 6:30-10:00 p.m.
  - October 13 - November 18
  - $400 • 16 sessions • Zachary Berhau, CPCU

BS-304, Section SA11-QC
NYC Mandatory Food Handlers Protection Course
The Department of Health says all public food service establishments need an employee certified in food protection on duty at all times. This food safety course includes safe food handling practices and procedures, NYC Health Code, NYS Sanitary Code and HACCP. After successfully completing the course, you are eligible to take the NYC Dept. of Health exam as scheduled at the NYC Health Academy (160 West 100 Street).
All students will attend the exam date as scheduled and as a class group only. On exam day, you must bring two passport photos and picture identification to the Health Academy. You must pass the NYC Health Academy Food Protection Certificate exam with a minimum score of 70%. Bring pencil, pen, highlighter and notepad to class. Tuition includes book and the Health Academy exam fee. 16 hrs.
*Note: Don’t be late. Food handlers regulation requires students to be in attendance for the full scheduled period of class.
- **Saturday, 8:00 a.m. - 4:30 p.m.**
  - October 31 & November 7
  - $150 • 2 sessions • Christopher Argento

Real Estate
Please call: 718-997-5734
to inquire about our “New” Real Estate program and Course offerings.
New!! Accounting and CPE Credit Courses

These courses are designed for CPA’s seeking CPE credits but are open to the public.

Suggested course topics will include:

- Financial Accounting & Reporting
- Ethics Updates
- Tax Updates
- Internal Auditing Controls
- Accounting and Auditing Updates
- Introductory Intermediate and Advanced Tax Planning
  and More . . .

Customized courses or seminars at your business location are also available. For further information on these courses or seminars, please contact John Walker @ 718-997-5090 or John.Walker@qc.cuny.edu

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STRESS MANAGEMENT TRAINING PROGRAM

Stress-related issues cost businesses over 3 billion dollars a year. Corporate training consultants earn $200 to $500 per hour, or more. This is for students interested in workshop facilitation and corporate consulting. The program is divided into two levels.

**Instructor**
Robert Lawrence Friedman, author and professional speaker, is a 14-year veteran of corporate training. His clients include many of the Fortune 100 and 500 corporations. He has appeared on The Morning Show, Today, Fox News, and the Discovery Health Channel.

**Admission Requirements**
Bachelor’s Degree with preference given to majors in the Humanistic or Communication Sciences, fluency in English, and strong communication skills. All candidates are interviewed by Mr. Friedman before admission. For additional information, call 718-997-5710, press 5.

*Please note: Any student missing more than two classes must repeat the course.*

**LEVEL I**
SM-800, Section TH21-QC

**Stress Management Topics and Techniques**
Learn the basics of stress management and how to manage your own stressors.

Topics include: the origin, causes and consequences of stress, how stress affects the body, stress and gender, interventions for occupational stress, how to use stress as a motivator, conflicts, relationships and stress, cognitive coping strategies, among others.

Techniques to be demonstrated include: Autogenic Training, Applied Relaxation, Guided Imagery, Progressive Relaxation, Mediation, Mend/Body Techniques, and a wide variety of “immediate-need” techniques. Learn how to use self-evaluative questionnaires to benchmark and employee’s stress management issues. **30 hrs.**

- **Thursday, 6:00 - 9:00 p.m.**
  - September 10 - November 12
  - $550 • 10 sessions
  - Robert L. Friedman

**LEVEL II**
SM-810, Section FR21-QC

**Become a Trainer — Teaching Corporate Stress Management Programs**
Numerous opportunities are given to develop your own style and strategies for teaching stress management topics and techniques. Create and present your own stress management program. Explore the business side of consulting including cold calls, how to sell yourself, creating a business consultant introductory letter and other pertinent topics. Materials included. **30 hrs.**

- **Friday, 6:00 - 9:00 p.m.**
  - October 2 - December 11
  - $550 • 10 sessions
  - Robert L. Friedman
Generously provided by CUNY

TECHNOLOGY TRAINING CENTER
Ruby Chua, Director

Our technology center provides a diverse selection of industry training services for employers’ specifications in the technology workforce including technical and network support, voice and data communication, and cabling infrastructure. Instructional hours and schedules can be modified to suit the needs of the company. Our training can be done on-site or at the company’s location for ease of access for employees.

CIW ASSOCIATE CERTIFICATE

Foundations Exam 1D0-510

Earn your certificate with only three courses while you develop the skills you need to create state-of-the-art Web Sites as aligned with vendor-neutral industry standard “Certified Internet Web Professional Associate” Program Certification Path!

Total Cost: $900.00
All students will be charged a $10 certificate fee. (A textbook of $105 must be purchased prior to first day of class.)

REQUIRED COURSES
- CP-840 Internet Business Foundations
- CP-844 Web Site Development Foundations
- CP-845 Network Technology Foundations

Upon Completion of all three courses, students will be eligible to take the CIW Foundations Exam 1D0-510

CP-840 - See Sections Below-QC

Internet Business Foundations

This course prepares you to be effective in online business Environment. Topics include: Internet connection methods, Protocols, the Domain Name System (DNS), web browser, Cookies, plug-ins and file management. Security, search engines, email client configuration, instant messages and new groups are also covered. 14 hrs.

- Section SU11-QC
  Sunday, 9:00 a.m. - 5:00 p.m.
  September 27 - October 4
  $280 - 2 sessions • TBA

- Section SA12-QC
  Saturday, 9:00 a.m. - 5:00 p.m.
  October 24 - October 31
  $280 - 2 sessions • TBA

CP-844 - See Sections Below-QC

Web Site Development Foundations

Focuses on Web page development skills. This course teaches students to develop Websites using Hypertext Markup Language (HTML) and Extensible HTML (XHTML), and incorporating images, hyperlinks, tables, forms, and frames. Students will learn to write code manually by using graphical user interface (GUI) authoring tools, and to use CGI to connect to databases. 16 hrs.

- Section SU11-QC
  Sunday, 9:00 a.m. - 3:20 p.m.
  October 18 - November 22
  $400 • 6 sessions • TBA

- Section SA12-QC
  Saturday, 9:00 a.m. - 3:20 p.m.
  November 7 - December 19
  $370 • 6 sessions • TBA

CP-848 - See Sections Below-QC

Advanced Social Networking, Tools and Services

This course addresses the advanced skills necessary to design, develop, and maintain administrative control over business and pedagogically-centered tools such as google docs and bibiwiki. 9 hrs.

- Section MO21-QC
  Monday, 6:00 - 9:00 p.m.
  November 16 - November 30
  $180 • 3 sessions • TBA

- Section SA12-QC
  Saturday, 10:00 a.m. - 3:30 p.m.
  December 12 - December 19
  $180 • 2 sessions • TBA

WEB 2.0 CERTIFICATE

Web 2.0

Web 2.0 isn’t just the latest set of toys for geeks; it’s the beginning of a new era in web technology.

Earn your Web 2.0 Certificate while you learn to master social networking applications and service technologies such as blogs, video-sharing, image-sharing, web tools, podcasting, and personal as well as business-centered collaborative applications!

There are a total of 15 class hours. All students will be charged a $10 certificate fee.

REQUIRED COURSES:
- CP-846 Introduction to Social Networking Applications
- CP-848 Advanced Social Networking, Tools and Services.

CP-846 - See Sections Below-QC

Introduction to Social Networking Applications

This course prepares you to master the latest applications used for effective social and business networking: myspace, facebook, flixter, twitter, etc., video sharing, wikis, blogs, mashups and folksonomies. 6 hrs.

- Section MO21-QC
  Monday, 6:00 - 9:00 p.m.
  November 2 & November 9
  $120 • 2 sessions • TBA

- Section SA12-QC
  Saturday, 10:00 a.m. - 5:00 p.m.
  December 5
  $120 • 1 session • TBA
**TECHNOLOGY TRAINING CENTER**

Ruby Chua, Director

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**CISCO CERTIFICATION PROGRAMS IN NETWORK TECHNOLOGY**

Our primary focus is to train network specialists, IT technicians, LAN/WAN engineers, and professionals in the skills necessary for success in the field of Internet technology. Students with limited computer knowledge and no experience in networking may find it useful to begin with our new introductory course, Basic Network Fundamentals.

For up-to-date information, visit our web site: www.qc.cuny.edu/cisco CCNA program for agency-funded students (VESID, SBS, etc.) should call for a schedule at 718-997-4984. Students with low income may qualify for a FREE program.

**CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)**

Prepare for the CCNA certification exam and gain the skills needed to enter the computer networking work force. After passing the exam, get your CCNA certificate. Total Tuition $3,400 +$20 registration fee.

**REQUIRED COURSES**

- **CP-750 CCNA**
  - Network Fundamentals, Semester 1.
  - v.4.0 Exploration
- **CP-751 CCNA**
  - v.4.0 Exploration
- **CP-752 CCNA**
  - LAN Switching Wireless, Semester 3.
  - v.4.0 Exploration
- **CP-753 CCNA**
  - Accessing the LAN, Semester 4.
  - v.4.0 Exploration

**CP-750, See Sections Below-QC**

CCNA 1 Network Fundamentals

Teaches the basic network design, LAN Switching, TCP/IP, WAN, and Signals, OSI model and industry standards, Network topologies, IP addressing, including subnet masks, and Networking components. Comprehend how the network operates. Hands-on labs are provided. This course is comparable to CP-771.

- **Section MW21**
  - Monday & Wednesday, 6:00 - 9:45 p.m.
  - August 31 - November 4
  - $850 • 16 sessions • TBA
- **Section TR23**
  - Tuesday & Thursday, 6:00 - 9:45 p.m.
  - September 19 - December 5
  - $850 • 16 sessions • TBA
- **Section SA13**
  - Saturday, 10:00 a.m. - 5:00 p.m.
  - September 26 - December 5
  - $850 • 10 sessions • TBA
- **Section SU14**
  - Sunday, 10:00 a.m. - 5:00 p.m.
  - October 4 - December 20
  - $850 • 10 sessions • TBA

**CP-751, See Sections Below-QC**

CCNA 2 Routing Protocols & Concepts

Learn about the Router and WANs, how to use a router, routed and routing protocols, router configurations, CISCO IOS and IP sub-netting.

**Prerequisite:** CP-750.

- **Section MW21**
  - Monday & Wednesday, 6:00 - 9:45 p.m.
  - August 31 - November 4
  - $850 • 16 sessions • TBA
- **Section SA12**
  - Saturday, 10:00 a.m. - 5:00 p.m.
  - October 31 - January 23, 2010
  - $850 • 10 sessions • TBA
- **Section TR23**
  - Tuesday & Thursday, 6:00 - 9:45 p.m.
  - November 17 - January 26, 2010
  - $850 • 16 sessions • TBA
- **Section SU14**
  - Sunday, 10:00 a.m. - 5:00 p.m.
  - January 10 - March 21, 2010
  - $850 • 10 sessions • TBA

**CP-752, See Sections Below-QC**

CCNA Semester 3, v.4.0

LAN Switching & Wireless

Focuses on LAN Switching and wireless including advanced IP Addressing techniques: NAT and PAT, and DHCP, WAN technology and terminology, PPP, ISDN, DSL, Frame Relay, network Management and introduction to optical Networking.

**Prerequisite:** CP-751

- **Section MW21**
  - Mon & Wed, 6:00 p.m. - 9:45 p.m.
  - November 16 - January 28, 2010
  - $850 • 16 sessions • TBA
- **Section SA12**
  - Saturday, 10:00 a.m. - 5:00 p.m.
  - January 9 - March 20, 2010
  - $850 • 10 sessions • TBA
- **Section SU13**
  - Sunday, 10:00 a.m. - 5:00 p.m.
  - September 27 - December 13
  - $850 • 10 sessions • TBA

**CP-753, See Sections Below-QC**

CCNA 4 Accessing the WAN

Learn the design and support of the WAN switching network; case study hands-on exercises, and more. Prerequisite: CP-752.

- **Section TR21**
  - Tuesday & Thursday, 6:00 - 9:45 p.m.
  - September 8 - October 29
  - $850 • 16 sessions • TBA
- **Section SU12**
  - Sunday, 10:00 a.m. - 5:00 p.m.
  - January 10 - March 21, 2010
  - $850 • 10 sessions • TBA
- **Section MW23**
  - Monday & Wednesday, 6:00 - 9:45 p.m.
  - October 5 - December 7
  - $850 • 16 sessions • TBA

**CISCO CERTIFIED NETWORK PROFESSIONAL PROGRAM (CCNP)**

CCNP is a certificate program for professionals working with traditional Cisco-based networks, primarily including LAN and WAN routers and LAN switches. Learn to install, configure, operate, and troubleshoot complex Cisco-based networks and enhance reliability and quality of service.

**Prerequisite:** Cisco Certified Network Associate Program & CCNA certification.

Fees: $1,350 per course plus nonrefundable $20 registration. Payment plan available.

**REQUIRED COURSES**

- **CP-795 CCNP Certification 1**
- **CP-796 CCNP Certification 2**
- **CP-797 CCNP Certification 3**
- **CP-798 CCNP Certification 4**

*Not offered this semester*

**CP-795, Section SA21-QC**

CCNP Certification 1 - Building Scalable Internetworks

In this course, students will learn how to install, configure, monitor, and troubleshoot network infrastructure equipment. Topics include configuration of EIGRP, OSPF, IS-IS, and BGP routing protocols. Other topics include multicast routing, IPv6, and DHCP configuration.

**Prerequisite:** CP-750.

- **Saturday, 10:00 a.m. - 5:00 p.m.**
  - October 3 - December 5
  - $1,350 • 9 sessions • TBA

**CP-796, Section SA11**

CCNP Certification 2 - Implementing Secure Converged WANS

Students are introduced to secure enterprise-class network services for teleworkers and branch sites. Topics include teleworker configuration and access, frame-mode MPLS, site-to-site IPSEC VPN, Cisco EZVPN, strategies used to mitigate network attacks, Cisco device hardening, and IOS firewall features.

- **Saturday, 10:00 a.m. - 5:00 p.m.**
  - December 12 - February 27, 2010
  - $1,350 • 9 sessions • TBA

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**PLEASE VISIT OUR ACADEMY WEBSITE:**

WWW.QC.CUNY.EDU/CISCO

**OR CALL 718-997-4984**
TECHNOLOGY TRAINING CENTER
Ruby Chua, Director

CP-797 - See Sections Below-QC
CCNP Certification 3, Building Multilayer Switched Networks
This course covers the deployment of state-of-the-art LANS. The primary focus is on the selection and implementation of the appropriate Cisco IOS services to build reliable, scalable, multilayer switched LANS. This hands-on-lab-oriented course stresses the design, implementation, operation and troubleshooting of multilayer switched networks.

- Section SA11
  Saturday, 10:00 a.m. - 5:00 p.m.
  December 12 - March 6, 2010
  $1,350 • 10 sessions • TBA

- Section TR22
  Tuesday & Thursday, 6:00 - 9:45 p.m.
  December 13 - February 11, 2010
  $1,350 • 16 sessions • TBA

CP-798
CCNP Certification 4 - Optimizing Converged Networks
Optimizing Converged Networks introduces students to effective QoS techniques for optimization in converged networks with voice, wireless, and security applications. Topics include implementing a VoIP network, specific mechanisms for implementing the DiffServ QoS model, AutoQoS, wireless security, and basic wireless management.

- Not offered this semester

NEW! CISCO CERTIFIED ENTRY NETWORK TECHNICIAN (CCENT) PROGRAM CCNA (DISCOVERY CURRICULUM)

The CISCO CCNA ® Discovery curriculum provides foundational networking knowledge, practical experience opportunities for career exploration, and soft-skills development to help students prepare for entry-level careers in IT and networking.

Upon completion of the program, students will be eligible to take the national certification Exam for CCENT.

Courses:
- Networking for Home and Small Businesses
- Working at a Small–to-Medium Business or ISP
- Introducing Routing and Switching in the Enterprise
- Designing and Supporting Computer Networks

Eligibility:
A high school diploma or GED or knowledge of computer basics.

Program Cost:
$2,800 plus $20.00 reg. fee. The program cost includes: materials and supplies. There is an additional exam fee of $150

Job Placement
Jobs in Network Technologies will be available through our Placement Services. Students must take the CCENT certification to qualify. Pearson Vue Testing Center at Queens College will conduct the certification exam for students who have completed the program.

CP-799, Section SA11-QC
Implementing Cisco Unified Communications (IUC)
Teaches the basic IP telephony installation, configuration, and maintenance skills of implementing and configuring small- to medium sized IP Telephony solutions using Cisco Unified Communications Manager Express, Cisco Unity Express, and the UC500 Smart Business Communications System solutions. Topics include function of the infrastructure in a UC environment, PSTN and VoIP components and technologies, gateways and Cisco network configuration. This class also emphasizes the Cisco Unified Communications Manager Express and the implementation of voicemail features using Cisco Unity Express. Prerequisite: CCNA Certification.

- Sunday, 10:00 a.m. - 5:00 p.m.
  October 18 - December 20
  $995 • 9 sessions • TBA

CP-760
Voice over Internet Protocol (VoIP)
Enables you to choose the best way of carrying voice calls over an IP network including digitization and packetization of voice. Learn to design, configure, and integrate a network. The class emphasizes IP telephony’s use of VoIP standards to create a system with advanced call routing, voice mail, and contact center.
Prerequisite: Basic Networking or equivalent courses

- Not offered this semester

CP-761
Cisco IP Telephony I (CIPT I)
Learn to install, configure, and maintain a Cisco IP telephony solution. Focus is primarily on Cisco CallManager, the call routing and signaling component for the Cisco IP telephony solution. Includes lab practice where students can install and configure Cisco CallManager, configure gateways, gatekeepers, and switches; and build route plans to place intra- and intercluster Cisco IP phone calls.
Prerequisite: CP-760-VOIP or Cisco Switching

- Class schedule to be announced

CP-762
Cisco IP Telephony II (CIPT II)
Teaches the advanced features of Cisco CallManager. Enables students to configure the applications to support video calls and conferencing; and to extend the capabilities of Cisco CallManager. Focuses on securing and managing IP communications network, and solutions with internal server tools.
Prerequisite: CP-760-VOIP or Cisco Switching

- Class schedule to be announced
CP-763
Voice IP Telephony
Troubleshooting (IPTT)
Teaches the effective troubleshooting methods used to resolve issues in complex IPT networks. Topics include: troubleshooting common Call Manager configuration, integration, and operation problems; troubleshooting common router, switch, gateway configuration, and problems in AVVID networks.
■ Class schedule to be announced

CP-764
Cisco Voice Quality of Service
Provides students with knowledge of IP Quality of Service requirements, conceptual models using Differentiated Services (DiffServ), Integrated Services (IntServ) and Best Effort (over provisioning), and the implementation of IP QoS on Cisco IOS switch and routers platforms. Case studies provided to apply the concepts and techniques presented in individual modules to real-life situations.
■ Class schedule to be announced

CP-765
Implementing Gateways and Gatekeepers
Provides hands-on experience in configuration and deployment gateways and gatekeepers. Provides individuals with the knowledge and skills required to integrate gateways and gatekeepers into an enterprise and service provider voice over IP network.
■ Class schedule to be announced

IT Cabling Certificate Program
Prepares you for certification in IT Cabling. Teaches basic cabling system, design structure, installation, administration and testing of various types of cables and fiber optic cabling systems. Training concentrates on developing individuals’ skills for terminating, testing and troubleshooting, as well as dressing. Those students who successfully complete this program have a good chance of being employed by Cablevision if they pass the necessary testing and background requirements. Note… Cablevision employment requires a valid NY State Driver License with a good driving history. Prerequisite: Computer knowledge or A +
Required Courses
■ CP-771 Basic Networking
■ CP-772 Cabling I
■ CP-773 Cabling II
■ CP-774 Cabling III — Fiber Optic
■ CP-783 Safe Working Practices and Principles

CP-771, See Sections Below-QC
Basic Networking
Learn network computer basics, OSI Model, Local Area Networks (LANs), Layer 1: Electronics and Signals, Design and Communication; Structured Cabling Project. Comparable to CP-750.
■ Section MW21
Monday & Wednesday, 6:00 - 9:45 p.m.
September 14 - November 16
$850 • 16 sessions • TBA
■ Section TR22
Tuesday & Thursday, 6:00 - 9:45 p.m.
September 15 - November 10
$850 • 16 sessions • TBA
■ Section SA13
Saturday, 10:00 a.m. - 5:00 p.m.
September 26 - December 5
$850 • 10 sessions • TBA
■ Section SU14
Sunday, 10:00 a.m. - 5:00 p.m.
October 4 - December 20
$850 • 10 sessions • TBA

CP-772, Section SA11-QC
Cabling I
Teaches the types of cabling and telecommunications cabling installation, termination and testing practices. Learn to define specific NEC codes that must be followed when installing telecommunications cables in commercial buildings. Understanding ANSI/TIA EIA-568-B Cabling Standards is emphasized.
■ Saturday, 10:00 a.m. - 4:00 p.m.
October 17 - November 7
$520 • 4 sessions • TBA

CP-773, Section SA11-QC
Cabling II—Designing Structures and Cable Systems
Teaches the process of designing a structured cabling system and the supporting structures in the commercial and multi-tenant residential buildings for voice and data applications. Teaches how the structures cabling system is broken down into a category of interconnected subsystems using Coax/ Ethernet. Hands-on labs are provided.
■ Saturday, 10:00 a.m. - 4:00 p.m.
November 14 - January 23, 2010
$800 • 8 sessions • TBA
CP-773, See Sections Below-QC
Cisco IT Essentials I/A+:
PC Hardware and Software
Students learn the functionality of hardware and operating systems components. Through hands on activities and labs, students learn how to assemble and configure a computer, install operating systems and software, printer and troubleshoot hardware and software problems. After completion, students will develop the necessary skills to build a computer.
■ Section SA11
Saturday, 10:00 a.m. - 5:00 p.m.
October 31 - January 23, 2010
$850 • 10 sessions • TBA
■ Section MW21
Monday & Wednesday, 6:00 - 9:45 p.m.
October 19 - December 14
$850 • 16 sessions • TBA

CP-775, Section SU11-QC
Cabling Safe Working Practices
This hands-on interactive course provides students with an understanding of communications principles and how they are applied in modern communications systems. Students will also gain essential knowledge and skills to ensure they can work safely on site when installing communications cabling.
■ NOT OFFERED THIS SEMESTER

IT SUPPORT/HELP DESK TECHNICIAN CERTIFICATE PROGRAM
After completion of Cisco IT Essentials I course, students are prepared for CompTIA’s A+ Essentials exam and three CompTIA job environment certification exams: IT Technician (602), Remote Support Technician (603), and Bench Technician (604). Cisco IT Essentials II will prepare students for a Server Plus exam. All exams are “industry-standard” certifications needed for a job as an IT Support/Helpdesk Technician.
Required Courses
■ CP-750 CCNA I Network Fundamentals
■ CP-764 CISCO IT Essentials I/A+ or CP-784 Comp TIA - A+ Exam Prep
■ CP-777 CISCO IT Essentials II or CP-720 Managing & Maintaining a Microsoft Windows Server (see pg 45)

CP-776, See Sections Below-QC
Cisco IT Essentials I/A+:
Local Area Networks (LANs), Layer 1—Physical and Logical Design, ATM. Hands-on labs are provided.

See Sections Below-QC
Cisco Networking Academy

CP-777
Cisco IT Essentials II: Network Operating Systems
This course is an intensive introduction to multiuser, multi-tasking networking operating systems. Characteristics of the Linux, Windows 2000, NT and XP network operating systems will be discussed. Students will explore a variety of topics including installation procedures, security issues, back up procedures and remote access. It is an excellent pre-cursor to CCNA program.

Prerequisite: IT Essentials I
■ Not offered this semester

Cisco Networking Academy Sponsored Programs:

THE PANDUIT NETWORK INFRASTRUCTURE ESSENTIALS (PNIE) FOR GLOBAL CERTIFIED INSTALLER.

CP-778, Section SU11-QC
Panduit Network Infrastructure Essentials (PNIE) Program
This course aligns to the Panduit Authorized Installer (PAI) global certification and covers basic cable installer knowledge, how to build and administrate the physical layer of network infrastructure, and deeper understanding of the networking devices that this layer interconnects. This course helps students prepare for Global Panduit Certified Installer exam.

■ Sunday, 10:00 a.m. - 5:00 p.m.
  October 18 - January 10, 2010
  $900 • 10 sessions • TBA

NEW!!
CP-784, See Sections Below-QC
CompTIA-A+ Exam Prep
Learn the optimal functionality of the different hardware components and operating systems. Upon completion, students will have the knowledge and confidence to work in the real world of computers. This class helps students prepare to pass the CompTIA A+ certification exam (Pearson VUE Certificate exam is available at the QC location; students may register online.)

■ Section SA11
  Saturday, 10:00 a.m. - 5:00 p.m.
  October 31 - January 23, 2010
  $850 • 10 sessions • TBA

■ Section MW21
  Monday & Wednesday, 6:00 - 9:45 p.m.
  October 19 - December 14
  $850 • 16 sessions • TBA

NEW!!
CP-790, See Sections Below-QC
CCNA Exam Prep Exam 640-802
Prepares students for the Cisco Certified Network Associate (CCNA) Exam through our intensive review course! This preparation course will focus on several key topics such as: IP Subnetting, Routing and Protocols, Network connectivity and troubleshooting, Wireless transmissions, and WAN Access. A certified and experienced instructor will work with you to help increase your CCNA Exam score. 6 hrs.

■ Section SA11
  Saturday, 10:00 a.m. - 5:00 p.m.
  October 31
  $150 • 1 session • TBA

■ Section SA12
  Saturday, 10:00 a.m. - 5:00 p.m.
  December 12
  $150 • 1 session • TBA

■ Section SA13
  Saturday, 10:00 a.m. - 5:00 p.m.
  March 20, 2010
  $150 • 1 session • TBA

SECURITY SYSTEM TECHNICIAN CERTIFICATE PROGRAM
An awareness that cameras are in place provides people peace of mind. Cameras installed in places of business assure clients that they can make safe transactions 24 hours a day. With the use of cameras in homes, families are provided with the security that their properties are being monitored on a daily basis; and for individual use, personal cameras can be a tool to monitor business activities. Security System Technician Certificate Program consists of three modules: Basic Networking, Basic Cabling, and Electronic Security System/Surveillance. This program provides hands-on experience to students which focuses on designing, installing, configuring, and maintaining the security system as a tool to monitor human activities.

Prerequisite: Computer basic knowledge

REQUIRED COURSES
CP-771 Basic Networking, see page 24
CP-772 Cabling I, see page 24
CP-779 Electronic Security System/Surveillance

CP-779, Section TR21-QC
Electronic Security System/Surveillance
Learn to quote, inspect, install, configure and troubleshoot most of the DVR (Digital Video Recording) system that actually exist in the security market. Learn how to set up 4, 8 or 16 cameras, configure full or motion sensor recording; also configure ports and high speed internet for remote view.

■ Tuesday & Thursday, 6:00 - 9:00 p.m.
  October 27 - December 3
  $700 • 10 sessions • TBA
CERTIFICATE PROGRAMS

- **IT SPECIALIST**
  Become an information technology specialist. Two certificate levels. IT Application IT Programming See p. 45.
- **WEB DESIGNER**
  Develop the skills you need to create state-of-the-art Web sites. See p. 46.
- **FLASH DESIGNER**
  Go to the next level — special effects and interactive Web pages. See p. 46.
- **DESKTOP PUBLISHING**
  Learn desktop publishing and print production on the PC. See p. 47.

HOW TO GET YOUR CERTIFICATE
- Satisfactorily complete the appropriate courses;
- Attend 80% of all class sessions;
- Maintain grade average C or better.
  Note: Subject to instructor’s approval, students with basic computer proficiency can bypass prerequisites for advanced courses. Another computer course must be completed as a substitute.

EXAM PREP PROGRAMS
- Microsoft Certified Systems Engineer Windows Server Exam Prep
  Be a highly paid Local Area Network administrator! Pass the MCSE exam. See p. 45.
- Microsoft Office Specialist Exam Prep
  Pass the MOS exam and prove your skills with the most-used software. See p. 46.
- CIW Exam Preparation. See page 38.

HOW TO ENROLL
- Fill out the Certificate Program application (inside back cover) and submit with a $20 nonrefundable application fee to Queens College CEP.

COMPUTERS FOR EVERYONE

**CP-113, See Sections Below Computerphobia I**

Scared of computers? This gentle introduction is a perfect start for the nervous beginner. We patiently explain the parts of a computer, how to use the keyboard, mouse, Windows, files and folders. We define the lingo in plain English. No tests or pressure — just plenty of time for practice and fun. 6 hrs.

- **Section TH12-QC**
  Thursday, 6:00 a.m. - 8:00 p.m.
  September 15 • October 6
  $105 • 3 sessions • TBA
- **Section TH22-QC**
  Thursday, 6:00 a.m. - 8:00 p.m.
  October 20 • November 3
  $105 • 3 sessions • TBA
- **Section TH14-QC**
  Thursday, 6:00 a.m. - 8:00 p.m.
  October 27 • November 10
  $105 • 3 sessions • TBA

**CP-127, See Sections Below Computerphobia II**

You know how to use a mouse and get around the desktop. But if you want to be more comfortable and proficient on the computer, here’s your next class! Learn to work with files and folders, personalize Windows, change settings, use tools, install and remove software, troubleshoot simple problems. 6 hrs.

- **Section TH11-QC**
  Thursday, 10:00 a.m. - 5:00 p.m.
  October 22
  $105 • 1 session • TBA
- **Section TH22**
  Thursday, 10:00 a.m. - 5:00 p.m.
  October 20 • November 3
  $105 • 3 sessions • TBA
- **Section SA13-QC**
  Saturday, 10:00 a.m. - 5:00 p.m.
  October 31
  $105 • 1 session • TBA

**CP-135, TU21-QC**

Intensive Computer Workshop

Be the master of your computer. Windows directs the software that we use for word processing and spreadsheets; learn the tricks of Windows by clicking, double clicking, and dragging icons and buttons. Then you will learn to produce text documents and spreadsheets, and save them in files and folders that you create and retrieve. Learn internet, E-mail attachments. 8 hrs.

Prerequisite: Windows knowledge

- **Section TU21-QC**
  Thursday, 10:00 a.m. - 5:00 p.m.
  September 22 • October 20
  $105 • 4 sessions • TBA

**CP-200, WE21-QC**

Typing for Speed and Accuracy

A great course for beginners. An expert teacher guides beginners in basic typing skills on the computer, and helps improve speed and accuracy. We use a computer tutorial program and a self-paced textbook for adults, available at the College bookstore. 18 hrs.

- **Section TU21-PS**
  Tuesday, 6:00 - 8:00 p.m.
  September 15 • October 6
  $105 • 3 sessions • TBA
- **Section TH12-QC**
  Thursday, 10:00 a.m. - 5:00 p.m.
  October 15
  $105 • 1 session • TBA
- **Section SA13-QC**
  Saturday, 10:00 a.m. - 5:00 p.m.
  October 24
  $105 • 1 session • TBA

**CP-210, Section TH21-QC**

Advanced Typing

Building on the skills developed in CP 200, students are guided toward higher speeds and greater accuracy. We will review typing styles for letters, manuscripts and reports used in personal, business and professional life. 18 hrs.

Prerequisite: CP200

- **Thursday, 6:00 - 8:00 p.m.**
  December 3 • February 11, 2010
  $240 • 9 sessions • TBA

**CP-235, Section MO21-PS**

Basic Computer & Internet: Introduction

This class is designed for Chinese computer beginning-learners and will be taught in Chinese: Mandarin, Cantonese and English. Learn basic computer terminology; computer operation and windows system; save and manage files; hardware and software introduction; computer evaluation and purchase; Internet concept; Internet browse and information search; send and receive email; virus protection. 20 hrs.

Class location: 39-07 Prince Street, Flushing (2nd Floor). Telephone: 718-997-5700

**COMPUTERS FOR EVERYONE**

**CP-113, See Sections Below Computerphobia I**

Scared of computers? This gentle introduction is a perfect start for the nervous beginner. We patiently explain the parts of a computer, how to use the keyboard, mouse, Windows, files and folders. We define the lingo in plain English. No tests or pressure — just plenty of time for practice and fun. 6 hrs.

- **Section TU21-PS**
  Tuesday, 6:00 - 8:00 p.m.
  September 15 • October 6
  $105 • 3 sessions • TBA
- **Section TH12-QC**
  Thursday, 10:00 a.m. - 5:00 p.m.
  October 15
  $105 • 1 session • TBA
- **Section TH22-QC**
  Thursday, 6:00 - 8:00 p.m.
  October 20 • November 3
  $105 • 3 sessions • TBA
- **Section TH14-QC**
  Thursday, 6:00 a.m. - 8:00 p.m.
  October 27 • November 10
  $105 • 3 sessions • TBA

**CP-127, See Sections Below Computerphobia II**

You know how to use a mouse and get around the desktop. But if you want to be more comfortable and proficient on the computer, here’s your next class! Learn to work with files and folders, personalize Windows, change settings, use tools, install and remove software, troubleshoot simple problems. 6 hrs.

- **Section TH11-QC**
  Thursday, 10:00 a.m. - 5:00 p.m.
  October 22
  $105 • 1 session • TBA
- **Section TH22**
  Thursday, 6:00 - 8:00 p.m.
  October 20 • November 3
  $105 • 3 sessions • TBA
- **Section SA13-QC**
  Saturday, 10:00 a.m. - 5:00 p.m.
  October 31
  $105 • 1 session • TBA

**CP-135, TU21-QC**

Intensive Computer Workshop

Be the master of your computer. Windows directs the software that we use for word processing and spreadsheets; learn the tricks of Windows by clicking, double clicking, and dragging icons and buttons. Then you will learn to produce text documents and spreadsheets, and save them in files and folders that you create and retrieve. Learn internet, E-mail attachments. 8 hrs.

Prerequisite: Windows knowledge

- **Section TU21-QC**
  Thursday, 10:00 a.m. - 5:00 p.m.
  September 22 • October 20
  $105 • 4 sessions • TBA

**CP-210, Section TH21-QC**

Advanced Typing

Building on the skills developed in CP 200, students are guided toward higher speeds and greater accuracy. We will review typing styles for letters, manuscripts and reports used in personal, business and professional life. 18 hrs.

Prerequisite: CP200

- **Thursday, 6:00 - 8:00 p.m.**
  December 3 • February 11, 2010
  $240 • 9 sessions • TBA

**CP-235, Section MO21-PS**

Basic Computer & Internet: Introduction

This class is designed for Chinese computer beginning-learners and will be taught in Chinese: Mandarin, Cantonese and English. Learn basic computer terminology; computer operation and windows system; save and manage files; hardware and software introduction; computer evaluation and purchase; Internet concept; Internet browse and information search; send and receive email; virus protection. 20 hrs.

Class location: 39-07 Prince Street, Flushing (2nd Floor). Telephone: 718-997-5700

Monday, 8:00 - 10:00 p.m.
October 5 • December 14
$240 • 10 sessions • TBA
Computers and IT

TO REGISTER OR FOR MORE INFORMATION: TEL (718) 997-5704 • EMAIL: CEP@QC.CUNY.EDU • WWW.QC.CUNY.EDU/CEP

QUEENS COLLEGE / CUNY CONTINUING EDUCATION PROGRAM

TECHNOLOGY TRAINING CENTER
Ruby Chua, Director

CP-236, Section TU21-PS
Informática en Español 1
(Introduction to Basic Computers and Internet)
Este curso es una introducción básica al uso de la computadora aportando a sus aplicaciones de Microsoft. Los tópicos serán los siguientes: Estructura de Computadoras, Sistemas Operativos, y Administración del Sistema “Windows”; Programas Utilitarios tales como el Procesador de Textos (Word) y Cálculo Electrónico (Excel), Base de Datos (Access) y Presentaciones (Powerpoint); Conexiones de Internet usando “Browsers” como Internet Explorer y Firefox, Máquinas de Búsqueda, Comercio electrónico, y cómo detectar fraudes electrónicos (scam, phishing).
18 hrs.
■ Tuesday, 6:30 - 8:30 p.m.
  October 6 - December 1
$290 • 9 sessions • TBA

CP-111, Section TH21-QC
Visual Basic 6.0 for Windows
Create powerful and sophisticated Windows applications through tests, draw your application’s user-interface with the mouse and attach code to the visual objects you create. 24 hrs.
Prerequisite: Familiarity with BASIC programming.
■ Thursday, 6:00 - 8:00 p.m.
  September 24 - December 17
$340 • 12 sessions • TBA

CP-203, See Sections Below-QC
Word
Learn editing, formatting, saving, copying, retrieving, moving, printing, spell checking, etc. Use these skills to create and edit professional quality documents. 20 hrs.
See CP951 for MOS Exam Prep. pg.46.
■ Section TH11
  Thursday, 11:00 a.m. - 1:00 p.m.
  September 24 - December 3
$310 • 10 sessions • TBA
■ Section SU12
  Sunday, 9:20 a.m. - 5:00 p.m.
  December 6 - December 20
$310 • 3 sessions • TBA

CP-125, Section WE21-QC
PowerPoint
Learn inside techniques and tips to automate a slide show and design persuasive and impressive presentations using outlines, slides, clip art, and animation. 8 hrs.
See CP953 for MOS Exam Prep. pg.47.
■ Wednesday, 8:00 - 10:00 p.m.
  October 21 - November 11
$110 • 4 sessions • TBA

CP-108, Section WE21-QC
Access
Take the mystery out of relational database, data normalization techniques, tables’ relationships, and referential integrity by creating tables, queries, screens, reports, and macros, and develop a small system. 20 hrs.
See CP952 for MOS Exam Prep. pg.46
■ Wednesday, 6:00 - 8:00 p.m.
  September 23 - December 9
$295 • 10 sessions • TBA

CP-109, Section SU11-QC,
Excel
Get a firm grasp on this popular spreadsheet program for Windows, including labels, values, formulas/functions. Covers spreadsheet design, with a business model emphasizing command usage and charting. 21 hrs.
See CP950 for MOS Exam Prep. pg.46
■ Sunday, 9:00 a.m. - 5:00 p.m.
  September 27 - October 18
$290 • 3 sessions • TBA

CP-354, Section SA11-QC
Digital Photography
Enter the world of digital photography and discover why it has become so popular. Unleash the power of your camera when you take it off AUTO mode. Learn how to take better photographs, transfer them from camera to computer, fix those not-so-perfect shots and proudly share your masterpieces. 14 hrs.
■ Saturday, 10:00 - 12:00 noon
  September 26 - November 14
$210 • 7 sessions • TBA

CP-129, See Sections Below-QC
QuickBooks Pro
Learn to manage a small business! QuickBooks Pro’s features include accounting, billing, accounts payable, and procedure reports. 10 hrs.
■ Section MO21
  Monday, 8:15 - 10:15 p.m.
  October 5 - November 9
$145 • 5 sessions • TBA
■ Section SA12
  Saturday, 9:30 - 11:30 a.m.
  October 3 - October 31
$145 • 5 sessions • TBA

CP-137, Section MO21-QC
Advanced QuickBooks Pro
You quickly learn how to design reports; keep track of time; set up price levels, budgeting, purchase orders, job costing; provide estimates; and how to use Word and Excel with QuickBooks.
Prerequisite: CP 129. 10 hrs.
■ Monday, 8:15 - 10:15 p.m.
  November 16 - December 14
$145 • 5 sessions • TBA

CP-220, Section TU21-QC
VISTA Operating System
Most new computers come with Windows VISTA installed instead of Windows XP. Learn the new features of Windows VISTA which is Microsoft’s new Operating System. The presenter’s computer will have Windows VISTA installed. The student’s computers will have Windows XP with access to Windows VISTA tutorials via the internet. 8 hrs.
■ Tuesday, 6:00 - 8:00 p.m.
  October 20 - November 10
$100 • 4 sessions • TBA

CP-240, Section SU11-QC
Microsoft Publisher
Create dynamic publications on your desktop computer. This class will teach you how to create print publications such as brochures, newsletters, and flyers. You will learn how to change layout and color schemes. 14 hrs.
■ Sunday, 9:00 a.m. - 5:00 p.m.
  October 18 - October 25
$210 • 2 sessions • TBA

CP-209, Section WE21-QC
Operating Systems: Windows XP
Operating systems are crucial computer programs which manage, control, and schedule input/output devices and other computer resources and run applications on a PC. Learn how OS performs tasks for your computer and its applications. 20 hrs.
■ Wednesday, 6:00 - 10:00 p.m.
  September 30 - November 4
$255 • 5 sessions • TBA

NEW!!

CP-238, See Sections Below-QC
Google Docs and Spreadsheets
Go ahead upload and share your existing files, and begin to quickly increase productivity and efficiency! Learn to create basic documents from scratch, work from free available templates, upload existing documents, and collaboratively work with colleagues on online documents. Master Office Applications basics such as formatting and editing of Word Processing Documents, Spreadsheets, and Presentations all through the free services available from Google! 15 hrs.
■ Section WE21 - QC
  Wednesday, 6:00 - 9:00 p.m.
  October 28 - December 2
$290 • 5 sessions • TBA
■ Section WE22 - QC
  Wednesday, 6:00 - 9:00 p.m.
  January 20 - February 17, 2010
$290 • 5 sessions • TBA

WWW.QC.CUNY.EDU/CEP

EMAIL: CEP@QC.CUNY.EDU
**IT (INFORMATION TECHNOLOGY) SPECIALIST CERTIFICATE PROGRAMS**

**IT APPLICATION USER CERTIFICATE**
Get comfortable with the computer. Then go on to learn Microsoft Office Applications. Take SIX courses for the Certificate. (85 hours) See course descriptions on pages 44 and 46. All students will be charged a $10 certificate fee.

**REQUIRED COURSES**
- CP-209 Operating Systems
- CP-220 Vista Operating System
- CP-103 Elementary BASIC Programming
- CP-111 Visual BASIC for Windows
- CP-842 HTML and Home Page Creation
- CP-820 JavaScript Fundamentals

* Not offered this semester

**IT PROGRAMMING CERTIFICATE**
Make yourself one of those valuable people who make computers do what you want them to do. Even tweak them into good behavior when necessary. Take the next IT step: earn your Certificate with just six courses. 120 hours.

**REQUIRED COURSES**
- CP-209 Operating Systems
- CP-103 Elementary BASIC Programming
- CP-111 Visual Basic 6.0 for Windows
- CP-842 HTML and Home Page Creation
- CP-820 Java Script Fundamentals

* Not offered this semester

**MICROSOFT CERTIFIED SYSTEMS ENGINEER WINDOWS SERVER EXAM PREP**
Prepare to ace your MCSE certifications. The six required courses are for the six mandatory exams. Prerequisite: Working knowledge of Windows; general knowledge of computer hardware, memory, hard disk, and CPUs.

**Required Courses**
Take in the following sequence:
- CP-720 Managing and Maintaining a Microsoft Windows Server Environment for Exam 70-290.
- CP-721 Implementing a Microsoft Windows Server Network Infrastructure for Exam 70-291.
- CP-722 Planning and Maintaining a Microsoft Windows Server Network Infrastructure for Exam 70-293.
- CP-723 Implementing, Planning and Maintaining a Microsoft Windows Server Active Directory Infrastructure for Exam 70-294.
- CP-724 Installing, Configuring, and Administering Microsoft Windows XP Professional for Exam 70-270.
- CP-725 Designing Security for Microsoft Network Exam 70-298

**CP-720, MWY21-QC**
Managing and Maintaining a Microsoft Windows Server Environment for Exam 70-290
- $260 • 6 sessions • TBA
- Monday & Wednesday, 6:30 - 9:30 p.m.
- October 21 - December 2

**CP-721, MWY21-QC**
Implementing a Microsoft Windows Server Network Infrastructure for Exam 70-291
- $260 • 6 sessions • TBA
- Monday & Wednesday, 6:30 - 9:30 p.m.
- October 21 - December 2

**CP-722, Section MWY-21-QC**
Planning and Maintaining a Microsoft Windows Server Network Infrastructure for Exam 70-293
The goal is to provide students with the knowledge and skills necessary to plan and maintain a Windows® Server network infrastructure. Prerequisite: CP-721
- Monday & Wednesday, 6:30 - 9:30 p.m.
- September 9 - December 7
- $460 • 11 sessions • TBA

**CP-723, Section MWY-QC**
Implementing, Planning and Maintaining a Microsoft Windows Server Active Directory Infrastructure for Exam 70-294
Includes self-paced and instructor-facilitated components. Provides the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft Windows Server™ Active Directory® directory service infrastructure. Also focuses on a Windows Server directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies. Prerequisite: CP-722
- Monday & Wednesday, 6:30 - 9:30 p.m.
- September 9 - December 7
- $460 • 11 sessions • TBA

**CP-724, Section MWY-QC**
Installing, Configuring, and Administering Microsoft Windows XP Professional for Exam 70-270
Discover how to install new hardware devices as well as how to configure and maintain existing devices and their drivers. Learn how to roll device drivers back to a previous version of the driver and to uninstall drivers and devices. Prerequisite: CP-723
- Monday & Wednesday, 6:30 - 9:30 p.m.
- September 9 - December 7
- $420 • 11 sessions • TBA

**CP-725, Section MWY-QC**
Designing Security for Microsoft Networks for Exam 70-298
Provides the knowledge and skills needed to design a secure network infrastructure. Topics include: assembling the design team, modeling?, and analyzing security risk to meet business requirements for securing computers in a network environment. Encourages decision-making skills through an interactive tool that stimulates real-life scenarios that the target audience may encounter. Include the information and sorting through the to the given security requirements. Prerequisite: CP-724
- Monday & Wednesday, 6:30 - 9:30 p.m.
- September 9 - December 7
- $420 • 11 sessions • TBA
WEB DESIGNER CERTIFICATE

Earn your certificate with only four courses, while you develop the skills you need to create state-of-the-art Web sites! There are 94 class hours. All students will be charged a $10 certificate fee.

Required Courses
Take in the following sequence:
- CP-840 Internet Business Foundations
- CP-841 Web Site Design Methodology and Technology
- CP-842 HTML and Home Page Creation
- CP-843 Adobe Dreamweaver and Fireworks

CP-840, See Sections Below-QC
Internet Business Foundations
This course prepares you to be effective in online business Environment. Topics include: Internet connection methods, Protocols, the Domain Name System (DNS), web browsers, Cookies, plug-ins and file management. Security, search engines, Email client configuration, instant messages and news groups are also covered. This course and CP-841 help prepare you to take the CIW Foundations exams. 14 hrs.

- Section SU11
  Sunday, 9:00 a.m. - 5:00 p.m. September 27 - October 4
  $250 • 2 sessions • TBA
- Section SA12
  Saturday, 9:00 a.m. - 5:00 p.m. October 24 - October 31
  $250 • 2 sessions • TBA

CP-841, Section SA11-QC
Web Site Design Methodology and Technology
Focuses on the theory, design and construction of Web sites with information architecture concepts. Web project management, scenario development, site navigation, and performance evaluations. This course covers cascading style sheets, Web graphic formats and color, multimedia (audio/video) plug-ins and code, metadata, JavaScript XML and open source content management. 30 hrs.
Prerequisite: CP-840.

- Saturday 10:00 a.m. - 4:00 p.m. December 5 - January 23, 2010
  $400 • 6 sessions • TBA

CP-842, Section SA11-QC
HTML and Home Page Creation
This course covers essential Web page development skills, including HTML, XHTML, hyperlinks, images, tables, forms and code validation. Additionally, you will learn Essential networking technologies and skills, including TCP/IP, stable network creation, wireless networking and troubleshooting. You will understand security concepts, authentication, encryption, and firewalls. You will now be prepared to take the CIW Foundation exams. 20 hrs.
Prerequisite: CP-840 and CP-841
- Saturday, 9:00 a.m. - 4:45 p.m. January 30 - February 20, 2010
  $310 • 3 sessions • TBA

CP-843, Section SU11-QC
Adobe Dreamweaver and Fireworks
For Web professionals. Dreamweaver is the highend Web-publishing program of choice, and Fireworks is its companion image and graphics editor. Get hands-on experience with the many tools and capabilities of Dreamweaver, and create jump menus, banner ads, background images, rollover buttons, and GIF animations with Fireworks. As a class presentation, you will publish a custom-designed, sophisticated internet websites. 30 hrs.

- Sunday, 10:00 a.m. - 4:00 p.m. November 8 - December 20
  $385 • 6 sessions • TBA

FLASH DESIGNER CERTIFICATE PROGRAM

Go to the next level in Web design! You can learn to do special effects and create interactive Web pages. Master these two courses to get your certificate. There are 60 class hours. All students will be charged a $10 certificate fee.

CP-804, Section SU11-QC
Adobe Flash
Macromedia Flash lets you create sophisticated and interactive low-bandwidth, special effects presentations not only for the best Web pages, but also for platforms as diverse as cell phone displays, supermarket kiosks, digital video, and the video game consoles. This hands-on course offers a solid foundation in creating dynamic Flash presentations. 30 hrs.

- Sunday, 10:00 a.m. - 4:00 p.m. October 4 - November 15
  $385 • 6 sessions • Judith Ackerman

CP-805, Section SU11-QC
Advanced Flash with Action Script
Create complex navigation schemes, arcadestyle games, e-commerce sites and interactive, high-level Flash movies with Action Script. Flash’s scripting language. Go from introductory to advanced user level. 30 hrs.
Prerequisite: CP-804 or intermediate Flash users.
- Sunday, 10:00 a.m. - 4:00 p.m. November 22 - January 17, 2010
  $385 • 6 sessions • TBA

MOS EXAM PREP

This program qualifies you to take the proficientand expert-level Microsoft Office Specialist (MOS) certification examination, a globally accepted standard.

CP-950, Section FR21-QC
Excel: MOS Exam Prep
Learn the essential features involved in planning a worksheet. Understand formats and design charts and graphics. Learn advanced features and techniques of the spreadsheet program including different analyses, multiple worksheets, data tables, macros, sorting and filtering as worksheet database, template creation, and embedding and linking excel worksheets to a Word document. After sixty hours of instruction, you’ll be well prepared to take the Expert Exam and to reap the benefits for your hard work. 54 hrs.

- Friday, 6:15 - 9:15 p.m. October 23 - February 20, 2010
  $760 • 18 sessions • TBA

CP-951, Section SA11-QC
Word: MOS Exam Prep
Learn to create, format, edit and print documents. Work with tool bars, file management and input techniques. Conquer graphics and tables, mail merge, charts, forms, templates etc. No previous Word knowledge is required. After sixty hours of instruction, you’ll be well prepared to take the Expert Exam and to reap the benefits for your hard work. 54 hrs.

- Saturday, 1:30 - 4:30 p.m. October 17 - February 13, 2010
  $760 • 18 sessions • TBA

CP-952, Section TR21-QC
Access: MOS Exam Prep
Learn how to create and use databases with this powerful application. Databases can help us organize and sort information in a manner that makes it useful to us. No previous Access knowledge is required. 60 hrs.
Topics include: Use of the tool, views, defining fields and records, using the report wizard, querying, database maintenance working with Excel tables, hyperlinks and much more. 54 hrs.

- Tuesday & Thursday, 6:15 - 9:15 p.m. November 3 - January 14, 2010
  $760 • 18 sessions • TBA

Register Online!

www.qc.cuny.edu/cep
CP-953, Section WE21
Powerpoint: MOS Exam Prep
Explore the full range of capabilities of Powerpoint by working through various projects involving hands-on computer activities and case problems. By the end of this course students will understand how to design and create professional quality presentations. No previous knowledge of Powerpoint required.
Topics include: Using a design template, different views and slide shows, use of clip art, enhancing presentations with the use of embedded visuals, and creating a presentation with interactive OLE documents. 45 hrs.
Wednesday, 6:15 - 9:15 p.m.
October 28 - February 24, 2010
$630 • 15 sessions • TBA

CP-954
Outlook: MOS Exam Prep
This course will teach you how Outlook provides an integrated solution for managing and organizing e-mail, messages, schedules, tasks, notes, contacts, and other information. Outlook delivers innovations you can use to manage your communications, organize your work, and work better with others... all from one place. 30 hrs.
To be offered Spring 2010

Open House
Come to the Continuing Education Open House for answers to questions about certificate programs, courses, careers and opportunities.
Register at the Open House and receive a 5% Discount on your tuition.
MONDAY, SEPTEMBER 14TH
6:00 - 8:00 pm
Student Union, 4th Floor

CP-304, Section TR21-QC
Adobe Photoshop
Photoshop is the program for image manipulation and processing. Learn the tool box, palettes, and text features, and go on to the digital image, correcting colors and tonality. Finally, explore Photoshop’s famous filters, masking, layers, adjustment layers, alpha channels, color separations, actions, and more. This course is for both beginners and those with some background in Photoshop. 24 hrs.
Tuesday & Thursday, 8:00 -10:00 p.m.
November 17 - January 7, 2010
$360 • 12 sessions • TBA

CP-310, Section MW21-QC
QuarkXPress: Design Through Production
QuarkXPress is a superior page layout and design software depended by creative and production professionals for the delivery of all printed media. You will be creating state of the art documents by learning the printing industries high standards for layout learning about master pages, style sheets, tables, color palettes and picture enhancements. Learning to prepare and produce files for high-end and output for brochures, newsletters, posters and much more. Also, you will be guided through production procedures for both high and low resolution printing process. 24 hrs.
Monday & Wednesday, 8:00 - 10:00 p.m.
October 5 - November 18
$360 • 12 sessions • TBA
PROJECT MANAGEMENT

Ruby Chua, Director, Technology Training Center

PROJECT MANAGEMENT PROFESSIONAL CERTIFICATE PROGRAM

Queens College is now a registered education provider of the Project Management Institute (PMI) for the Project Management Professional Certification Program. Upon completion of the courses: Introduction and Advanced Project Management, students are awarded a total of 63 professional development units (PDU’s).

Everybody is talking about projects. More companies are requiring certification and looking for skilled individuals to get projects started and successfully completed. But why do most projects fail to meet requirements? What does it take to be successful project manager? Here is an opportunity to learn about project management via a hands-on approach. Familiarize yourself with the major areas of competency required to succeed in the field.

PROGRAM DESCRIPTION

Project Management Professional (PMP®) Certificate Program focuses on developing and improving the performance of projects and programs, either in the field of technology, finance/accounting, building construction and industrial expansion, or any other field which require project managers to initiate the projects: individuals with their current fields of expertise will be able to deploy the projects with competency after completion of this training program. This program is developed in alignment to PMI/CompTia standards. Completion of two modules, Introduction to Project Management and Advanced Project Management prepares students for the Project Management Institute (PMI) certification exam. Textbooks required; must be purchased before first session.

Required Courses
CP-785 Introduction Project Management
CP-786 Advanced Project Management
CP-787 Microsoft Visio
CP-788 Microsoft Project
CP-109 Excel (optional) See page 44

CP-785, See Sections Below-QC
Introduction to Project Management

This course is an introduction to crucial project management concepts. The process groups and knowledge areas covered include planning, scoping, scheduling, budgeting, communication and change management. (28 PDUs, 28 Contact Hrs)

- Section TR21
  Tuesday & Thursday, 6:00 - 9:30 p.m.
  October 21 - December 3
  $700 • 10 sessions • TBA

- Section MW22
  Monday & Wednesday, 6:00 - 9:30 p.m.
  November 16 - December 21
  $800 • 10 sessions • TBA

- Section SA13
  Saturday, 10:00 a.m. - 4:00 p.m.
  January 16 - March 6, 2010
  $800 • 7 sessions • TBA

CP-786, See Sections Below-QC
Advanced Project Management

This course is an in-depth study of advanced Project Management topics such as risk management, resource management, cost management and measurement, contract and vendor management. Project Management, and Book of Knowledge (PMBOK) and Case Study will be emphasized. (35 PDUs, 35 Contact Hrs)

- Section TR21
  Tuesday & Thursday, 6:00 - 9:30 p.m.
  October 27 - December 3
  $800 • 10 sessions • TBA

- Section MW22
  Monday & Wednesday, 6:00 - 9:30 p.m.
  November 16 - December 21
  $800 • 10 sessions • TBA

- Section SA13
  Saturday, 10:00 a.m. - 4:00 p.m.
  January 16 - March 6, 2010
  $800 • 7 sessions • TBA

CP-787, Sections SA11-QC
Microsoft Visio

This course teaches the business graphical application to create drawings such as data flowcharts, schedules, Gantt chart, chart, organization charts, and network diagrams. It emphasizes solutions that help business professionals to visualize complex ideas and information for effective communication, information sharing and prototyping. 15 hrs.

- Sunday, 10:00 a.m. - 3:00 p.m.
  November 14 - December 5
  $290 • 3 sessions • TBA

CP-788, Section SA11-QC
Microsoft Project

This course teaches Microsoft Project Professional 2007 as a tool to assist professionals in managing projects. Upon successful completion, students will be able to develop a project plan and a work breakdown structure by organizing tasks, assigning resources to tasks, tracking progress, managing budgets and analyzing workloads. 15 hrs.

- Saturday, 10:00 a.m. - 3:00 p.m.
  December 12 - January 9, 2010
  $290 • 3 sessions • TBA

CP-109
Excel

- See page 44 for description and schedule

NEW!!

On-line Exam Prep for Project Management

Project Management Certification available “on-line”

This course is conducted by a Registered Education Provider of the Project Management Institute (PMI®). It is registered with PMI as a 56-hour course, surpassing their 35-hour requirement, and pre-approved by PMI to prepare students for certification as Project Management Professionals (PMP®).

For course on-line demonstration, please visit: http://www.thecourse-online.us/Demo/DemoIntro.htm

CP789– Project Management Certification – EXAM PREP

Cost: $895.00 and a $20 registration fee (non-refundable)

For course information and registration, please call the office at 718-997-4984
You may register by phone or by internet:
www.qc.edu/CEP

CANCELLATION POLICY

You may cancel a class with refund of tuition within two weeks of registration, subject to a charge of $125 for payment of text and materials if applicable. No refunds will be made after that time.
TEACHING OPPORTUNITIES AT QUEENS COLLEGE FOR ALL CONTINUING EDUCATION PROGRAMS

Interested in teaching a non-credit class or program?
Successful QC-CEP instructors are passionate about their work and have the skills as well as the desire to share their knowledge with dedicated students. Degrees in teaching or prior experience, is a plus. If you want to explore joining our adjunct faculty or discuss a new course or program, contact us. Typically, you will be asked to submit a resume, supporting documentation and references. Your resume will be reviewed and you will be contacted if needed. Queens College – Continuing Education is an equal opportunity employer.

Call: 718-997-5700 • Fax: 718-997-5723
Email us at: cep@qc.cuny.edu

QC/CEP - RETURNING VETERANS’ APPRECIATION PROGRAM
Queens College/Continuing Education is proud to offer an opportunity to returning veterans wishing to take our non-certificate programs.

TUITION FREE
To find out if you qualify for this program or to get complete details, call our office at 718-997-5704. Many of our certificate programs are already covered by Veteran’s Education benefits. Please contact the Dept. of Veterans’ Affairs, Education Benefits at (888) 442-4551.

Are You a Student with a Disability? Enrolled in a continuing education course or certification 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:
Abigail Nelson
CUNY LEADS Counselor for Continuing Education
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