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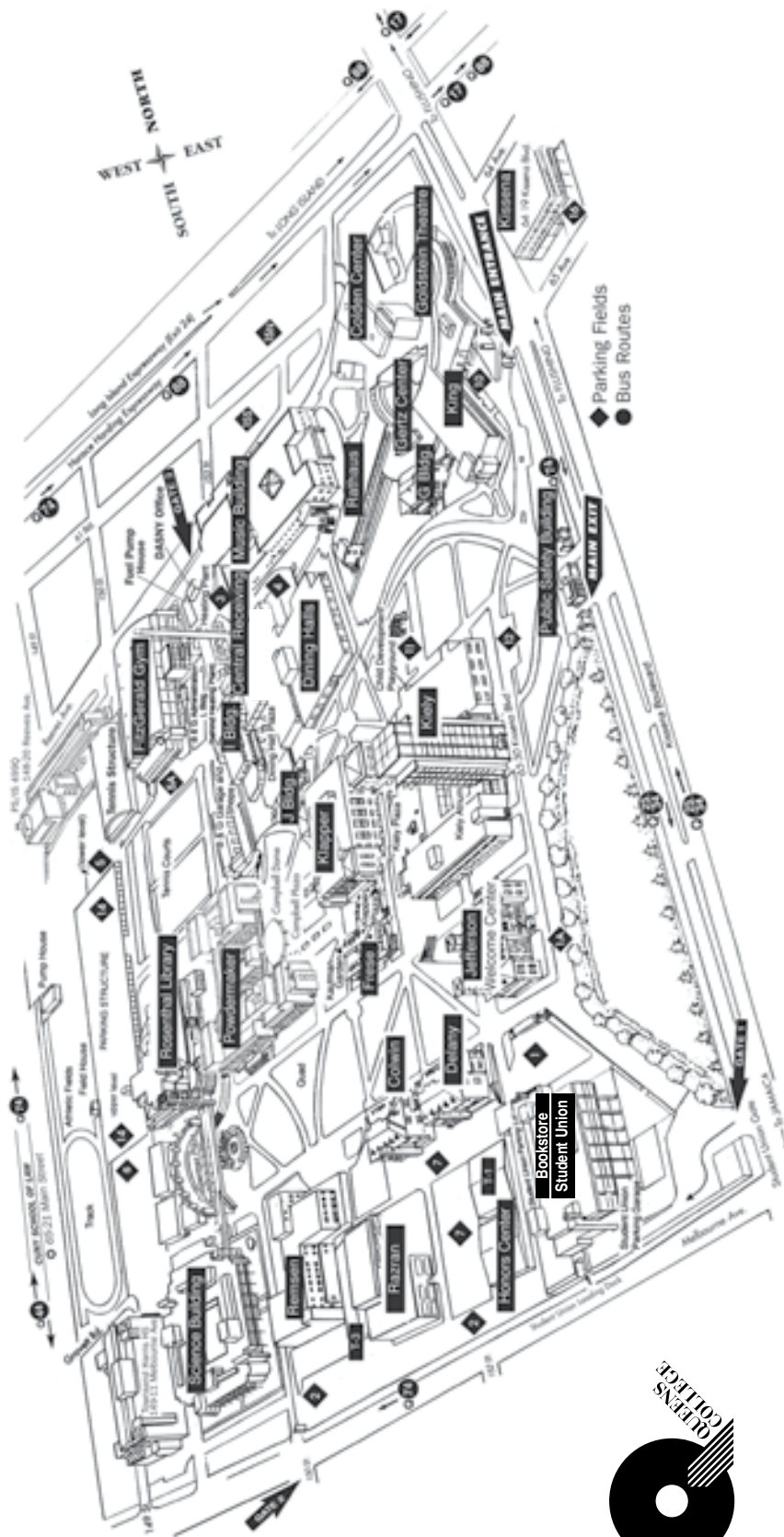
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CELEBRATING 30 YEARS

of LEARNING FOR LIFE
with CONTINUING
EDUCATION
at QUEENS COLLEGE



Campus Map



BUILDING ABBREVIATIONS

Colden Center	CC	J Building	J	Remsen Hall	RE
Colwin Hall (E Building)	CH	Jefferson Hall	JH	Rosenthal Library	RO
Delany Hall (D Building)	D	Kiely Hall	KY	Science Building	SB
Dining Hall	DH	King Hall	KG	Student Union	SU
FitzGerald Gymnasium	FG	Kissena Hall*	KS	Temp 1	T1
Frese Hall (B Building)	FH	Klapper Hall	KP	Temp 3	T3
G Building	G	The Law School	LS		
Gertz Clinic	GC	Music Building	MU		
Goldstein Theater	QT	Powdermaker Hall	PH		
Honors Center	HC	Rathaus Hall	RA		
I Building	I	Razran Hall	RZ		

*KISSENA HALL (KS) IS LOCATED OFF CAMPUS AT 64-19 KISSENA BLVD. (ACROSS FROM COLDEN CENTER).

QUEENS COLLEGE

CONTINUING EDUCATION PROGRAM

65-30 Kissena Boulevard, Flushing, NY 11367
718-997-5700
www.qc.cuny.edu/cep

Continuing Education..... cep@qc.edu
English as a
Second Language..... es@qc.edu
English Language Institute..... eli@qc.edu





QUEENS COLLEGE ADMINISTRATION

JAMES L. MUYSKENS

President

EVANGELOS GIZIS

Provost

SUE HENDERSON

Vice-President for Institutional Advancement

CONTINUING EDUCATION PROGRAM ADMINISTRATION

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Executive Director

DYLAN R. HAYNES

Acting Assistant Director

DIANE MANTELLINO

Administrative Assistant to Executive Director

VALERIE M. RICCHIUTI

Acting Director of Administration

DIANE GAHAGAN

Director of Corporate Training

ZHONG WEN WU

LAN Administrator

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Coordinator, Computers and Information Technology

ZACHARY BERHAU

Coordinator, Insurance

MICHELE BISOM

Coordinator, College for Kids

RUBY CHUA

Director, Cisco Regional/Local Training Academy

CINDY FELDSTEIN

Assistant Director, Drinking Driver Program

ROBERT FRIEDMAN

Coordinator, Stress Management

DIANE GAHAGAN

*Coordinator, College for Older Adults
Healthcare Career Programs*

JOSEPHINE GESUALE

*Assistant Director, College for Older Adults
Healthcare Career Programs*

DONNA GRUBER

*Assistant Director, English Language Institute
English as a Second Language*

GARY L. KING

Coordinator, Child Care Provider

MARGARET MEHRAN

*Director, English Language Institute
English as a Second Language*

MICHAEL PERLIN

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VALERIE M. RICCHIUTI

*Coordinator, Arts and Humanities
Gifted Children's Program, Living Well*

GASPARE SCATURRO

Coordinator, Business and Management

URI SHAMIR

Coordinator, Real Estate

SHARON SHULMAN, ESQ.

Coordinator, Legal Studies

CONNIE VENIERIS

Assistant Coordinator, Legal Studies

To view CEP faculty biographies, visit
www.qc.cuny.edu/CEP/cep/faculty.htm

Tuition and Fees

Tuition varies for each course. Please check the course description in this catalogue for the specific course's tuition. Acceptable payment methods are check, money order, Visa, MasterCard, Discover, or debit card (NYCE, MAC, & HONOR). Cash is accepted only when the College Bursar's office is open (usually Monday - Friday, 9:00 a.m. - 4:30 p.m. and Tuesday and Wednesday, 5:00 - 7:00 p.m.). There is a \$20 charge on returned checks.

All CEP students must pay a \$20 registration fee each term, regardless of the number of courses taken. *Please note: there is a separate \$20 registration fee for ESL registrations.*

Application fees are \$25 for the Paralegal Program and \$10 for all other Certificate Programs. Application fees are non refundable.

Note: All fees are subject to change.

Veterans' Benefits

Most Certificate Programs are approved for veterans' education benefits. For more information, call 888-442-4551 or 718-997-5704.

Unemployed Workers

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, contact one of the following NYC Department of Labor's Workforce 1 Career Centers:

Queens.....718-557-6755
Manhattan.....917-493-7222
Bronx-CUNY
on the Concourse...718-960-6900
Bronx.....718-960-4299
Brooklyn.....718-246-5219, ext. 2060
Or visit www.workforcenewyork.org

TERI Loans



The world's local bank

HSBC Continuing Education Loans are available for qualifying students. Apply online at www.us.hsbc.com/alternative or call 1-800-375-3359.

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. Usually, a make-up session is at the same time on the next class day.

Transfers

If space is available, transfers will be allowed until the second class meeting.

Changes in Program

The Continuing Education Program reserves the right to cancel courses, to make substitutions in faculty, and to change days, times, and locations of classes if necessary.

We are not responsible for misprints in catalogues, brochures and/or advertisements. In the event of an error, we will make every effort to provide you with corrected information. All courses depend upon sufficient registration to run. If a course is canceled by the College, all registrants receive a full refund.

Refunds

Applications for refunds must be made in writing. You can email, fax or mail in your request for a refund. No other paperwork is required. Email: cep@qc.edu, fax: 718-997-5723

Refund requests by telephone are not accepted. Refunds are calculated from the date we receive your written request. Before the first class meeting the refund is: 100% of tuition; before the second class meeting: 75% of tuition. Thereafter no refunds will be granted for any reason.

Registration, application, and material fees are not refundable. Processing of refunds requires four to six 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.

Discounts

Seniors, age 65 and older, receive a 25% discount on classes if the student requests it prior to registration and provides proof of age. (Exception: College for Older Adults classes are already discounted for seniors; therefore, no further discounts are applicable.) Queens College permanent full-time and part-time faculty and staff who present a validated ID card at registration will receive a 50% 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. All discounts are on tuition only and are subject to special conditions noted with course descriptions.

Please note: No discounts are given on trips or tours, Speed Reading, A+ Study System, or any course of \$45 or less.

Queens College Alumni may obtain a 20% discount upon presentation of a Queens College Alumni card. Contact the Alumni office at (718) 997-3930

Financial Support

Continuing Education in the City University of New York senior colleges receives no tax support for programs. All Continuing Education programs, activities, and expenses are supported from income derived solely from tuition and fee assessments.

Grade Requests

In order to protect your privacy, all grade requests must be presented in writing on our official Grade Request Form or a reasonable facsimile. E-mail requests accepted at: cep@qc.edu

Duplicate transcript fee is \$10.

Certificate Requests

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

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

Teaching Opportunities

See page 42.



ACADEMIC SKILLS / EXAM PREPARATION

TEACHING WORKSHOP

AS-700, Section SA11-QC
Montessori Teaching Workshop
for Teachers, Teacher-Assistants,
Parents and Caregivers

This 8-hour workshop will give you a chance to understand the Montessori teaching method and the use of didactic materials in the classroom. Direct aim (tactile) and indirect aim (unconscious) learning styles will be discussed. Participants will learn to understand the child's growth academically, emotionally and socially in a non-punitive environment. The age ranges of the children to be discussed are from two through six years old.

All workshop participants must bring the following items: notebook, pencil, pen, magic marker packet, crayon packet, ruler, two sponges, scissors, a small plastic bowl and a drawing book.

Please bring brown bag lunch and drink.

- **Saturday, 9:00 a.m. - 5:00 p.m.**
June 30
\$110 • 1 session • Uma Sengupta

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.

Note: students must attend a minimum of eight sessions.

- **Wednesday, 6:30 - 9:00 p.m.**
June 6 - August 8
\$230 • 9 sessions • TBA

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? (Remember, 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.

- **Tuesday, 8:10 - 10:00 p.m.**
June 5 - August 14
\$200 • 10 sessions • William L. Brooks

Register Online!
<http://www.qc.cuny.edu/cep>

AS-103, Section TH21-QC
Basic Math Made Easy

Can you use extra help before taking college math? Review basic math through algebra. A useful preparation for the CUNY Assessment Test and for computer courses where basic math is necessary. Open to all.

- **Thursday, 7:00 - 9:15 p.m.**
June 7 - August 2
\$230 • 9 sessions • Edwin Hughes

WRITING & SPEECH

AS-104, Section MO21-QC
Basic Writing

Say goodbye to writing fears! Master the basic elements of effective writing: making and supporting a point; organizing and unifying ideas; writing short and long paragraphs and eventually essays. Take this with AS 105, Basic Grammar.

Prerequisite: English fluency.

- **Monday, 8:10 - 10:00 p.m.**
June 4 - August 6
\$200 • 10 sessions • William L. Brooks

AS-105, Section MO21-QC
Basic Grammar and Correct Usage

Once you learn the fundamentals of English, you're ready for advanced writing projects. Between class and home assignments, develop clear and proper usage. Take this with AS-104, Basic Writing.

Prerequisite: English fluency.

- **Monday, 6:20 - 8:00 p.m.**
June 4 - August 6
\$200 • 10 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.

- **Tuesday, 6:20 - 8:00 p.m.**
June 5 - August 14
\$200 • 10 sessions • William L. Brooks

BS-409
Business Writing

See description and schedule on page 18.

BS-415
Public Speaking
for Business and Beyond

See description and schedule on page 20.

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.

AS-202, GRE, Section SA11-QC

- **Test Date: November/December**
Saturday, 9:00 a.m. - 1:00 p.m.
September 29 - November 3
\$425 • 6 sessions • Tom Sands

For applications to take the
 GRE and GMAT exams, please call:
 GRE: 609-771-7670
 GMAT: 609-771-7330

AS-203, GMAT, Section SA11-QC

- **Test Date: November/December**
Saturday, 1:30 - 5:30 p.m.
September 29 - November 3
\$425 • 6 sessions • Tom Sands

Note: All books and materials included for GRE and GMAT.

AS-306, Section TR11-QC
The New SAT Preparation 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.

- **Test Date: October, 2007**
Tuesday & Thursday, 9:00 - 11:00 a.m.
July 10 - August 23
\$295 • 14 sessions • Gino Zampano

AS-307, Section TR12-QC
The PSAT/NMSQT
Preparation Course

The PSAT/NMSQT exam provides practice for the SAT exam and establishes eligibility for national Merit Scholarships. The class will review all topics on the exam: sentence completion, reading comprehension, grammar/writing and vocabulary review. We teach and reinforce question types and test strategies and practice exams. *Textbook and all materials will be provided.*

- **Test Date: October, 2007**
Tuesday & Thursday, 11:10 a.m. - 1:10 p.m.
July 10 - August 23
\$295 • 14 sessions • Gino Zampano



AS-200, See Sections Below
The High School Equivalency
(GED) Preparation Course

You must be 19 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.

- **Section SA11-QC**
Saturday, 9:30 a.m. - 1:45 p.m.
June 9 - September 8
\$315 • 13 sessions • TBA
- **Section MW22-QC**
Monday & Wednesday, 6:00 - 9:00 p.m.
June 4 - August 8
\$315 • 19 sessions • TBA
- **Section TR13-PS**
Tuesday & Thursday, 9:30 a.m. -12:30 p.m.
June 5 - August 7
\$315 • 19 sessions • TBA
- **Section TR14-PS**
Tuesday & Thursday, 12:30 - 3:30 p.m.
June 5 - August 7
\$315 • 19 sessions • TBA

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.

Prerequisite: Student must be a U.S. citizen.

- **Section TH21**
Thursday, 6:00 - 9:00 p.m.
June 7
- **Section TH12**
Thursday, 9:00 a.m. - 12 noon
June 28
- **Section TH23**
Thursday, 6:00 - 9:00 p.m.
July 19

\$35 (+ \$15 registration fee)
1 session • Uri Shamir

Want a special gift
for the kids in your life?

Register them in any of these classes.

Call 718-997-5700
for more information.

JUNIOR HIGH PREP

AS-602, Section MW11-QC
Mathematics Workshop

This workshop is for students who have difficulty with math and/or are below their grade level in math. The main topics are decimals, percents, graphs, and introductory algebra.

- **Monday & Wednesday, 1:30 - 3:30 p.m.**
July 9 - August 8
\$210 • 10 sessions • TBA

AS-600, Section MW11-QC
Reading Workshop

For students who read below grade level and have difficulty understanding what they read. We emphasize vocabulary development and critical comprehension skills, plus test taking strategies.

- **Monday & Wednesday, 9:00 - 11:00 a.m.**
July 9 - August 8
\$210 • 10 sessions • Clifford Jones

AS-601, Section MW11-QC
Writing Workshop

Helping students who find it difficult to express themselves on paper, focusing on the basics of grammar, punctuation and paragraphing. In-class writing assignments include letters, descriptive narratives and compositions.

- **Monday & Wednesday, 11:10 a.m. - 1:10 p.m.**
July 9 - August 8
\$210 • 10 sessions • Clifford Jones

HIGH SCHOOL TUTORIAL & PREP

AS-302, Section MW11-QC
Regents Review:
Sequential Mathematics A

Presents math in a helpful manner with special emphasis on problem-solving. Topics: logic, probability, polynomials, some geometry, algebra, quadratic equations, and line-graphing.

- **Monday & Wednesday, 9:00 - 11:30 a.m.**
July 9 - August 8
\$250 • 10 sessions • Arkady Simonovsky

AS-318, Section MW11-QC
Regents Review:
Sequential Mathematics B

Developed for students who are taking the Regents. Topics include trigonometric, logarithmic, and exponential functions, trigonometric identities; complex numbers; advanced statistical methods, also the binomial theorem, grouping data, and working with normal curves. Geometric theorems, proofs and problem-solving will be emphasized.

- **Monday & Wednesday, 12:00 noon - 2:30 p.m.**
July 9 - August 8
\$250 • 10 sessions • Arkady Simonovsky

AS-311, Section TR11-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.

- **Test Dates: October / November 2007**
Tuesday & Thursday, 1:15 - 3:15 p.m.
July 10 - August 9
\$200 • 10 sessions • Gino Zamparo

AS-305, Section TR11-QC
Specialized Science High School
Admission Test Preparation (SSHSAT)

This course is taken for eighth and ninth graders who plan to take the New York City Specialized Science High School Admission Test (SSHSAT) 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 simulated exams.

- **Test Dates: October / November 2007**
Tuesday & Thursday, 3:30 - 5:30 p.m.
July 10 - August 9
\$200 • 10 sessions • Gino Zampano

AS-315, Section MW11-QC
Reading and Basic Writing Skills
for the High School Student

Raise reading comprehension and vocabulary and improve grammar, punctuation, and paragraphing skills. Learn to organize research material and put your thoughts into words clearly and effectively.

- **Monday & Wednesday, 1:30 - 4:30 p.m.**
July 9 - August 8
\$320 • 10 sessions • Clifford Jones

CELEBRATING
30 YEARS

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at **QUEENS COLLEGE**



ACADEMIC SKILLS / EXAM PREPARATION

**SPEED READING
& STUDY SKILLS**

**AS-100, Section WR21-QC
The A+ Study System**

Breakthrough for all students: high school, college, medical, law, business, graduate and corporate training. This powerful new system of understanding, analyzing and remembering helps you learn and study efficiently (and score higher on all tests and exams). You learn not by rote memory, thus reducing mental effort and study time. No more rereading texts and class notes. Boredom is eliminated. The A+ System applies to all materials (texts, class notes, etc.) and is so effective that it's guaranteed to improve your grades (even if you are already getting high grades), or you get additional training free of charge! Fee includes all materials.

- **Wednesday & Thursday, 6:30 - 9:30 p.m.**
June 6 & June 7
\$150 • 2 sessions • Richard Feldman, Ph.D.

**AS-101, Section MT21-QC
Speed Reading & Study Skills**

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.

- **Monday & Tuesday, 6:30 - 9:30 p.m.**
June 4 & June 5
\$150 • 2 sessions • Richard Feldman, Ph.D.

**QC/CEP
Returning Veterans'
Appreciation Program**

Queens College/Continuing Education is proud to offer an opportunity to veterans who want to take any of our non-certificate courses

TUITION FREE

Many of our certificate programs are already covered by Veterans' Education benefits

To find out if you qualify for a free course, please call (718) 997-5700 to request a catalog and get complete details

To find out about our Certificate Programs, you may call the Dept. of Veterans' Affairs, Education Benefits at (888) 442-4551



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 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. Graphic slides shown. Participants receive the required NYS Certificate of Completion. Bring current license or certification number to receive Certificate.

- **Section WE21**
Wednesday, 5:30 - 8:30 p.m.
June 20
 - **Section MO22**
Monday, 5:30 - 8:30 p.m.
July 16
 - **Section TU23**
Tuesday, 5:30 - 8:30 p.m.
July 31
- \$35 (registration fee included)**
1 session • Michele Singer-Berkowitz

**CC-600, See Sections Below-QC
School Violence Prevention
and Intervention Seminar**

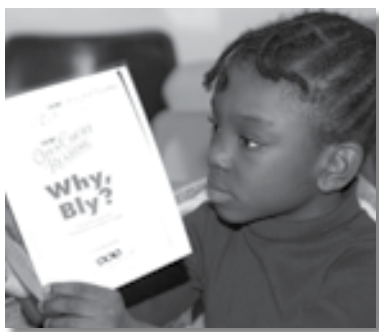
New York State law requires applicants for a new or renewed license, registration, certificate, or limited permit to provide documentation of completing the required training in School Violence Prevention and Intervention. This seminar has been approved by the New York State Education Department. Topics 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.

- **Section MO21**
Monday, 5:30 - 8:30 p.m.
June 11
 - **Section TU22**
Tuesday, 5:30 - 8:30 p.m.
July 10
 - **Section WE23**
Wednesday, 5:30 - 8:30 p.m.
July 18
- \$35 (registration fee included)**
1 session • Michele Singer-Berkowitz

**Placement Assistance
AVAILABLE FOR CERTIFICATE GRADUATES
BY APPOINTMENT ONLY**

For further information, please call (718) 997-5710, option 1
Placement Assistants: Alexis Greenidge or Leona Chin
Office Hours: Tuesdays & Thursdays, 9:00 a.m. - 2:00 p.m.





COLLEGE FOR KIDS (GRADES 1-6)

Michele Bisom, Educational Coordinator

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 Gifted Students Program.

CK-406, Section MO21-QC Parent Workshop: Understanding the NYC Public School Curriculum

Michele Bisom, Educational Coordinator of *College for Kids*, will present an overview of the Math, Reading and Writing program offered for elementary aged children. Parents will have an opportunity to ask questions and meet instructors.

- **Monday, 5:00 - 7:00 p.m.**
June 25
FREE • 1 session • Michele Bisom

CK-426, Section TU21-QC Parent's Awareness

Parents will learn strategies through books to elevate their child's reading and writing levels.

- **Tuesday, 6:30 - 8:00 p.m.**
July 10 and July 17
\$45 (bring a friend for \$25)
2 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.

- **Section TR11 • Grade 1**
Tuesday & Thursday, 9:15 - 10:45 a.m.
July 10 - August 9
\$185 • 10 sessions • Karla Vasquez
- **Section TR12 • Grade 2**
Tuesday & Thursday, 9:15 - 10:45 a.m.
July 10 - August 9
\$185 • 10 sessions • Audry Gallagher
- **Section TR13 • Grade 3**
Tuesday & Thursday, 9:15 - 10:45 a.m.
July 10 - August 9
\$185 • 10 sessions • Dina Randich
- **Section TR14 • Grade 4**
Tuesday & Thursday, 9:15 - 10:45 a.m.
July 10 - August 9
\$185 • 10 sessions
Lorraine Semenowitz
- **Section TR15 • Grade 5**
Tuesday & Thursday, 9:15 - 10:45 a.m.
July 10 - August 9
\$185 • 10 sessions • TBA
- **Section SA16 • Grade 6**
Tuesday & Thursday, 9:15 - 10:45 a.m.
July 10 - August 9
\$185 • 10 sessions • Candice Nupp

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.

- **Section TR11 • Grade 1**
Tuesday & Thursday, 11:00 a.m. - 12:30 p.m.
July 10 - August 9
\$185 • 10 sessions • Karla Vasquez
- **Section TR12 • Grade 2**
Tuesday & Thursday, 11:00 a.m. - 12:30 p.m.
July 10 - August 9
\$185 • 10 sessions • Audry Gallagher
- **Section TR13 • Grade 3**
Tuesday & Thursday, 11:00 a.m. - 12:30 p.m.
July 10 - August 9
\$185 • 10 sessions • Dina Randich
- **Section TR14 • Grade 4**
Tuesday & Thursday, 11:00 a.m. - 12:30 p.m.
July 10 - August 9
\$185 • 10 sessions
Lorraine Semenowitz
- **Section TR15 • Grade 5**
Tuesday & Thursday, 11:00 a.m. - 12:30 p.m.
July 10 - August 9
\$185 • 10 sessions • TBA
- **Section TR16 • Grade 6**
Tuesday & Thursday, 11:00 a.m. - 12:30 p.m.
July 10 - August 9
\$185 • 10 sessions • Candice Nupp

CK-410, See Sections Below-QC Growth in Writing

This course is designed to help strengthen young children's understanding of the writing strategies emphasized in the NYC Writing Workshop program. The process of writing will be explained.

- **Section MW11 • Grades 1**
Monday & Wednesday, 9:15 - 10:45 a.m.
July 9 - August 8
\$185 • 10 sessions • Mary Tallon
- **Section MW12 • Grades 2**
Monday & Wednesday, 11:00 a.m. - 12:30 p.m.
July 9 - August 8
\$185 • 10 sessions • Mary Tallon
- **Section MW13 • Grades 3 & 4**
Monday & Wednesday, 9:15 - 10:45 a.m.
July 9 - August 8
\$185 • 10 sessions • Lita Soloman
- **Section MW14 • Grades 5 & 6**
Monday & Wednesday, 11:00 a.m. - 12:30 p.m.
July 9 - August 8
\$185 • 10 sessions • Lita Soloman



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.

- **Section MW11 • Grades 3 & 4**
Monday & Wednesday, 9:15 - 10:45 a.m.
July 9 - August 8
\$185 • 10 sessions • Michele Bisom
- **Section MW12 • Grades 5 & 6**
Monday & Wednesday, 11:00 a.m. - 12:30 p.m.
July 9 - August 8
\$185 • 10 sessions • Michele Bisom

Also of Interest:
GIFTED STUDENTS PROGRAM
Art and astronomy courses
for young people.
See descriptions and schedules,
pages 8 - 10.



GIFTED STUDENTS PROGRAM

Valerie M. Ricchiuti, Educational Coordinator

OUR PROGRAM

For students who are performing a year or more above their current grade level. Includes academic and arts curricula for ages 7 through 12.

ADMISSION CRITERIA:

- Test/Sages-2 testing program
- Test Scores/Grades from Current School
- Interview and Essay

Students register for testing and admittance to the program.

TO REGISTER, BRING:

- Test scores from Diocese/Citywide/State-wide testing program. If not available, a letter on school letterhead stating that fact.
- Last CURRENT report card.
- An essay (2 to 3 paragraphs) written by the student and entitled: *Why I Want to Enter This Program* or *Why I Want to Learn*.
- A non-refundable \$35 testing fee. Upon admission, the testing fee serves as the application fee.

EACH CHILD IS PROVIDED WITH:

- A registration receipt.
- A list of the courses offered is available at testing. Students should review this list and return it within a week's time, with first, second and third choices clearly marked.

After testing, each child is provided with test results. An interview and registration time is then scheduled.

Weekday classes are held between 4:00 and 7:00 p.m. Weekend classes are held between 8:00 a.m. and 5:00 p.m.

Sections are listed as "SA" for identification purposes only. Dates and times are scheduled after testing.

CLASSES BEGIN JULY, 2007

Classes run for 10 sessions, 1½ hours per session unless otherwise stated and are limited to a maximum of 12 and a minimum of 6 students.

GC-950

Gifted Children's Testing Sessions for Summer 2007

- **Section TU21**
Tuesday, June 5
6:30 - 8:30 p.m.
- **Section SA11**
Saturday, June 9
9:00 - 11:00 a.m.
- **Section SA12**
Saturday, June 9
11:00 a.m. - 1:00 p.m.
- **Section SU13**
Sunday, June 24
9:00 - 11:00 a.m.
- **Section SU14**
Sunday, June 24
11:00 a.m. - 1:00 p.m.

CERTIFICATE REQUIREMENTS

CERTIFICATE IN LANGUAGE

Completion of the entire six-course Curriculum. Pass a competency examination at the end of the 3rd level within a 3-year period.

CERTIFICATE IN COMPUTER NETWORKING

Completion of each of the three levels within a 20-month period.

CERTIFICATE IN DIGITAL ANIMATION

Completion of each of the three levels within a 20-month period.

CERTIFICATE IN GENERAL STUDIES

Completion of one course from each of 5 categories within a three year period.

- Students registering for Level 2 & 3 classes may register at anytime.
- Registration for all other classes begins the first week of May.
- New students may register at the interview.
- Classes begin the week of July 9th.
- Tuition is due at registration.
- \$20 registration fee due in addition to class tuition.
- Students may register for as many classes as they wish.
- All classes will meet on campus.



LANGUAGES

Designed to immerse children in language, culture and customs. Through the language, learn basic and advanced vocabulary, idiomatic expressions, grammar and conversational skills. The cultural component of the classes draw from areas such as history, art, geography, literature, etc., to allow children to really get to know the character of the people. Grasp a firm understanding of a country's language and its people.

Levels include two Beginner, two Intermediate, and two Advanced.

GC-100 Chinese Level 1

- Offered Fall 2007

GC-110, Section SA11-QC Italian Level 1

- \$225 • 10 sessions • 1½ hours each
Angelo Rizzo

GC-120, Section SA11-QC Spanish Level 1

- \$225 • 10 sessions • 1½ hours each • TBA

GC-130, SA11-QC American Sign Language Level 1

- \$225 • 10 sessions • 1½ hours each
Valerie Parrella

GC-140, SA11-QC French Level 1

- \$225 • 10 sessions • 2 hours each
Filina Rizzo

GIFTED STUDENTS PROGRAM

Valerie M. Ricchiuti, Educational Coordinator

COMPUTER

Classes are divided topically, not by age or grade. Students begin with the basics of the programs, branching out to more advanced topics based on students interests.

**GC-210-QC
Digital Animation Using Flash,
Level 1 of 3**

An introduction to the principles of computer animation including keyframing and tweening. Create your own presentations to use on the web while learning the foundations.

- Offered Fall 2007

**GC-211-QC
Digital Animation Using SoftImage 1,
Level 2 of 3**

A step up from Flash into the realm of digital animation for film and video. Builds on the foundation learned in the first semester to take the students up to the 3-D level.

- Offered Fall 2007

LITERATURE

Enjoy reading, discussion and writing. Learn about classic novels and authors through a creative approach.

**GC-500, Section TU11-QC
Understanding the Classics Book Club
(Ages 9-12)**

Study the classics and gain insight into the life of selected authors and the elements of story structure. Gain a deeper understanding of the craft of writing.

- Tuesdays, Schedule to be announced
July 10 - August 7
\$140 • 5 sessions • 2 hours each
Michele Bisom

NETWORKING

See Sections Below

Engages beginning students in the field of networking to perform entry-level tasks such as pulling cables, as well as planning, design, installation, operation and troubleshooting of Ethernet and Internet protocol networks in a fun environment. After completion, students should be able to describe and install the hardware and software required to communicate across a network.

**GC-200, Section SA11-QC
Networking Level 1**

- \$225 • 10 sessions • 1½ hours each

**GC-201, Section SA11-QC
Networking Level 2**

- \$225 • 10 sessions • 1½ hours each

**GC-202, Section SA11-QC
Networking Level 3**

- \$225 • 10 sessions • 1½ hours each

ARTS

Explore the Arts in many forms. Art lessons are student-centered and custom designed. Emphasis is on personal growth, and returning students benefit with more advanced lessons.

**GC-300
Mixed Media 1**

Introduces materials and techniques in graphite, conte crayon, ink, charcoals, soft pastels, acrylics and other water-based paints. Explore movements in art from the 19th & 20th centuries such as impressionism, fauvism, cubism, and modernism. Through observation, learn about color mixing, color relationships, and composition.

- Offered Fall 2007

**GC-325
Photography Basics Level 1**

Develop an understanding and ability to properly use a "point & shoot" camera. Materials: Bring a camera (w/batteries & instruction manual) and 8-10 rolls of 24/36 exposure color film to the first class.

- Offered Fall 2007

**GC-326
Photography Basics Level 2**

Go from taking pictures to making photographs by mastering the basics. Discover basic photographic principles and techniques essential to producing quality photographs. Bring any previous photographs to the first class for critique.

Requirements: 35mm single-lens reflex camera and tripod. B&W, color and slide film. Completion of Level 1 or equivalent experience.

- Offered Fall 2007



**QUEENS
COLLEGE**

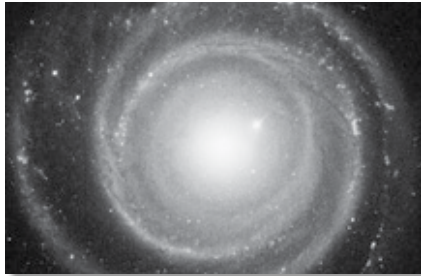


GIFTED STUDENTS PROGRAM

Valerie M. Ricchiuti, Educational Coordinator

SCIENCES

Begin our science series with an exploration of the skies. Discuss stellar evolution and discover the array of contributions from various scientists.



GC-400, Section SA11-QC Astronomy

Through the use of media presentations and telescopic observations, explore the universe and reflect on the birth of modern science.

- \$240 • 8 sessions • 1½ hours each
Mark Freilich

BUSINESS

Topics include checkbook maintenance & reconciliation, purchases (% off, tax), and more.



GC-600, Section SA11-QC Money Management

Introduces youngsters to the world of finance. Learn how basic bank accounts and credit cards work. Review positive and negative aspects of managing funds, and application and effect of taxes.

- Section SA11 • Ages 10 - 12
\$135 • 6 sessions • 2 hours each
Roseann Scaturro

THE LAW

Topics include courtroom procedure and protocol. More advanced courses include the processing of laws and litigation.



GC-650, Section SA11-QC The Order of the Courtroom

Focus on protocol and procedure. Designed to introduce students to the roles and responsibilities of the people in the courtroom. The last class meets at the courthouse.

- \$155 • 6 sessions • 1½ hours each
TBA



Register Online!

www.qc.cuny.edu/cep



Queens College and Springfield Gardens United Methodist Church Collaboration Working to Expand Course Offerings

Springfield Gardens United Methodist Church, established in 1867 serves an economically and socially diverse community. Springfield Gardens Development Corporation (SDC) has been a subsidiary of Springfield Gardens United Methodist Church since 1999. SDC focuses on two primary purposes; to aggressively seek out and acquire properties, and to develop church based community life affirming outreach endeavors.

Classes are held evenings at:
Springfield Gardens United Methodist Church
131-29 Farmers Blvd., Jamaica, NY, 11434.

Course Descriptions are listed in this Catalog on the designated pages.

Please note, courses will run subject to sufficient enrollment

CMC-GED - pg.5
General Equivalency Diploma Prep

CMC-113 - pg. 28
Computer Phobia I & II

CMC-ACF - pg 28
Intensive Computer Workshop

CHILD CARE PROVIDER
(Gary King, Instructor) pages 21-22

CMC-110 Child Development I - Infancy to Toddlerhood
CMC-111 Child Development II: Age 3-5, Preschool
CMC-112 Child Development III, Age 6-12, School Age
CMC-300 Family Day Care

NOTARY PUBLIC EXAM PREP COURSE - pg. 5
CMC-201

For more information,
call Dylan Haynes
at (718) 997-5739
dylan.haynes@qc.cuny.edu

ART

LA-331, Section SA11-QC
Mixed Media

What an opportunity! Explore various art media and create realistic and abstract works on paper with colored pencils, markers, crayons, and paint. (Bring all these materials, plus an 18 x 24 inch drawing pad, to the first class). Quickly learn the basics — line, shape, color, design, and techniques.

- **Saturday, 10:00 a.m. - 12:00 noon**
June 9 - August 11
\$210 • 10 sessions • Neil E. Stein

LA-332, See Sections Below-QC
Watercolor

LEVEL I: A simple way to make watercolor painting enjoyable and rewarding for the beginner; Level 1 is designed so the most timid individual attains the confidence to put brush to paper.

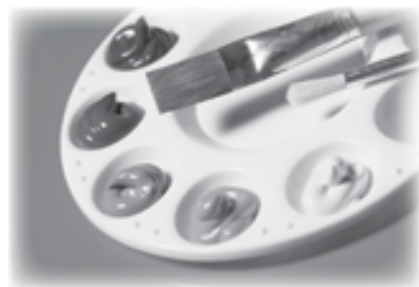
LEVEL II: Focuses on watercolor as a formal and abstract expression. Explore color theory and more advance techniques. Group discussions focus on each student's work. *Prerequisite: Level I*

- **Section SU11, Level 1**
Sunday, 1:00 - 3:30 p.m.
June 10 - July 29
\$175 • 8 sessions • Jorge Carmona
- **Section SU12, Level 2**
Sunday, 10:00 a.m. - 12:30 p.m.
June 10 - July 29
\$175 • 8 sessions • Jorge Carmona

LA-305, See Sections Below-QC
One-Stroke Flower Painting

No painting experience needed! Your one-stroke instructor, certified by Donna Dewberry, makes it easy for you to create beautiful flowers — rosebuds, violets, leaves and vines — to decorate your home, make gifts, or paint for profit. You'll be amazed by the beauty of your two class projects. Young people's class — Bring an old "painting" shirt and get ready for fun. You'll do two projects in class to take home. Materials included.

- **Section SU11 • Adults**
Sunday, 10:00 a.m. - 2:00 p.m.
June 10 and June 17
\$135 • 2 sessions • Doris Wolt
- **Section SU12 • Ages 9 - 15**
Sunday, 2:00 - 6:00 p.m.
June 10 and June 17
\$135 • 2 sessions • Doris Wolt



LA-327, Section WE21-QC
Painting Wall Borders

Don't stencil your walls. Learn how to paint free hand with the one stroke painting method. No painting experience needed. Learn the basics of how to paint rosebuds, vines, sunflowers, five petal flowers, three different kinds of leaves, butterflies, bees and ribbon. Four different wall borders will be painted in class. You will be painting your home in no time. Materials included.

- **Wednesday, 6:00 - 8:00 p.m.**
June 6 - July 11
\$250 • 5 sessions • Doris Wolt

ASTRONOMY

LA-360, Section MO21-QC
The Amazing Summer 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.

- **Monday, 7:00 - 9:30 p.m.**
June 4 - June 25
\$135 • 4 sessions • Mark Freilich

CRAFTS



LA-389, Section MO21-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. *Required: Bring a lock for your locker to the first class.*

- **Monday, 6:00 - 9:00 p.m.**
June 11 - August 27
\$430 • 12 sessions • Setsuko Sale

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. *Required: Bring a lock for your locker to the first class.*

- **Tuesday, 6:00 - 9:00 p.m.**
June 5 - August 28
\$430 • 12 sessions • Setsuko Sale

FILM

LA-450, Section SY11
Hollywood Film School (2-day)

Do you long to produce, write, finance, direct, and distribute a feature film? Here's your course! (Will Smith and Guy Ritchie attended, as did Oscar nominee Queen Latifah and Quentin Tarantino.) In one intensive weekend with Dov S-S Simens, discover how, on Day 1 (Saturday: Filmmaking), to take your idea, procure a script, budget and schedule it, hire talent and crew, rent equipment, shoot, edit, and obtain your final print. On Day 2 (Sunday: Film business) learn how to attend film festivals, win awards, distribute and generate revenues from theatrical, foreign, video and cable industries. Bonus: Screenwriting A-Z and Digital Filmmaking A-Z are covered. All attendees receive a Filmmaker's Workbook, a Producer's Diploma, and a Graduation Certificate. This course is given in Manhattan. Location given upon registration.

- **Saturday, 9:00 a.m. - 9:00 p.m.**
and **Sunday, 9:00 a.m. - 5:00 p.m.**
June 9 and June 10
\$390 • 2 sessions • Dov S-S Simens

LA-344, Writing for the Movies

See description and schedule on page 13.

CELEBRATING
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EDUCATION
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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, MAY 14, 2007
6:00 - 8:00 pm
Student Union, 4th Floor



ARTS and HUMANITIES

Valerie M. Ricchiuti, Educational Coordinator

LANGUAGES

Explore language! Just watch your conversational skills improve as your vocabulary grows, and learn everyday expressions and idioms used by native speakers.

Beginner level courses (long past or no experience) include cultural background, pronunciation, and common phrases. The intermediate level (Prerequisite: Beginner course or equivalent) offers more sophisticated grammar and vocabulary with dialogues and exercises.

Please note: group tutoring available for ESL & Spanish. For more information, call (718) 997-5704

LA-502, See Sections Below-QC

Arabic

- Section TU21, Beginner
Tuesday, 6:30 - 8:30 p.m.
June 12 - August 21
\$210 • 10 sessions • Sameh El-Naggar
- Section TU22, Intermediate
Tuesday, 8:35 - 10:35 p.m.
June 12 - August 21
\$210 • 10 sessions • Sameh El-Naggar

LA-503

Chinese, Mandarin

- Offered Fall 2007

LA-522, See Sections Below-QC

French Conversation

- Section FR21, Beginner
Friday, 6:00 - 8:00 p.m.
June 15 - August 17
\$210 • 10 sessions • Felina Rizzo
- Section SA12, Intermediate
Saturday, 10:00 a.m. - 12:00 noon
June 16 - August 18
\$210 • 10 sessions • Felina Rizzo

LA-506

Italian Conversation

- Offered Fall 2007

LA-509, See Sections Below-QC

Spanish Conversation

- Section MO21, Beginner
Monday, 7:00 - 9:00 p.m.
June 4 - August 6
\$210 • 10 sessions • Mary Bennardo
- Section WE22, Intermediate
Wednesday, 7:00 - 9:00 p.m.
June 6 - August 15
\$210 • 10 sessions • Mary Bennardo

LA-500, See Sections Below

American Sign Language

ASL is the third most used language in the world! Explore this beautiful language, build basic vocabulary, practice the manual alphabet, learn something about Deaf culture, and develop skills for communication.

Level II focuses on grammar, use of classifiers, eye gaze, placement, and manual and non-manual markers. Builds vocabulary with role playing, games, and other exercises.

Level III: At the end of this class, you should be able to converse comfortably in American Sign Language. Practice of Levels I/II topics.

At the successful completion of Level III, QC students may apply to have three semesters of their foreign language requirements waived.

- Section TH21-QC, Level I
Long-past or no experience
Thursday, 6:00 - 8:00 p.m.
June 14 - August 16
\$210 • 10 sessions • Valerie Parrella
- Section TH22-QC, Level II
Prerequisite: Level I or equivalent
Thursday, 8:05 - 10:05 p.m.
June 14 - August 16
\$210 • 10 sessions • Valerie Parrella
- Section TU23-QC, Level III
Prerequisite: Level II or equivalent
Tuesday, 6:30 - 8:30 p.m.
June 12 - August 21
\$210 • 10 sessions • Valerie Parrella

MUSIC, THEATER, DANCE

LA-315, See Sections Below-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 accompaniment 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.

Prerequisite for Intermediate class: Beginner's class or instructor's permission.

- Section TH21, Beginner
Thursday, 6:30 - 8:00 p.m.
June 7 - August 9
\$155 • 10 sessions • George Aslaender
- Section TH22, Intermediate
Thursday, 8:10 - 9:40 p.m.
June 7 - August 9
\$155 • 10 sessions • George Aslaender



LA-705, Section TU21-QC

Religion vs. Science OR

Can You Believe in Evolution and God?

Every class grabs your brain and won't let go. The unstuffy Dr. Mike Steffy tackles opposing beliefs and hostile attitudes and somehow makes sense out of the conflict. He's an Educational Anthropologist who's your intrepid guide into the natural and supernatural world and our thrilling universe that contains both. Best of all, he uses exciting media to open your eyes and change your mind. (Warning: You must bring your curiosity to each class).

- Tuesday, 6:30 - 8:30 p.m.
June 5 - July 31
\$195 • 8 sessions • Dr. Michael Steffy

LA-352, Section MO21-QC

The Art of Acting

For the student actor seriously considering acting as a professional career. 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.

- Monday, 6:30 - 8:30 p.m.
June 11 - July 23
(No class July 2)
\$125 • 6 sessions • Bill Smartt

LA-312

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 rumba 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.

- Offered Fall 2007

LA-229

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.

- Offered Fall 2007

Register Online!

www.qc.cuny.edu/cep



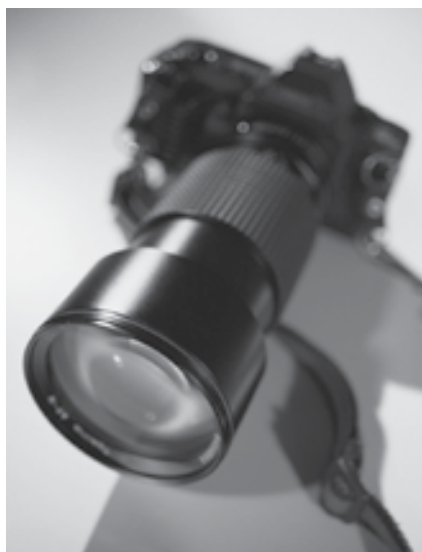
PHOTOGRAPHY

LA-330, Section MO21-QC
Photography Workshop

Capture that special moment with a great photograph! Learn the basics of good photographic composition, proper lighting and using a light meter for the best results. Improve your color quality, and make depth of field and the right film, lens, and filters work for you. Weekly shooting assignments are carefully evaluated by the instructor. Course includes one night location shoot and one studio portrait night.

Required: any 35mm camera, SLR preferred.

- Monday, 7:00 - 9:00 p.m.
June 4 - July 9
\$130 • 6 sessions • Hasheen Eaddy



WRITING

LA-367
Prepare to Write: Critique,
Compare, and Compose

Improve your writing skills. Unlike other writing courses, this one focuses on teaching you the observation and development skills that are needed for any writing assignment. Get those tools you need to be a good writer.

- Offered Fall 2007

LA-344
Writing for the Movies

Learn the basics of screenwriting 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.

- Offered Fall 2007

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HEALTH & WELL-BEING

LA-104, Section TU21-QC
Hatha Yoga, Beginner Level

Using yoga to develop an easeful body, a peaceful mind, and a useful life. Learn mantras that focus and bring a feeling of peace and unity. Meditation and relaxation techniques to reduce anxiety, depression, and insomnia. Learn physical poses which stretch all the muscles of the body and increase strength, flexibility, and joint mobility. Be sure to wear loose-fitting clothing, and bring a mat or towel.

- Tuesday, 6:00 - 8:00 p.m.
June 5 - July 31
\$160 • 8 sessions • Joyce Mendelsohn

LA-167, Section SA11-QC
The Healing Power of the Drum

The hands-on workshop will explore how 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. Areas covered in this workshop include the effects of drumming on: stress, grief, Post-Traumatic Stress Disorder and Parkinson's Disease. CMTE credits are available for this course. **Please note: All students must purchase *The Healing Power of the Drum* from the instructor.**

- Saturday, 10:00 a.m. - 1:00 p.m.
July 28 and August 4
\$85 • 2 sessions
Robert Lawrence Friedman

Continuing Education Abroad

is Offering 1-2 Week Programs in

ITALY



OPERA • CINEMA • ART • LITERATURE • HISTORY

One Week Program Fees Begin at \$1,995.00 (includes airfare, housing and tuition)
Contact Gary Braglia at gary.braglia@qc.cuny.edu or call 718-997-5521

ENGLISH AS A SECOND LANGUAGE

Margaret Mehran, Director

ENGLISH LANGUAGE INSTITUTE (ELI)

www.qc.cuny.edu/eli • 718-997-5720

FULL-TIME PROGRAM

The ELI is an intensive, academic program for learning English as a second language. Established in 1945, the ELI is the oldest English Language school in the City University of New York (CUNY) and one of the oldest in the entire United States.

For more than 60 years, students have come from abroad and from the metropolitan area to learn English with us. The Institute provides an intensive, well-rounded ESL program, providing a solid foundation for success. A great number of students go on to study at CUNY or at other colleges, universities, and professional schools across the United States.

I-20s available.

SUMMER SESSIONS:

- **SESSION 1**
 Test: Tuesday, May 29
 First day of class: Thursday, May 31
 Last day of class: Wednesday, June 27
 Tuition -
 Resident: \$817
 Non-resident: \$965
 Last day of 10% discount: Tuesday, May 15

- **SESSION 2**
 Test: Thursday, June 28
 First day of class: Thursday, July 5
 Last day of class: Wednesday, August 15
 Tuition -
 Resident: \$1,180
 Non-resident: \$1,395
 Last day of 10% discount: Tuesday, June 14

FALL SEMESTER:

- Classes begin in August 27, 2007. Call for more information.

ENGLISH AS A SECOND LANGUAGE (ESL)

www.qc.cuny.edu/esl • 718-997-5712

PART-TIME PROGRAM

Have you always wanted to know English better for yourself or for your job? Do you have limited time to study English because of work or family? Do you want to learn English on a university campus from the very best teachers using the most modern techniques?

Improve your pronunciation, listening, speaking, reading, writing and/or test-taking skills by taking one or more of our classes. Courses may be taken at your convenience during the daytime, evenings or on Saturdays.

All our teachers in both programs are experienced and hold a master's degree in teaching ESL. Receive a certificate after successful completion of each course.

Online registration available for the part-time program.

- **SUMMER SESSION:**
 Register by June 26 for placement testing.
 Classes: 4 hours a week, 28 hours per semester.
 July 2 - August 20
 Day, evening & Saturday classes available.
 Tuition: \$295 per class
- **FALL SESSION:**
 Register by September 14, 2007.
 \$20 registration fee per semester.
 Call for more information.

“The best and most lasting experience of my life has been studying for 3 semesters in the ELI. Not only did I learn the language and meet people from around the world, but I also succeeded in getting into college with excellent English skills.”

— Nathalie Contreras, former ELI student



PERSONAL SKILLS

**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.

- **Saturday, 10:00 a.m. - 1:00 p.m.**
June 23
\$30 (+ \$15 registration fee) • 1 session
Nikolaus Christmann

**LA-132, Section SA11-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.)

- **Saturday, 10:00 a.m. - 1:00 p.m.**
June 9
\$55 (bring a friend for \$25)
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. Eight hours in the classroom and 18 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.

- **Thursday, 6:30 - 8:30 p.m.**
June 7 - June 28
- **Saturday, 9:30 a.m. - 5:30 p.m.**
June 23, June 30 & July 7
Bring lunch
\$255 • 7 sessions • Armen Amirian

MONEY MANAGEMENT

Learn how to make your money work harder for you: Meet your expenses, protect your assets, and make your investments grow!



**LA-218, Section TU21-QC
Money Management, Basic**

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.

- **Tuesday, 7:30 - 9:30 p.m.**
June 5 and June 12
\$65 • 2 sessions • Jeffrey G. Levy

**LA-224, Section TU21-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.

- **Tuesday, 6:00 - 8:00 p.m.**
July 10 • \$35 (+ \$15 registration fee)
1 session • Ann Margaret Carrozza, Esq.

**LA-212, Section TH21-QC
Getting the Most Out of Your
United States Savings Bond**

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.

- **Thursday, 7:15 - 8:30 p.m.**
June 14
\$35 (\$15 registration fee)
1 session • Jeffrey G. Levy

CONSUMER SURVIVAL

**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. License number is required at registration. Bring pen to class.

- **Section SA11**
Saturday, 9:00 a.m. - 3:30 p.m.
June 16
\$45 • 1 session • Bipin Doshi
- **Section MW22**
Monday & Wednesday, 6:30 - 9:30 p.m.
July 16 and July 18
\$45 • 2 sessions • Bipin Doshi
- **Section SA13**
Saturday, 9:00 a.m. - 3:30 p.m.
August 18
\$45 • 1 session • Bipin Doshi

**CELEBRATING
30 YEARS**

of LEARNING FOR LIFE
with CONTINUING
EDUCATION
at QUEENS COLLEGE

**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, MAY 14, 2007
6:00 - 8:00 pm
Student Union, 4th Floor



BUSINESS and MANAGEMENT

Gaspare Scaturro, Educational Coordinator

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 Professional Intensive Training

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 Supervision

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 17.

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 19.

Professional 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 workforce, these classes can help focus your knowledge and further your goals. See page 20.

CORPORATE TRAINING with Queens College - Continuing Education

Our customized corporate and employee training programs provide effective learning for your management and staff. We design specialized training programs and curricula to fit today and tomorrow's diverse business needs. We can help you increase client satisfaction and employee skills. Let our professionals help increase process efficiencies and boost sales.

Training available in

- Program Management
- Cisco Certification Programs in Network Technology
- Employee Management
- Service and Sales Skills and much more.

Why Us?

- **Experience** – Education is our business.
- **Commitment** – Your goal is our goal!
- **Flexibility** – Day, evening, and weekend training available.
- **Convenience** – On or off-site training available.
- **Staff** – Our talented instructors are leading professionals in their fields.

JOIN OUR DIVERSE LIST OF SATISFIED CLIENTS:

Financial Services, Communication Industries, Local and Federal Government Agencies, Healthcare Facilities and Agencies, Unions...

CONTACT:

Diane Gahagan, Director of Corporate Training at 718-997-5734



**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 Your Own Business *
- BS-106 Collection Techniques *
- BS-107 Sales Methods/Fundamentals
- BS-114 Advertising Principles/Practices *
- BS-115 Business Law *
- BS-118 Customer Service
- BS-250 Bookkeeping
- BS-404 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.

- **Monday, 6:00 - 8:00 p.m.**
June 4 - June 25
\$95 • 4 sessions • Donald Shatz

**BS-101, Section SA11-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.

- **Saturday, 9:00 a.m. - 12:00 noon**
June 9 - July 14
\$210 • 6 sessions • Madison Gross

**BS-102, Section MO21-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 verses independent contractor, intellectual property, handling employee issues, laws of sales, warranties, repairs and refunds. Also, how and when to seek professional advice.

- **Monday, 8:00 - 10:00 p.m.**
June 4 - August 6
\$235 • 10 sessions • TBA

**BS-104, Section WE21-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.

- **Wednesday, 6:15 - 8:45 p.m.**
June 6 - August 15
\$235 • 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.

- **Thursday, 8:00 - 10:00 p.m.**
June 7 - July 12
\$145 • 6 sessions • Stephen Yesko

**BS-118, Section TU21-QC
Customer Service**

Customers are vital to a company's existence. Today, their satisfaction is based on more than the product or service they buy. It is the whole customer experience. This class will explain how to identify their expectations and reasons for new their loyalty. Learn to use a balanced approach with your difficult clients and complaints. Topics include customer communication and its part in strategies for success.

- **Tuesday, 6:00 - 8:00 p.m.**
June 5 - July 10
\$120 • 5 sessions • Roseann Scaturro

BS-250, Bookkeeping

See description and schedule on p. 19.

**BS-415, Section WE21-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.

- **Wednesday, 6:30 - 8:30 p.m.**
July 11 - September 5
\$235 • 9 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.

- **Saturday, 12:30 - 3:30 p.m.**
June 9
\$40 • 1 session • Gaspere Scaturro

Register Online!
<http://www.qc.cuny.edu/cep>



BUSINESS and MANAGEMENT
Gaspare Scaturro, Educational Coordinator

**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-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.

Prerequisite: English fluency

- **Tuesday, 6:00 - 8:00 p.m.**
June 5 - August 14
\$240 • 10 sessions • Tom McCreight

**BS-415, Section WE21-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.

- **Wednesday, 6:30 - 8:30 p.m.**
July 11 - September 5
\$235 • 9 sessions • Denise Miller

Register Online!
<http://www.qc.cuny.edu/cep>

**BS-700
 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.

- **Offered Fall 2007**

**CP-951
 Word: MOS Exam Prep**

How would you like to add "Expert in Microsoft Word" to your resume? Here's the only course you need to become an expert in the word-processing program used most often in offices throughout the world. Learn to create, format, edit and print documents. Work with toolbars, file management, and input techniques. Conquer graphics and tables, mail merge, charts, forms, templates and far more elements than can be listed here.

Unlike day-long courses that give an overview of the program, this course offers sixty hours of detailed but easy to follow instruction. It is the only course designed to take you from turning on the computer and learning the basics, to dealing efficiently with routine tasks. Master the skills, techniques and tricks of the trade needed to ace unusual, difficult assignments and projects. This is more than a course; it is a huge investment in your future.

- **Offered Fall 2007**

**CP-953
 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 class, one understands how to design and create professional quality presentations.

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.

- **Offered Spring 2008**

**Financial
 Assistance**

If you are over 18, unemployed, or make less than \$56,000 yearly, you may be eligible for tuition assistance through the Workforce 1 Career Centers.

**For more information,
 call 718-557-6755**

CP-950, Excel: MOS Exam Prep

Excel is a computer-based spreadsheet program which tabulates and presents data used to make important financial decisions. It is a highly sophisticated, widely used piece of software which is only as good as the person using it. That's where we come in.

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 an excel worksheet 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.

- **Offered Fall 2007**

**ALSO OF INTEREST
 CP-200, Section WE21-QC
 Typing for Speed and Accuracy**

Great course for both the beginning and advanced individuals. An expert instructor guides the novice on basic skills and the advanced student on improving their speed and accuracy. Use a computer tutorial program and a self-paced textbook for adults which is available at the college bookstore.

- **Wednesday, 6:00 - 8:00 p.m.**
June 6 - August 8
\$225 • 9 sessions • Marianne Dibugno

BUSINESS OPPORTUNITIES

**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.

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.**
June 16 and June 23
\$150 • 2 sessions • Christopher Argento



**PAYROLL CERTIFICATION
(PAYTRAIN COLLEGE)**

Queens College Continuing Education in cooperation with the American Payroll Association, offers the PayTrain College program for payroll professionals. 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 not only important to your company's bottom line but also to your continued professional development.

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

Program enrollees receive live classroom instruction, textbooks, access to interactive online games 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 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 provides the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. Topics include:

- Payroll fundamentals
- Fundamentals of payroll operations
- Paycheck fundamentals
- 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.

- **30 contact hours**
For schedule and tuition, please call (718) 997-5700

BS-606 PayTrain Mastery

As a continuation of PayTrain Fundamentals, PayTrain Mastery is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. Ideal for the experienced payroll professional seeking compliance training, professional development, or CPP certification preparation. Topics include:

- Payroll concepts
- Payroll calculations
- Fringe benefits
- Payroll reporting and employment taxes
- Record keeping and payroll practices
- Payroll accounting
- Management and administration

Prerequisite: Successful completion of BS-605 or proof of Fundamental Payroll Certification (FPC).

- **30 contact hours**
For schedule and tuition, please call (718) 997-5700

**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. Qualify 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.

**BS-250, Section MR21-QC
Bookkeeping**

All the skills you need to work as a full-charge bookkeeper. Your training covers universally 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.

Note: Bring textbook to first class.

- **Monday and Thursday, 6:00 - 9:00 p.m.**
June 25 - August 16
(No classes on July 2 and July 5)
\$460 • 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.

Prerequisite: BS 250 or equivalent experience.

- **Wednesday, 6:00 - 9:00 p.m.**
June 20 - October 3
\$460 • 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.

- **Wednesday, 6:15 - 9:15 p.m.**
Saturday, 10:00 a.m. - 3:00 p.m.
June 6 - September 5
\$1,160 • 22 sessions • TBA
Fee includes tuition (\$750), tests (\$265), and books (\$145)

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, MAY 14, 2007
6:00 - 8:00 pm
Student Union, 4th Floor



BUSINESS and MANAGEMENT

Gaspere Scaturro, Educational Coordinator

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 Finance and Accounting for the Nonfinancial Manager
- BS-409 Business Writing
- BS-415 Public Speaking for Business and Beyond

ELECTIVE COURSES (SELECT ONE)

- BS-405 Exercising Leadership
- BS-423 Managing Conflict, Diversity, and Difficult People

**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 improve your effectiveness.

- **Monday, 6:00 - 8:00 p.m.**
June 4 - July 30 (No class July 2)
\$202 • 8 sessions • TBA

**BS-401, Section TH21-QC
Supervision - First Line**

Good supervision is a lot more than just getting the work done. It's about building relationships, encouraging your workers to develop their potential and work as a team. Get the basics you need to do a great job — dealing with your own transition into management, defining your workers' responsibilities, and developing good communication skills. Learn to pinpoint strengths and weaknesses in yourself and others. Locate the resources you need and use a development plan. There's plenty to learn here for both new and experience supervisors.

- **Thursday, 8:00 - 10:00 p.m.**
June 14 - July 19
\$145 • 6 sessions • Gaspere Scaturro

**BS-402, Section TU21-QC
Finance and Accounting
for the Nonfinancial 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.

- **Tuesday, 7:30 - 10:00 p.m.**
June 5 - July 10
\$160 • 5 sessions
Ginger Broderick, C.P.A.

**BS-405
Exercising Leadership**

Having trouble in directing people? Losing control? Learn the fundamentals of leadership and how to use it in achieving your goals. The class provides insight into how one succeeds and why one fails. Students are trained by a combination of lectures, readings, case studies and group activities.

- **Offered Fall 2007**

**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.

Prerequisite: English fluency.

- **Tuesday, 6:00 - 8:00 p.m.**
June 5 - August 14
\$240 • 10 sessions • Tom McCreight

**BS-415, Section WE21-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.

- **Wednesday, 6:30 - 8:30 p.m.**
July 11 - September 5
\$235 • 9 sessions • Denise Miller

**BS-423, Section MO21-QC
Managing Conflict, Diversity,
and Difficult People**

Avoid arguing, fighting, and backstabbing. Learn to control tough situations and handle difficult people. Determine how to assess the problem, respond to negativity, and to demonstrate self-control. Explore mediation, arbitration and strategies for managing conflict.

- **Monday, 8:00 - 10:00 p.m.**
June 4 - July 16
\$165 • 7 sessions • Mitchell Sturmen

**PROFESSIONAL DEVELOPMENT
WORKSHOPS AND SEMINARS****BS-430, Section SA11-QC
Advanced Resume Workshop**

No one resume does it all. This class will help participants with existing resumes, to refine or modify their resumes to effectively showcase their talents, experience and expertise. This workshop will examine methods for highlighting special skills, review resume basics and discuss different formats to target specific company positions or areas of employment. Bring five copies of your resume to class.

- **Saturday, 1:00 - 4:00 p.m.**
July 21 and July 28
\$80 • 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.

- **Saturday, 12:30 - 3:30 p.m.**
June 9
\$40 • 1 session • Gaspere Scaturro

**BS-433, Section SA11-QC
Perfecting Your Interview**

A job interview is one of the most important business encounters. The outcome, can shape the direction of your career's success. Find out what information needs to be conveyed to insure the interviewer makes a favorable decision about your fit in the department or organization. Learn how to respond to various questions (both appropriate and inappropriate) in ways that will demonstrate your competence. We will examine different interviewing techniques (stress interviews, one on one interviews and even interviews while dining). Interviewing etiquettes will also be covered.

- **Saturday, 1:00 - 4:00 p.m.**
August 4 and August 11
\$80 • 2 sessions • Denise Miller

**BS-432
Marketing You!
Package Yourself for Success**

You only have a few moments to make a good 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 successful professional impression.

- **Offered Fall 2007**

CHILD CARE PROVIDER

Gary L. King, Educational Coordinator

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-301 Business Record Maintenance
- 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.

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.

CELEBRATING 30 YEARS

of LEARNING FOR LIFE
with CONTINUING
EDUCATION
at QUEENS COLLEGE

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.

- **Thursday, 6:30 - 9:30 p.m.**
June 7 - August 9
\$410 • 10 sessions • Gary L. King

**CC-102, Section TU21-QC
Health, Safety, and Nutrition**

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 for children, discovering which government programs will repay you for food expenses, and discussing how to encourage good health and deal with a health problem.

- **Tuesday, 6:30 - 9:30 p.m.**
June 5 - July 10
\$245 • 5 sessions • Gary L. King



**SAFE AND HEALTHY
LEARNING ENVIRONMENT**

**CC-106, Section MO21-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.

Prerequisites: CC-110, CC-111, CC-112.

- **Monday, 6:30 - 9:30 p.m.**
June 4 - July 2
\$245 • 5 sessions • Melvin E. Stewart

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.

- **Wednesday, 6:30 - 9:30 p.m.**
June 6 - July 11
\$245 • 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.

- **Monday, 6:30 - 9:30 p.m.**
July 9 - August 6
\$245 • 5 sessions • Melvin E. Stewart

CENTER-BASED DAY CARE

**CC-400, Section MO21-QC
Operating a Licensed Day Care Center**

Here's where you'll learn legal regulations for zoning, construction, teaching, staffing, health and safety. Explore business and educational approaches and learn the differences between profit vs. non-profit. Topics also include budgeting, special needs and the levels of children, curriculum, and how to access agencies and government programs that may be useful resources. Includes the execution of an application and arrangements for fingerprinting and background checks free of charge. Review New York City and State regulations governing the provision of child care services. This course does not provide a license to open a child care center.

- **Monday, 6:30 - 9:30 p.m.**
June 4 - August 6
\$410 • 10 sessions • Gary L. King



CHILD CARE PROVIDER

Gary L. King, Educational Coordinator

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.

- **Wednesday, 6:30 - 9:30 p.m.**
June 6 - July 11
\$245 • 5 sessions • Melvin E. Stewart

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.

- **Wednesday, 6:30 - 9:30 p.m.**
July 18 - August 15
\$245 • 5 sessions • Melvin E. Stewart

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.

- **Wednesday, 6:30 - 9:30 p.m.**
August 22 - September 26
\$245 • 5 sessions • Melvin E. Stewart

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.

- **Tuesday, 6:30 - 9:30 p.m.**
July 17 - August 14
\$245 • 5 sessions • Gary L. King

CC-501, Section TU21-QC Providing for the Child with Special Needs

Focus on the identification, planning interventions, and placing referrals for children with special needs. Review the range of special needs faced by caregivers and learn ways to document observations, identify the presence of different kinds of developmental problems, and plan for a proper intervention. Discuss ways to handle special needs in an inclusionary setting.

- **Tuesday, 6:30 - 9:30 p.m.**
August 21 - September 18
\$245 • 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.

- **Section WE21**
Wednesday, 5:30 - 8:30 p.m.
June 20
- **Section MO22**
Monday, 5:30 - 8:30 p.m.
July 16
- **Section TU23**
Tuesday, 5:30 - 8:30 p.m.
July 31
\$35 (registration fee included) • 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.

- **Section MO21**
Monday, 5:30 - 8:30 p.m.
June 11
- **Section TU22**
Tuesday, 5:30 - 8:30 p.m.
July 10
- **Section WE23**
Wednesday, 5:30 - 8:30 p.m.
July 18
\$35 (registration fee included) • 1 session
Michele Singer-Berkowitz

ALSO RECOMMENDED:

AH-550 CPR—Adult/Child/Infant

See page 39

BS-304 NYC Mandatory Food Handlers Protection Course

See page 18

CP-113 Computerphobia I

See page 28



CISCO CERTIFICATION PROGRAMS IN NETWORK TECHNOLOGY

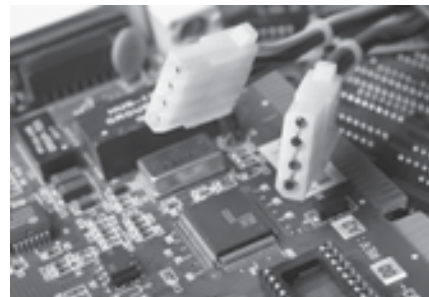
Our primary focus is to train network specialists, IT technicians, LAN/WAN engineers, and professionals in the skills necessary for success in the field of Internet technology.

Our academy provides training and support to 20 local academy instructors and students in Queens and the greater metropolitan area. Queens College is one of four colleges (including Columbia, NYU, and Stanford) selected by Cisco to host the International E-Learning Conference for Educational Leaders in Europe.

Students with limited computer knowledge and no experience in networking may find it useful to begin with our new introductory course, Basic Networking.

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 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 TR21-QC
CCNP Certification 1, Learn to Build Scalable Cisco Networks**

- Tuesday and Thursday, 6:30 - 9:30 p.m.
June 5 - July 19
\$1,350 • 15 sessions • TBA

**CP-796
CCNP Certification 2**

- Please note: curriculum has been revised for Fall 2007

**CP-797, Section TR11-QC
CCNP Certification 3, Build Cisco Multilayer Switched Networks**

- Tuesday and Thursday, 6:30 - 9:30 p.m.
June 26 - August 14
\$1,350 • 16 sessions • Salvador Morales

**CP-798
CCNP Certification 4**

- Not offered this semester

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

Prepare for the CCNA certification exam and gain the skills needed to enter the computer networking workforce. After passing the exam, get your CCNA certificate.

REQUIRED COURSES

- CP-750 CCNA Semester 1, v.3.1
- CP-751 CCNA Semester 2, v.3.1
- CP-752 CCNA Semester 3, v.3.1
- CP-753 CCNA Semester 4, v.3.1

**CP-750, See Sections Below-QC
CCNA Semester 1, v.3.1**

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 SU11
Sunday, 10:00 a.m. - 5:00 p.m.
June 17 - August 12
\$800 • 9 sessions • TBA
- Section MW22
Monday & Wednesday, 6:00 - 9:45 p.m.
June 25 - August 13
\$800 • 16 sessions • TBA

**CP-751, See Sections Below-QC
CCNA Semester 2, v.3.1**

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 SA11
Saturday, 10:00 a.m. - 5:00 p.m.
June 9 - August 18
\$800 • 9 sessions • TBA
- Section TR22
Tuesday & Thursday, 6:00 - 9:45 p.m. July 10 - August 30
\$800 • 16 sessions • TBA

**CP-752, See Sections Below-QC
CCNA Semester 3, v.3.1**

A quick tour and review of the OSI Reference Model and Routing: LAN Switching, Virtual LANs (VLANs), LAN Design, and more.

Prerequisite: CP-751.

- Section SA11
Saturday, 10:00 a.m. - 5:00 p.m.
June 2 - July 28
\$800 • 9 sessions • TBA
- Section SA12
Saturday, 10:00 a.m. - 5:00 p.m.
August 25 - October 20
\$800 • 9 sessions • TBA
- Section MW23
Monday and Wednesday, 6:00 - 9:30 p.m.
July 16 - September 12
\$800 • 16 sessions • TBA

**CP-753, See Sections Below-QC
CCNA Semester 4, v.3.1**

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

Prerequisite: CP-752.

- Section TR21
Tuesday and Thursday, 6:00 - 9:30 p.m.
June 12 - August 2
\$800 • 16 sessions • TBA
- Section SU12
Sunday, 10:00 a.m. - 5:00 p.m.
July 1 - August 26
\$800 • 9 sessions • TBA



CISCO REGIONAL-LOCAL TRAINING ACADEMY

Ruby Chua, Director

HOME TECHNOLOGY INTEGRATOR (HTI+) CERTIFICATION

The CompTIA HTI+ certification exam is the leading vendor-neutral certification for technicians in the automated home industry who install and network digitally-based security, audio and video, computer heating and air conditioning, cable and satellite, and telecommunications systems.

There is a rapidly growing need for qualified technicians to set up and maintain networked security, environment, and home entertainment systems. Work for a large corporation or start your own installation business-either way. HTI+ certification is the credential you need for the 21st century.

CP-770, Section TR21-QC HTI+ Exam Prep

Study for two HTI+ certification exams and become qualified to bring home technology into the 21st century. This course is made up of three modules.

Module 1: Basic Network

Module 2: HTI+ Residential Systems

Module 3: HTI+ Systems Infrastructure and Integration.

Not offered this semester.

CISCO CERTIFIED SECURITY PROFESSIONAL PROGRAM (CCSP)

The CCSP Program offers preparation of the Cisco Security Plus exam.

CP-755, Section SA11-QC Cisco Network Security I: Routing IOS Security

Emphasizes overall security processes, including basic and advanced security vulnerabilities, hands-on skills in security policy design and management, security technologies, architecture, products, solutions, and design.

Prerequisite: CCNA Certificate or equivalent courses.

- **Saturday, 10:00 a.m. - 3:30 p.m.**
June 16 - August 4
\$750 • 8 sessions • TBA

CP-756, Section SA11-QC Cisco Network Security II: PIX Firewall

Learn to install basic and advanced firewalls. Learn to configure, monitor, maintain, and secure the designed network. Emphasizes the implementation of AAA and VPN using Cisco routers and PIX firewalls.

Prerequisite: CP-755 or equivalent courses

- **Saturday, 10:00 a.m. - 3:30 p.m.**
August 11 - October 13
\$750 • 8 sessions • TBA

CP-757, Section SA11-QC Cisco Wireless LANs

Offers a comprehensive overview of wireless LANs — design, planning, implementation, operation, troubleshooting, and more.

Prerequisite: CP-750 & CP-751

- **Saturday, 10:00 a.m. - 3:15 p.m.**
June 23 - August 25
\$750 • 10 sessions • TBA

CISCO CERTIFIED VOICE PROFESSIONAL PROGRAM (CCVP)

This program offers preparation for Cisco Voice Professional exams:

CP-760, Section SA11-QC 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 and design. 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

- **Saturday, 10:00 a.m. - 2:30 p.m.**
June 30 - August 18
\$995 • 8 sessions • TBA

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; troubleshoot 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 individuals 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. The training concentrates on developing individuals' skills for terminating, testing and troubleshooting, as well as dressing. Students must complete five modules: Basic Networking, Cabling I, Cabling II, Cabling III-Fiber Optic, and Cabling Safe Working Practices. 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. Also note that 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 II — Fiber Optic
- CP-775 Safe Working Practices and Principles

Register Online!
<http://www.qc.cuny.edu/cep>



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. This course is comparable to CP-750.

- **Section SU11**
Sunday, 10:00 a.m. - 5:00 p.m.
June 17 - August 12
\$800 • 9 sessions • TBA
- **Section MW22**
Monday & Wednesday, 6:00 - 9:45 p.m.
June 25 - August 13
\$800 • 16 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.**
July 14 - August 4
\$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.**
August 11 - October 6
\$750 • 8 sessions • TBA

CP-774, Section SU11-QC Cabling III—Fiber Optic

Shows step-by-step instructions for each stage of fiber optic cabling installation and testing according to TIA/EIA-568-B cabling standards. Describes the steps for performing link engineering to verify that a fiber optic cabling system will work for different network technologies including 10Base-F, 100Base-X, 1000Base-X, FDDI and ATM. Hands-on labs are provided.

- **Sunday, 10:00 a.m. - 5:00 p.m.**
August 19 - October 7
\$850 • 8 sessions • TBA

CP-775, Section SA11-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.

- **Saturday, 10:00 a.m. - 4:00 p.m.**
October 6 and October 13
\$230 • 2 sessions • TBA

CISCO NETWORKING ACADEMY 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 Basic Networking/Network+
see page 23
- CP-776 Cisco IT Essentials I/A+
- CP-777 Cisco IT Essentials II

CP-776, 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 SU11**
Sunday, 10:00 a.m. - 5:00 p.m.
June 10 - August 12
\$800 • 10 sessions • TBA
- **Section SA12**
Saturday, 10:00 a.m. - 5:00 p.m.
June 9 - August 11
\$800 • 10 sessions • TBA

CP-777, Section SU11-QC Cisco IT Essentials II: Network Operating Systems

This course is an intensive introduction to multi-user, 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*

- **Sunday, 10:00 a.m. - 5:00 p.m.**
August 12 - October 21
\$800 • 10 sessions • TBA



CISCO NETWORKING ACADEMY SPONSORED PROGRAMS:

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

CP-778, Section SA11-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.

- **Saturday, 10:00 a.m. - 5:00 p.m.**
July 14 - September 29
\$850 • 10 sessions • TBA

Register Online!
<http://www.qc.cuny.edu/cep>



CISCO REGIONAL-LOCAL TRAINING ACADEMY

Ruby Chua, Director

**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. Topics include the analog and digital video surveillance systems, network-enabled for remote monitoring, keypad and card access control, intrusion detection, internet-enabled for remote administration and detailed reporting.

Prerequisite: Computer basic knowledge

REQUIRED COURSES

- CP-771 Basic Networking, see page 25
- CP-772 Cabling I, see page 25
- CP-779 Electronic Security System /Surveillance

**CP-779, See Sections Below-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.

- **Section SU11**
Sunday, 10:00 a.m. - 2:30 p.m.
July 8 - August 19
\$730 • 7 sessions • TBA
- **Section TR22-QC**
Tuesday & Thursday, 6:00 - 9:00 p.m.
July 17 - August 16
\$730 • 10 sessions • TBA

**CELEBRATING
30 YEARS**


of LEARNING FOR LIFE
with CONTINUING
EDUCATION
at QUEENS COLLEGE

**Placement
Assistance**

**Available for
Certificate Graduates
by Appointment Only**

For further information,
please call
(718) 997-5710, option 1
Placement Assistants:
Alexis Greenidge or Leona Chin

Office Hours:
Tuesdays & Thursdays
9:00 a.m. - 2:00 p.m.




Our primary purpose is to train students to become successful network specialists, IT technicians, engineers and professionals in the field of Internet Technology.

Study at one of our local academies for the Cisco Networking Academy Program.

Visit our website for a complete list of courses & programs.

www.qc.cuny.edu/cisco



NEW OFFERINGS!

**Certified Internet Web Professional (CIW)
Alarm System Certificate Program**

Any individual approved for ITA Voucher (SBS Funding) will be eligible for a free program.



PROJECT MANAGEMENT PROFESSIONAL CERTIFICATE PROGRAM

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 a 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.**

Prerequisites: IT Certifications or currently holding a supervisory position in any field

REQUIRED COURSES

CP-785	Introduction Project Management
CP-786	Advanced Project Management
CP-787	Microsoft Visio
CP-788	Microsoft Project
BS-405	Exercising Leadership see page 20
BS-423	Managing Conflict, Diversity and Difficult People

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

This course is an introduction to crucial Project Management Concepts such as planning, scoping, scheduling, critical path, managing stakeholders, budgeting, communication and change management.

- **Section MW21**
Monday & Wednesday, 6:00 - 9:30 p.m.
June 4 - July 2
\$650 • 9 sessions • TBA
- **Section TR22**
Tuesday & Thursday, 6:00 - 9:30 p.m.
June 19 - July 17
\$650 • 9 sessions • TBA

CP-786, Section TR21-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.

- **Tuesday & Thursday, 6:00 - 9:30 p.m.**
July 24 - August 21
\$650 • 9 sessions • TBA



CP-787, Sections SA11-QC Microsoft Visio

Teaches you to use the business graphic application to create drawings 'virtual' plastic drawing stencils. Topics include Visio diagrams, organizational charts, website maps, and Microsoft Office documents. It emphasizes on solutions that help business professionals visualize existing ideas and information and share and prototype new ideas and information.

- **Saturday, 10:00 a.m. - 3:00 p.m.**
July 14 and July 21
\$265 • 2 sessions • TBA

CP-788, Section SA11-QC Microsoft Project

Teaches you to use Microsoft Office Project Professional 2003 as a tool to assist professionals in managing projects. After successful completion of this course, students will be able to create a project plan file and enter task information, create a work breakdown structure by organizing tasks and setting task relationships, assign project resources and finalize the project plan file.

- **Saturday, 10:00 a.m. - 3:00 p.m.**
July 28 and August 4
\$265 • 2 sessions • TBA

BS-405 Exercising Leadership

- **Offered Fall 2007**
May substitute for any 10-20 hour leadership courses

BS-423 Managing Conflict, Diversity and Difficult People

- **May substitute for any 10-20 hour leadership courses**

See page 20.

Please Note:
Cost of entire program is \$2,320



COMPUTERS and INFORMATION TECHNOLOGY

Beryl Ackerman, Educational Coordinator

CERTIFICATE PROGRAMS

■ IT SPECIALIST

Become an information technology specialist. Two certificate levels. See p. 30.

■ WEB DESIGNER

Develop the skills you need to create state-of-the-art Web sites. See p. 31.

■ FLASH DESIGNER

Go to the next level — special effects and interactive Web pages. See p. 31.

■ DESKTOP PUBLISHING

Learn desktop publishing and print production on the PC. See p. 32.

All courses may be taken by students not enrolled in the Certificate Programs.

HOW TO ENROLL

- Fill out the Certificate Program application (inside back cover) and submit with a \$10 nonrefundable application fee to Queens College CEP.
- Apply to Certificate Program within your first four courses, or as noted.

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 2003 Exam Prep

Be a highly paid Local Area Network administrator! Pass the MCSE exam. See p. 30.

■ Microsoft Office Specialist Exam Prep

Pass the MOS exam and prove your skills with the most-used software. See p. 31.

COMPUTERS FOR EVERYONE

These are courses for everyone, from absolute beginner to advanced user. Take the classes that interest you without commitment to a program. See below.

Certificate students who do not enroll in courses for three consecutive semesters must reapply and be readmitted to the program. Certificate requirements at time of readmission will apply.

ADVISORY BOARD

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COMPUTER SCIENCES, QUEENS COLLEGE

Free
Counseling!

Come to a computer careers session
Tuesday, May 29
Kiely Hall, Room 111 • 6:00 - 8:00 pm
No appointment necessary.

COMPUTERS FOR EVERYONE

CP-113, See Sections Below-QC
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.

- Section MO21-PS
Monday, 6:00 - 8:00 p.m.
June 4 - June 18
\$100 • 3 sessions • Winfield Eng
- Section TH12-QC
Thursday, 10:00 a.m. - 5:00 p.m.
June 28
\$100 • 1 session • Alison Hwang
- Section SA13-QC
Saturday, 10:00 a.m. - 5:00 p.m.
June 9
\$100 • 1 session • Alison Hwang

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.

- Section TH11-QC
Thursday, 10:00 a.m. - 5:00 p.m.
July 5
\$100 • 1 session • Allison Hwang
- Section MO22-PS
Monday, 6:00 - 8:00 p.m.
June 25 - July 9
\$100 • 3 sessions • Winfield Eng
- Section SA13-QC
Saturday, 10:00 a.m. - 5:00 p.m.
June 16
\$100 • 1 session • Allison Hwang

CP-200, WE21-QC
Typing for Speed and Accuracy

A great course for both beginning and advanced typists. An expert teacher guides beginners in basic typing skills on the computer, and advanced students on improving speed and accuracy. We use a computer tutorial program and a self-paced textbook for adults, available at the College bookstore.

- Wednesday, 6:00 - 8:00 p.m.
June 6 - August 8
\$225 • 9 sessions • Marianne Dibugno

CP-135, See Sections Below-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.

- Section SU11
Sunday, 9:00 a.m. - 5:00 p.m.
July 1
\$100 • 1 session • Beryl Ackerman
- Section WE22
Wednesday, 8:00 - 10:00 p.m.
June 13 - July 11
\$100 • 4 sessions • Beryl Ackerman

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 Windows XP performs tasks for your computer and its applications.

- Wednesday, 6:00 - 8:00 p.m.
June 13 - August 29
(No class August 1)
\$240 • 10 sessions • Beryl Ackerman

**CP-203, See Sections Below-QC
Word 2003**

Learn editing, formatting, saving, copying, retrieving, moving, printing, spell checking, etc., and use these skills to create and edit professional quality documents.

- **Section TH11**
Thursday, 11:45 a.m. - 1:45 p.m.
June 7 - August 9
\$295 • 10 sessions • Winfield Eng
- **Section TU22**
Tuesday, 6:00 - 10:00 p.m.
June 5 - July 17
\$295 • 6 sessions • Beryl Ackerman

**CP-125, Section WE21-QC
PowerPoint 2003**

Learn inside techniques and tips to automate a slide show and design persuasive and impressive presentations using outlines, slides, clip art, and animation.

- **Wednesday, 8:00 - 10:00 p.m.**
July 18 - August 15
(No class August 1)
\$105 • 4 sessions • Beryl Ackerman

**CP-108, Section SU11-QC
Access 2003**

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.

- **Sunday, 9:00 a.m. - 5:00 p.m.**
July 9 - July 22
\$280 • 3 sessions • Beryl Ackerman

**CP-109, See Sections Below-QC
Excel 2003**

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.

- **Section SU11**
Sunday, 9:00 a.m. - 5:00 p.m.
August 5 - August 19
\$275 • 3 sessions • Beryl Ackerman
- **Section MO22**
Monday, 6:00 - 10:00 p.m.
June 11 - July 16
\$275 • 6 sessions • Beryl Ackerman

**CP-354, Section FR21-QC
Digital Photography**

Learn how a digital camera works (no film!), what to look for when buying one, and the different kinds of image editing software and photo printers. Explore a typical digital camera's buttons and functions—shutter speed, aperture setting, white balance, depth of field, hue/saturation adjustment, etc. — with extensive hands-on practice. Learn how to take shots in all different environments with a tripod and lighting equipment, and how to transfer pictures from the camera's memory device to a computer for later image compression, e-mail attachments and publishing on the Internet. It is not necessary to own a digital camera for this class, but it is a plus.

- **Friday, 6:00 - 8:00 p.m.**
June 8 - July 20
\$200 • 7 sessions • William McCarthy



**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.

- **Section MO21**
Monday, 8:15 - 10:15 p.m.
June 4 - July 2
\$135 • 5 sessions • Ben Nightingale
- **Section MO22**
Monday, 8:15 - 10:15 p.m.
July 16 - August 13
\$135 • 5 sessions • Ben Nightingale

**CP-137, Section SA11-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.

- **Saturday, 9:30 - 11:30 a.m.**
July 14 - August 11
\$135 • 5 sessions • Ben Nightingale

Register Online!
<http://www.qc.cuny.edu/cep>

New

Learn How to Sell on eBay The Right Way!

Learn From An Education Specialist Trained By eBay About
"THE BASICS OF SELLING ON EBAY"

EB-100, Section SA11-QC

June 9 & June 16 • 10 AM- 2 PM • \$99

Get trained by an Education Specialist trained on eBay!
Harness the power of eBay to put more money in your pocket.
Sign up today!

LEARN HOW TO:

- Open A Seller Account
- Create & Monitor Listings
- Improve Existing Listings
- Set Pricing
- Open & Use PayPal
- Complete Transactions

QUEENS COLLEGE / CUNY

To register: www.qc.cuny.edu/cep
or call (718) 997-5700

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, MAY 14, 2007
6:00 - 8:00 pm
Student Union
4th Floor



COMPUTERS and INFORMATION TECHNOLOGY

Beryl Ackerman, Educational Coordinator

IT (INFORMATION TECHNOLOGY) SPECIALIST CERTIFICATE PROGRAMS

IT APPLICATION USER CERTIFICATE

Get comfortable in front of the computer. Then go on to learn Microsoft Office, the best-known software suite in the world. Take five courses for the Certificate. See course descriptions on pages 28 and 29.

REQUIRED COURSES

- CP-135 Intensive Computer Workshop
- CP-125 PowerPoint 2002
- CP-203 Word 2002
- CP-109 Excel 2002
- CP-108 Access 2002

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 five courses.

REQUIRED COURSES

- CP-209 Operating Systems: Windows XP
- CP-103 Elementary BASIC Programming
- CP-111* Visual Basic 6.0 for Windows
- CP-801 HTML and Home Page Creation
- CP-815* VBScript Fundamentals

*Not offered this semester.

MICROSOFT CERTIFIED SYSTEMS ENGINEER WINDOWS SERVER 2003 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 2003 Environment for Exam 70-290.
- CP-721* Implementing a Microsoft Windows Server 2003 Network Infrastructure for Exam 70-291.
- CP-722* Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure for Exam 70-293.
- CP-723 Implementing, Planning and Maintaining a Microsoft Windows Server 2003 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 Networks for Exam 70-298.

*Not offered this semester

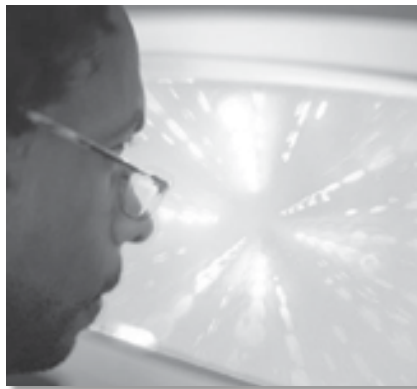
"This past summer semester I have taken four computer classes offered by the CEP Department at Queens College and was impressed by the great teachers they have. My company wants me to continue taking computer classes. I recommend it to anyone who wants to get ahead in their job."

— Evelyn Beltre, student

CP-720
Managing and Maintaining a Microsoft Windows Server 2003 Environment for Exam 70-290

Provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2003 environment. This is the first course in the Systems Administrator and Systems Engineer tracks for Windows Server 2003 and serves as the entry point for other courses in the Windows Server 2003 curriculum.

- Offered Fall 2007

CP-721
Implementing a Microsoft Windows Server 2003 Network Infrastructure for Exam 70-291

Reviews the suite of TCP/IP protocols. By understanding the function of each of the protocols and how the protocols relate to each other, you have the context for understanding network administration tasks and network troubleshooting.

Prerequisite: CP-720

- Offered Fall 2007

CP-722
Planning and Maintaining a Microsoft Windows Server 2003 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 2003 network infrastructure.

Prerequisite: CP-721

- Offered Fall 2007

CP-723, Section MWY21-QC
Implementing, Planning and Maintaining a Microsoft Windows Server 2003 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™ 2003 Active Directory® directory service infrastructure. Also focuses on a Windows Server 2003 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. and Sunday, 9:30 a.m. - 1:30 p.m.
June 3 - June 25
\$400 • 11 sessions • Albert Lin

CP-724, Section MWY21-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. and Sunday, 9:30 a.m. - 1:30 p.m.
June 27 - July 9
\$200 • 5 sessions • Albert Lin

CP-725, Section MWY21-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 threats, and analyzing security risks to meet business requirements for securing computers in a networked environment. Encourages decision-making skills through an interactive tool that simulates real-life scenarios that the target audience may encounter. Tasks include collecting the information and sorting through the details to resolve the given security requirement.

Prerequisite: CP-724

- Sunday, Monday & Wednesday
9:30 a.m. - 1:30 p.m.
July 15 - July 29
\$300 • 7 sessions • Albert Lin

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!

REQUIRED COURSES

Take in the following sequence:

- CP-800 Internet Fundamentals
- CP-801 HTML and Home Page Creation
- CP-802 Web Site Design Methodology and Technology
- CP-803 Macromedia Dreamweaver and Fireworks

**CP-800, Section SU11-QC
Internet Fundamentals**

Provides new users with Internet fundamentals, from basic beginner through advanced levels, including access to the Internet; using Web browsers, electronic mail, newsgroups, File Transfer Protocol (FTP), and Telnet; configuring Netscape Navigator and Internet Explorer for multimedia access using Real Player, Shockwave, Flash, QuickTime; using Web-based search engines for advanced searches; and the basics of electronic commerce and security issues.

- **Sunday, 9:00 a.m. - 5:00 p.m.**
June 17 - June 24
\$235 • 2 sessions • Beryl Ackerman

**CP-801, Section TH21-QC
HTML and Home Page Creation**

Learn to build a Web page with Hypertext markup language, formatting text with tags, creating active "clickable" images and applying background colors and patterns.

Prerequisite: CP-800 or knowledge of the Internet

- **Thursday, 6:00 - 10:00 p.m.**
June 7 - July 12
\$315 • 6 sessions • Beryl Ackerman

**CP-802, Section SU11-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. Provides preparation and practice questions for the CIW 420 exam, including coverage of Cascading Style Sheets, plug-ins, downloadable files, Web graphics, multimedia (audio/ video), metadata, HomeSite, FrontPage, cookies, HTTP servers, databases, frames, and Java, JavaScript, and XML basics.

Prerequisite: CP-801.

- **Sunday, 1:30 - 4:30 p.m.**
June 17 - August 19
\$365 • 10 sessions • William McCarthy

**CP-803, Section SU11-QC
Macromedia Dreamweaver
and Fireworks**

For Web professionals, Dreamweaver is the high-end 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 site to the World Wide Web.

- **Sunday, 10:00 a.m. - 1:00 p.m.**
June 17 - August 19
\$365 • 10 sessions • William McCarthy



**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.

**CP-804, Section SA11-QC
Macromedia 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 Playstation 2 video game console. This hands-on course offers a solid foundation in creating dynamic Flash presentations.

- **Saturday, 10:00 a.m. - 1:00 p.m.**
June 9 - August 11
\$365 • 10 sessions • William McCarthy

**CP-805, Section SA11-QC
Advanced Flash with Action Script**

Create complex navigation schemes, arcade-style games, e-commerce sites and interactive, high-level Flash movies with Action Script, Flash's scripting language. Go from introductory to advanced user level.

Prerequisite: CP-804 or intermediate Flash users.

- **Saturday, 1:30 - 4:30 p.m.**
June 9 - August 11
\$365 • 10 sessions • William McCarthy

MOS EXAM PREP

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

**CP-950
Excel: MOS Exam Prep**

See description and schedule on p. 18.

- **Offered Fall 2007**

**CP-951
Word: MOS Exam Prep**

See description and schedule on p. 18.

- **Offered Fall 2007**

**CP-952
Access: MOS Exam Prep**

- **Offered Fall 2007**

**CP-953
Powerpoint: MOS Exam Prep**

See description on p. 18

- **Offered Spring 2008**

**CP-954
Outlook: MOS Exam Prep**

- **Offered Fall 2007**

**QC/CEP
Returning Veterans'
Appreciation Program**

Queens College/Continuing Education is proud to offer an opportunity to veterans who want to take any of our non-certificate courses

TUITION FREE

Many of our certificate programs are already covered by Veterans' Education benefits

To find out if you qualify for a free course, please call (718) 997-5700 to request a catalog and get complete details

To find out about our Certificate Programs, you may call the Dept. of Veterans' Affairs, Education Benefits at (888) 442-4551

Register Online!
<http://www.qc.cuny.edu/cep>



COMPUTERS *and* INFORMATION TECHNOLOGY

Beryl Ackerman, Educational Coordinator



DESKTOP PUBLISHING CERTIFICATE

Here's the software that turns you into a desktop publisher, from word processing, design, illustration, photo manipulation, and layout to print production for newsletters, brochures, catalogs and magazines. PC-based program. You need only four required courses for the certificate.

REQUIRED COURSES

- CP-203 Word 2002
- CP-303 Adobe Illustrator
- CP-304 Adobe Photoshop
- CP-310 QuarkXPress:
Design Through Production

CP-203 Word 2003

See description and schedule on p. 29.

CP-303, Section TR21-QC Adobe Illustrator

Get familiar with the basics of Adobe Illustrator by making simple geometric forms and objects, using drawing and transformation tools, patterns, colors, gradients, and blends. This premier drawing and design software can go to the outer limits of your creative ability and imagination.

- **Tuesday & Thursday, 8:15 -10:15 p.m.**
June 5 - July 17
\$330 • 12 sessions • Judith Ackerman

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.

- **Tuesday & Thursday, 8:15 -10:15 p.m.**
July 19 - August 28
\$340 • 12 sessions • Judith Ackerman

CP-310, Section MW21-QC QuarkXPress: Design Through Production

By using QuarkXPress, the industry favorite, learn the hands-on basics of document construction, from importing text and pictures to typesetting and image modification. Create master and style sheets, color palettes and libraries. Prepare files for high-end output documents such as posters, CD inserts, ads, articles, and brochures. You'll be guided through production procedures for both high and low resolution printing processes. Topics include file formatting, color management and corrections, halftones, traps, blends, and separations.

- **Monday & Wednesday, 8:00 - 10:00 p.m.**
June 4 - July 16
\$300 • 12 sessions • Michael Feinberg



Register Online!

www.qc.cuny.edu/cep

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, MAY 14, 2007
6:00 - 8:00 pm
Student Union, 4th Floor

Placement Assistance

Available for
Certificate Graduates
by Appointment Only

For further information,
please call
(718) 997-5710, option 1
Placement Assistants:
Alexis Greenidge or Leona Chin

Office Hours:
Tuesdays & Thursdays
9:00 a.m. - 2:00 p.m.

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.

130 Hours, See p. 34.

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.

72 Hours, See p. 34.

MEDICAL RECORDS

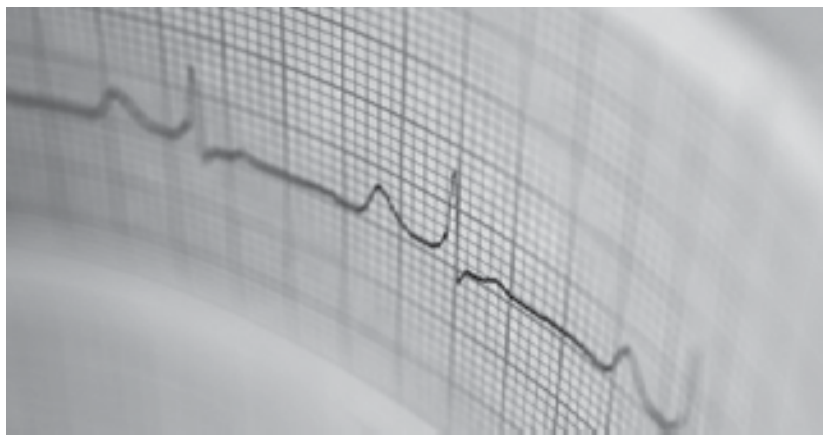
This certificate is excellent for anyone who wants to be a medical records clerk. Or, you can use it as a stepping stone for a career as a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT). As you prepare for entry level positions in the medical records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

145 Hours, See p. 34.

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.

170 Hours, See p. 34.



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.

170 Hours, See p. 34.

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.

187 Hours, See p. 34.

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.

207.5 Hours, See p. 34.

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.

257 Hours, See p. 34.

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.

145.5 Hours, See p. 35.

CLINICAL EXAM PREP

PRE-LPN SKILLS PROGRAM

With nurses so scarce in the metropolitan area, the Licensed Practical Nurse has opportunities galore for a satisfying career (and income). An LPN, under the direction of an RN or physician, provides the bedside care so important to hospital patients. In only one semester, you'll be up to speed for the entrance exam to an LPN program.

See p. 38.

Materials, except for textbooks and tapes for all healthcare classes, are included in tuition.

IMPORTANT NOTICE:

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

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

— G.A., student



HEALTHCARE CAREER PROGRAMS

Diane Gabagan, Educational Coordinator

PROGRAMS & REQUIRED COURSES - SEE ALL COURSE DESCRIPTIONS BEGINNING ON PAGE 35

Medical Office Assistant

REQUIRED COURSES

SEMESTER 1

- AH-101 Medical Terminology
- AH-103 Medical Office Procedures
- AH-109 Registration & Diagnostic Scheduling*

SEMESTER 2

- AH-906 Medical Manager for Computer Beginners & Medical Assistants
- OR**
- AH-201 Medical Manager for Experienced Computer Users
 - AH-108 Medical Office Writing Skills*
 - AH-861 Fundamentals of Medicare & Medicaid*

COURSES TO CONTINUE YOUR EDUCATION AFTER CERTIFICATE COMPLETION:

- AH-207 Bookkeeping & Collections for Private Practice
- AH-206 Managed Care & Special Plans
- CP-200 Typing for Speed & Accuracy

Medical Records

REQUIRED COURSES

SEMESTER 1

- AH-101 Medical Terminology
- AH-302 Health Information Management
- AH-108 Medical Office Writing Skills*

SEMESTER 2

- AH-202 Coding, CPT-4
- AH-204 Inpatient Hospital Coding
- AH-252 Computer Success for Medical Personnel
- AH-200 Coding, ICD-9

COURSES TO CONTINUE YOUR EDUCATION AFTER CERTIFICATION COMPLETION:

- AH-400 Medical Transcription: Certificate Program
- AH-203 Inpatient Hospital Billing

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 2002

SEMESTER 2

- AH-109 Registration & Diagnostic Scheduling*
- AH-906 Medical Manager for Computer Beginners/Medical Assistants
- AH-750 Medical Transcription Introduction
- AH-108 Medical Office Writing Skills*

COURSES TO CONTINUE YOUR EDUCATION AFTER CERTIFICATE COMPLETION:

- CP-109 Excel 2002

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-906 Medical Manager for Computer Beginners & Medical Assistants

OR

- AH-201 Medical Manager for Experienced Computer Users
- AH-605 Workers Comp/No Fault Billing
- AH-861 Fundamentals of Medicare & Medicaid

COURSES TO CONTINUE YOUR EDUCATION AFTER CERTIFICATE COMPLETION:

- 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 I

- AH-200 Coding, ICD - 9
- AH-202 Coding, CPT - 4
- AH-906 Medical Manager for Computer Beginners and Medical Assistants

OR

- AH-201 Medical Manager for Experienced Computer Users
- AH-108 Medical Office Writing Skills*

SEMESTER 2

- AH-204 Inpatient Hospital Coding
- AH-250 HCPCS/HME (Home Medical Equipment)
- AH-251 Medical Manager, Advanced
- AH-252 Computer Success for Medical Personnel
- AH-861 Fundamentals of Medicare & Medicaid*

COURSES TO CONTINUE YOUR EDUCATION AFTER CERTIFICATE COMPLETION:

- AH-611 CPC Test Prep

Medical Transcription

Prerequisite: 25WPM typing, excellent grammar and spelling

- AH-400 Medical Transcription Program (includes medical terminology, medical transcription lab and practicum)

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

OR

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

SEMESTER 2

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

Medical Assistant

Note: Typing and excellent English speaking and writing skills are highly recommended. See page 12 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*

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-906 Medical Manager for Computer Beginners and Medical Assistants, Beginner

OR

- AH-201 Medical Manager for Experienced Computer Users
- AH-103 Medical Office Procedures

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



COURSE DESCRIPTIONS (LISTED ALPHABETICALLY)

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.

CAREERS INCLUDE:

- Telemetry Technician
- Nurse Extender
- Arrhythmia Technician
- Ultrasound Technician (with further training)

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*

*Can be taken in the First or Second Semester

**AH-102, Section MO21-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. **Textbook(s) required.**

- **Monday, 5:45 - 8:00 p.m.**
June 4 - August 13
\$295 • 11 sessions • Michelle Klein

**AH-857, Section TH21-QC
Arrhythmia Interpretation, Basic**

Prerequisite: AH-856

Anatomy and physiology of the heart and cardiovascular system. Clinical implications of cardiovascular diseases, their risk factors, diagnostic tests and treatment. Introduction to basic cardiac pharmacology and EKG monitoring. Anatomy of the EKG and cardiac cycle as it relates to impulse conduction. The development of a systematic approach to evaluation of basic and life threatening arrhythmias in both single and dual lead EKG strips.

- **Thursday, 6:00 - 9:00 p.m.**
June 7 - August 23
\$375 • 12 sessions • Shiva Seejore

**AH-207, Section MO21-QC
Bookkeeping & Collections
for Private Practice**

Note: This course is best taken with AH-205

Learn basic accounting concepts for the medical office. Learn how to record charges for medical services, post transactions and payments, and manage accounts receivable from patients and insurance companies.

- **Monday, 8:00 - 10:00 p.m.**
June 4 - August 13
\$275 • 11 sessions • Marquerite 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. **Textbook(s) required.**

- **Saturday, 11:30 a.m. - 2:00 p.m.**
June 9 - August 18
\$350 • 11 sessions • Arline Ellison

**AH-202, Section TH21-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. **Textbook (s) required.**

- **Thursday, 8:00 - 10:15 p.m.**
June 7 - August 23
(No class July 5)
\$295 • 11 sessions • Basdai Lalsingh

**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. **Textbook(s) required.**

- **Thursday, 5:45 - 8:00 p.m.**
June 7 - August 23
(No class July 5)
\$295 • 11 sessions • Basdai Lalsingh

*Can be taken first or second semester.



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, MAY 14, 2007
6:00 - 8:00 pm
Student Union, 4th Floor

HEALTHCARE CAREER PROGRAMS

Diane Gahagan, Educational Coordinator

**AH-252, See Sections Below-QC
Computer Success
for Medical Personnel***

Covers information essentials, hardware, software and network basics; website design, email guidelines, and how to search the internet; computerized documentation and electronic billing. Discuss computer security/privacy issues and computer ergonomics and injury prevention.

- **Section TR21**
Tuesday & Thursday, 5:45 - 8:45 p.m.
September 11 - September 27
(No class September 13)
\$190 • 5 sessions
Diane Gahagan & Winfield Eng
- **Section TR22**
Tuesday & Thursday
May 15 - May 29, 5:45 - 8:45 p.m.
\$190 • 5 sessions
Diane Gahagan & Winfield Eng

**AH-611, Section TH21-QC
CCS: Certified Coding Specialist
Test Preparation**

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 AAPC Website at www.NYmac.org or call 1-(516) 987-6853.

- **Thursday, 6:30 - 9:30 p.m.**
June 7 - July 19
\$265 • 7 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.

- **Saturday, 2:00 - 4:00 p.m.**
June 9 - July 7
\$125 • 5 sessions • Arline Ellison

**AH 856, Section TH21-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 be also be covered. **Textbook(s) required.**

- **Thursday, 6:00 - 8:00 p.m.**
June 7 - August 16
\$295 • 11 sessions • Marie Aprea

**CP-109, See Sections Below-QC
Excel 2003**

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.

- **Section SU11**
Sunday, 9:00 a.m. - 5:00 p.m.
August 5 - August 19
\$275 • 3 sessions • Beryl Ackerman
- **Section MO22**
Monday, 8:00 - 10:00 p.m.
June 11 - July 16
\$275 • 6 sessions • Beryl Ackerman

**AH-861, Section MO21-QC
Fundamentals of Medicare & Medicaid***

This informational course offers an introduction to both Medicare and Medicaid entitlement programs. Learn eligibility requirements, program benefits and guidelines regarding claims processing, as well as crosswalk stipulations. Review of reimbursement regulations, utilization review, and the appeals process level.

- **Monday, 8:00 - 10:00 p.m.**
June 4 - July 30
\$225 • 9 sessions • Deanna Buechel

**AH-250, Section SA11-QC
HCPCS (Healthcare Common
Procedure Coding System)**

Prerequisite: AH-200 & AH-202

Master the procedure codes required when billing for Home Medical Equipment companies, physicians practices, hospitals and other medical professionals. These codes primarily represent items, supplies and non-physician services not covered by CPT-4 and required for Medicare/Medicaid reimbursement. **Textbook(s) required.**

- **Saturday, 9:00 - 11:00 a.m.**
June 9 - August 11
\$250 • 10 Sessions • Basdai Lalsingh

**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. **Textbook(s) required.**

- **Thursday, 6:00 - 8:00 p.m.**
June 7 - August 16
(No class June 28)
\$275 • 10 sessions • Martha Senturion

**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 appropriate for the hospital environment are covered. Including adjunct skin care, oxygen therapy and hospital documentation related to course topics, **Textbook(s) required.**

- **Wednesday, 6:00 - 8:30 p.m.**
June 6 - August 29
\$375 • 12 sessions • TBA

**AH-203, Section TU21-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.

- **Tuesday, 6:00 - 8:00 p.m.**
June 5 - August 21
\$275 • 11 sessions • TBA

**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.

ICD coding book (Vol. 3) and textbook are required.

- **Tuesday, 8:00 - 10:00 p.m.**
June 5 - August 21
(No class July 3)
\$275 • 11 sessions • Stanley Eason

**AH-206, Section WE21-QC
Managed Care & Special Plans**

Prerequisite AH-205 & AH-207

An exclusive look at HMO, PPO and special coverage plans for those who are entering medical billing and need to know PCP, special referral, precertification and billing concepts as they apply to managed care. Classes includes claims, reimbursement tips, and a cross-section of guidelines.

- **Wednesday, 6:00 - 8:00 p.m.**
June 6 - August 15
\$250 • 10 sessions • Basdai Lalsingh

**Can be taken first or second semester*

**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.

- Monday, 6:00 - 8:00 p.m.
June 4 - August 13
\$275 • 11 sessions • Marquerite Spence

**AH-859, Section WE21-QC
Medical Law & Ethics***

Note: Open to all Healthcare Career Programs Students

This course covers medical law, ethics, bio-ethics, 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. **Textbook(s) required.**

- Wednesday, 6:00 - 8:00 p.m.
June 6 - August 22
\$275 • 11 sessions • David Dorfman

**AH-251, Section WE21-QC
Medical Manager, Advanced**

Prerequisite: AH-906 or 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. **Textbook(s) required.**

- Wednesday, 5:45 - 8:00 p.m.
June 6 - August 22
(last class 1½ hours)
\$295 • 11 Sessions • Anahi Mac Nair

**AH-906, See Sections Below-QC
Medical Manager for Computer
Beginners & Medical Assistants***

No medical software experience required. Prerequisite: AH-205 or AH-109. If you cannot type, please take CP-200 first.

Medical Manager is a software program for those with little or no computer experience. You work with Medical Manager to perform common duties of the medical office. **Textbook(s) required.**

- Section MO21
Monday, 5:45 - 8:00 p.m.
June 4 - August 27
(No class July 2 and August 20)
\$295 • 11 sessions • Diane Gahagan
- Section TU12
Tuesday, 11:00 a.m. - 1:45 p.m.
June 5 - August 14
(no class July 3)
\$295 • 10 sessions • Diane Gahagan

**AH-201, See Sections Below-QC
Medical Manager for
Experienced Computer Users**

Prerequisite: Basic typing skills, intermediate computer skills; AH-205 or AH-904

Using a leading medical software program, Medical Manager, learn to input patient demographics, create insurance claim centers, input billing data and post charge payments. **Textbook(s) Required.**

- Section MO21
Monday, 8:00 - 10:15 p.m.
June 4 - August 13
\$295 • 11 sessions • Anahi MacNair
- Section TU12
Tuesday, 11:00 a.m. - 2:00 p.m.
August 7 - October 2
(no class August 21)
\$295 • 8 sessions • Diane Gahagan

**AH-103
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. **Textbook(s) required.**

- Offered Fall 2007

**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.

- Monday, 6:00 - 8:00 p.m.
June 4 - July 23
\$200 • 8 sessions • Judith Lipton

**AH-101, Section TU21-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). **Textbook(s) required.**

- Tuesday, 6:00 - 8:00 p.m.
June 5 - August 28
\$295 • 12 Sessions • Marguerite Spence

**AH-750, Section TU21-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.

- Tuesday, 5:45 - 8:00 p.m.
June 5 - August 7
\$305 • 9 sessions • Diane Gahagan

**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. **Textbook(s) required.**

- Tuesday, 6:00 - 8:30 p.m.
June 5 - August 21
\$350 • 11 sessions • Mary Eckstein

**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.

- Wednesday, 6:00 - 8:00 p.m.
June 6 - August 29
\$295 • 12 sessions • Marguerite Spence

Course Waiver

If you have previous experience in Medical Terminology, it is possible to waive the required course by taking a waiver exam. QC location.

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.

Financial Assistance

If you are over 18, unemployed, or make less than \$56,000 yearly, you may be eligible for tuition assistance through the Workforce New York Program. For more information, call 718-557-6755



Register Online!
www.qc.cuny.edu/cep

*Can be taken first or second semester



HEALTHCARE CAREER PROGRAMS

Diane Gabagan, Educational Coordinator

CP-200, Section WE21-QC Typing on the Computer for Speed & Accuracy

A great course for both beginners and advanced typists. An expert teacher guides beginners in basic typing skills on the computer, and advanced students on improving speed and accuracy. We use a computer tutorial program and a self-paced textbook for adults.

- **Wednesday, 6:00 - 8:00 p.m.**
June 6 - August 8
\$225 • 9 sessions • Marianne DiBugno

AH-855, Section TU21-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.

- **Tuesday, 8:30 - 10:30 p.m.**
June 5 - August 14
\$285 • 10 sessions • Mary Eckstein

CP-203, See Sections Below-QC Word 2003

Learn editing, formatting, saving, copying, retrieving, moving, printing, spell checking etc., and use these skills to create and edit professional quality documents.

- **Section TH11**
Thursday, 11:45 a.m. - 1:45 p.m.
June 7 - August 9
\$295 • 10 sessions • Winfield Eng
- **Section TU22**
Tuesday, 6:00 - 10:00 p.m.
June 5 - July 17
\$295 • 6 sessions • Beryl Ackerman

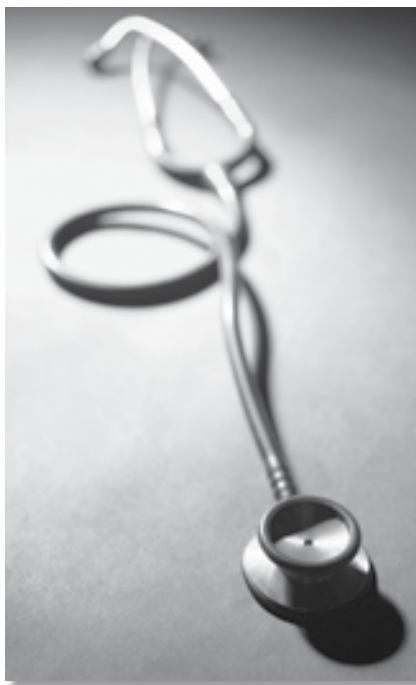
AH-605, Section SA11-QC Workers Comp & No-Fault Billing Workshop

This short workshop introduces procedures for good reimbursement to billing students and working billers without Workers Comp/No fault experience. Focusing on private practice, it covers regulations, completion of all forms (C-4, HP-1, C-8.1, and NF), proper documentation for medical necessity, as well as filing for arbitration and communicating with lawyers.

- **Saturday, 9:00 a.m. - 5:00 p.m.**
July 28
\$150 • 1 session • Deanna Buechel

PRE-LPN SKILLS PROGRAM

Because nurses are so scarce in the metropolitan area, the Licensed Practical Nursing Program has many opportunities for a satisfying career (and income). An LPN works under the direction of an RN or physician for the bedside care of patients: feeding, bathing, taking temperature, pulse, and blood pressure, observing and reporting symptoms to the nurse or doctor. LPNs are employed in chronic care facilities, nursing homes, industry, public health agencies and hospitals. Many practice in homes or even as private duty nurses in hospitals. In one semester, this 90-hour program sharpens your reading, writing, math and science skills and prepares you to take the entrance exam for a Licensed Practical Nurse Program.



LP-100, Section MTR21-QC Pre-LPN Verbal, Math & Science Studies

Catch up fast! This 90-hour program offers a solid base in verbal, math and science studies, as well as test-taking techniques. Increase your reading speed and understanding, enrich your vocabulary and raise your verbal skills to a higher level. The math section covers basic math including concepts integers, fractions, decimals, percents, ratio and proportion, algebra and geometry. Also covers the fundamental scientific concepts you will need including general geology, human anatomy and physiology, basic chemistry and physics. In addition, you will learn the tips and techniques of exam taking. **Textbook(s) required.**

- **Monday, Tuesday & Thursday**
6:15 - 9:15 p.m.
June 4 - August 13
\$940 • 30 sessions
Leona Chin and Gordon Hong

PLEASE NOTE DEADLINE!

To take the **Pharmacy Technician exam** you must register with the Pharmacy Technician Certification Board: call 1(202)429-7576, opt. 9, to get an application or online at www.ptcb.org. For additional information, call: 1 (877) 782-2888

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 on Tuesday, May 15 at 6:00 p.m. Call (718) 997-5704 for the room number. If this date is not suitable call for an appointment. Second, register for the course. *Prerequisite: HS Diploma/GED*

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 the 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.**
June 5 - August 21
\$825 • 11 sessions • Cheryl James-Marley

CELEBRATING 30 YEARS

of LEARNING FOR LIFE
with CONTINUING
EDUCATION
at QUEENS COLLEGE

*Can be taken first or second semester

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. **Materials included.**

- **Saturday, 2:00 - 4:00 p.m.**
June 9 - July 7
\$125 • 5 sessions • Arline Ellison

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Register at the Open House and receive a

5% DISCOUNT
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MONDAY, MAY 14, 2007
6:00 - 8:00 pm
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**AH-611, Section TH21-QC
CCS: Certified Coding Specialist Test Preparation**

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 AAPC Website at www.NYmac.org or call 1-(516) 987-6853.

- **Thursday, 6:30 - 9:30 p.m.**
June 7 - July 19
\$265 • 7 sessions • Marguerite Spence

**AH-252, Section TR21-QC
Computer Success for Medical Personnel**

Covers information essentials, hardware, software and network basics; website design, email guidelines, and how to search the internet; computerized documentation and electronic billing. Also included: computer security/privacy issues and computer ergonomics and injury prevention.

- **Tuesday & Thursday, 5:45 - 8:45 p.m.**
September 11 - September 27
(No class September 13)
\$190 • 5 sessions
Diane Gabagan and Winfield Eng

**AH-601, Section FR21-QC
Starting Your Own Medical Billing Service: What You Need to Know**

Thinking of starting your own medical billing service business? Explore your idea with the owner of Medical Billing Consultants and Collection, Inc. Topics include: billing knowledge required, service to offer, equipment needed, getting clients and setting prices for your services.

- **Friday, 6:30 - 9:00 p.m.**
June 15
\$55 • 1 session • Diane Wallace

****Recommended: Bring approximately \$40 for materials used during this session. Other optional materials may be available for sale*

**AH-605, Section SA11-QC
Workers Comp & No-Fault Billing Workshop***

This short workshop introduces procedures for good reimbursement to billing students and working billers without Workers Comp/No fault experience. Focusing on private practice, it covers regulations, completion of all forms (C-4, HP-1, C-8.1, and NF), proper documentation for medical necessity, as well as filing for arbitration and communicating with lawyers.

- **Saturday, 9:00 a.m. - 5:00 p.m.**
July 28
\$150 • 1 session • Deanna Buechel

**Can be taken first or second semester*



2007 Summer Film Festival



The Summer Film Festival is programmed and directed by Dr. Thomas H. Smith, Chair, Department of Speech, Communication and Theater Arts at Queensborough Community College.

Some of this summer's offerings were selected by festival participants and combine classic humor with masters of suspense.

Each film is screened in a comfortable, air-conditioned auditorium with digitally re-mastered videos for brilliant, clear viewing.

All selections have their place in film history. A short talk precedes each film and a general discussion session follows. The film festival is held on Tuesdays from 1:15 until approximately 4:00 p.m.

Enjoy the heart of summer with a lively group of lifelong learners.

COA-122, Section TU11-QC 2007 Summer Film Festival

All films will be screened at Queens College in Rosenthal Library. The cost of the entire series is \$35. Single tickets are not available. Films and dates are subject to change without notice.

- Tuesday, 1:15 - 4:00 p.m.
- June 26 - July 31
- \$35 (plus \$10 registration fee) • 6 sessions

JUNE 26

Atlantic City

(1980) *Lois Malle*
104 minutes • color

Burt Lancaster and Susan Sarandon

This was one of Lancaster's best performances. He's a small-time hood clinging to memories during the transformation of the Atlantic City boardwalk.

JULY 3

Dinner at Eight

(1933) *George Cukor*
113 minutes • black and white
Marie Dressler, John Barrymore,
Wallace Beery and Jean Harlow

Dressler outrageously steals this NYC class-based satire. Original story by George Kaufman and Edna Ferber.

JULY 10

Love Me or Leave Me

(1955) *Charles Vidor*
122 minutes • color

Doris Day and James Cagney

Musical biopic of Ruth Etting whose life was dominated by a gangster called the Gimp. Songs: *Ten Cents a Dance* and *I'll Never Stop Loving You*.

JULY 17

Vertigo

(1958) *Alfred Hitchcock*
128 minutes • color

Jimmy Stewart, Kim Novack
and Barabara Bel Geddes

A most unusual, dreamlike thriller which draws heavily on Hitchcock's obsession with mistaken identity. haunting Bernard Herrmann score.

JULY 24

Double Indemnity

(1944) *Billy Wilder*
106 minutes • black and white

Barbara Stanwyck, Fred MacMurray
and Edward G. Robinson

Wilder-Raymond Chandler script. One of the classic film-noir masterpieces of the WWII era.

JULY 31

Lacombe, Lucien

(1974) *Louis Malle*
137 minutes • color

Powerful depiction of a young Frenchman who joins the Gestapo after first intending to join the Resistance...and then falls in love with a Jewish tailor's daughter with tragic consequences.

**IN-100, Section TWR21-QC
Insurance Brokerage and Agents:
Property and Casualty License
Qualifying Course (Accelerated)**

Become an agent or broker! Approved by the New York State Insurance Department, this 112-hour course meets educational requirements for the New York State Licensing examination. For careers in selling, or brokerage, this course covers legal, professional, and financial fundamentals. No prior insurance experience is required. Certificate granted upon successful completion of the course. Required books for this course are available in the Queens College Bookstore.

- **Tuesday, Wednesday & Thursday**
6:30 - 10:00 p.m.
June 4 - August 9
(No class July 2, 3, 4, 5, 18, 19, 20 & 21)
\$730 (+ materials) • 32 sessions
Zachary Berbau, CPCU

**IN-101
Life Insurance Agents/New Brokers
License Qualifying Course**

Approved New York State insurance licensing course for life, health and annuity meets requirements to be licensed under Section 2103 (F)(2) of the New York State Insurance Law. This course will prepare you for a selling career. No prior insurance experience required. Textbooks available at the college bookstore.

- **Not offered this semester**

**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. Approval pending.

- **Tuesday, Wednesday & Thursday**
6:30 - 10:00 p.m.
June 4 - June 28
(No class July 2, 3, 4, 5, 18, 19, 20 & 21)
\$365 • 16 sessions • Zachary Berbau,
CPCU

**License Renewal
through Continuing Education**

According to New York State Insurance Law, Section 2132, insurance brokers, agents and consultants are required to complete 15 credits of continuing education study in order to assure that licensees of the Insurance Department remain current in their knowledge and understanding of the insurance marketplace and related law and regulations. For insurance professionals who must renew their licenses, these continuing education credits are a condition of license renewal. **Certificates issued day of class.** NYPO Approval No. 100089.

ZB Approval No. 300158.

- **Offered Fall 2007**

**QC/CEP
Returning Veterans'
Appreciation Program**

Queens College/Continuing Education is proud to offer an opportunity to veterans who want to take any of our non-certificate courses

TUITION FREE

Many of our certificate programs are already covered by Veterans' Education benefits

To find out if you qualify for a free course, please call (718) 997-5700 to request a catalog and get complete details

To find out about our Certificate Programs, you may call the Dept. of Veterans' Affairs, Education Benefits at (888) 442-4551



Register Online!
www.qc.cuny.edu/cep

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. Advanced 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. An educational coordinator in the specific area of concentration will review your submittal and contact you as 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



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, MAY 14, 2007 • 6:00 - 8:00 pm • Student Union, 4th Floor

Become a Certified Personal Trainer!

- **Get NAFP Certified**
- **Earn CEU Units**
- **Learn in Queens College's NEW State of the Art Fitness Center**
- **Low Tuition: \$350**
- **Free Job Assistance**
- **Free On-Campus Parking During These Class Hours**



Classes: Tuesday and Thursday Evenings and Saturdays

For information, call: (718) 997-2740 or go to www.NAFP-Fitness.org

**Come and Register at Our Open House: May 14 at 6 PM
Get 5% Off Your Tuition**



PARALEGAL PROGRAM

The New York Times reports that the U.S. Bureau of Labor Statistics has projected a 62% increase in paralegal jobs by 2008! While paralegals do not practice law, they are the legal team members sought after by government agencies and top private law firms. Not only is paralegal work well paid, it's fascinating.

Advisory Board

CHAIR
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*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, and Weekend Certificate Programs
Faculty and Advisory Board includes prominent judges, attorneys and paralegals.
Paralegal Studies library on campus and access to the library of CUNY Law School
Internship course provides on-the-job experience
Placement assistance offered to graduates
Paralegal Association for career networking
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 \$25 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.
Educational Coordinator, Legal Studies Program
Queens College, Continuing Education Program
65-30 Kissena Blvd., Flushing, New York 11367

Enroll by filling out our application. (See admission to the program.) Pick one up in the CEP office (Kiely Hall, Room 111) or call 718-997-5709.

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.

TERI Loan

HSBC Continuing Education Loans are available for qualifying students. Apply online at www.us.hsbc.com/alternative or call 1-800-375-3359.

"The instructors were excellent, took a personal interest in their students and accommodated older, working students. My advice — give the Paralegal Program a try and see what doors it opens for you!"
— Colleen Edmondson
Program Graduate

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 Day Accelerated Program must be interviewed.
All materials are included in tuition. Textbooks are not included.

Students who are not computer literate should take Microcomputers and Word Processing courses through the CEP Computers program. We suggest CP 203, Word 2002 (p. 27). In the field of law, computer proficiency is very important.

Queens College

Paralegal Association

Certificate students and graduates: join the Queens College Paralegal Association and network your way to success. For more information, please call us at 718-997-5709.

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.

FALL AND SPRING ONLY

ACCELERATED WEEKEND PROGRAM

The Weekend Accelerated Certificate Program can be completed in eight months if students enter during 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.

COMBINATION PROGRAM

Register for both evening and weekend classes. Consult with the coordinator before registering. Register early because space is limited.

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.



PARALEGAL STUDIES

Sharon Shulman, Esq., Educational Coordinator / Connie Venieris, Assistant Coordinator

REQUIRED COURSES

- PS-100 Introduction to the Law and Ethics
- PS-101 Legal Writing for Paralegals
- PS-102 Legal Research (fall/spring only)
- PS-103 Litigation I
- PS-104 Litigation II

Required courses must be satisfactorily completed before students can register for electives. *Litigation II* may be taken at the same time as electives.

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-229 Advanced Legal Writing for Paralegals
- PS-234 Advanced Law Office Technology
- PS-238 Employment Law
- PS-239 Probate Preparation for Estates
- PS-240 Medical Malpractice for Paralegals
- PS-241 Securities Law
- 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, MW21-QC
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.

- Monday & Wednesday, 6:10 - 8:10 p.m.
June 18 - August 1
\$365 • 13 sessions • Brian H. Lowy, Esq.

PS-101, TR21-QC
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.

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

- Tuesday & Thursday, 6:10 - 8:10 p.m.
June 19 - July 31
(No class July 3)
\$330 • 12 sessions • TBA



PS-103, TR21-QC, 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.

- Tuesday & Thursday, 8:20 - 10:20 p.m.
June 19 - August 7
(No class July 3)
\$385 • 14 sessions • Richard Chase, Esq.

PS-104, MW21-QC
Litigation II

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.

- Monday & Wednesday, 8:20 - 10:20 p.m.
June 18 - August 6
\$385 • 14 sessions • TBA

ELECTIVES

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

PS-217, Section SU11-QC
Law Office Management

This course covers the operation of a modern law office. Topics to be discussed include the legal structure of a law office, law of the personnel, billing and accounting procedures, employment law, basic management skills, ethics in the law office, and law technology.

- Sunday, 9:00 a.m. - 12:30 p.m.
June 10 - July 22
\$345 • 7 sessions • Ann Harrison, Esq.

PS-242, Section MW21-QC
Advanced Legal Analysis

This course is a hands-on approach to legal analysis. We will read statutory, administrative and case law to learn how the law deals with adultery, statutory rape, husband and wife relationships, sexual harassment, sexual criminal offenses, sodomy, public lewdness, and pornography.

Prerequisite: PS-100, PS-101 and PS-102 or instructor's permission

- Monday & Wednesday, 8:20 - 10:20 p.m.
June 18 - July 30
\$345 • 12 sessions • Brian Lowy, Esq.

PS-238, Section SA11-QC
Medical Malpractice for Paralegals

This course will introduce the student to the responsibilities of a paralegal in the field of medical malpractice. It will focus on client interviews, witness interrogation, and the release of patient information and confidentiality agreements. The student will learn how to identify and understand the anatomy of malpractice with emphasis on case studies, medical liability and technology. At the completion of this course, the student will be able to have a basic understanding of malpractice, organize evidence and assist at trials.

- Saturday, 9:00 a.m. - 12:00 noon
June 9 - July 28
\$345 • 8 sessions • Heide Clifford

PS-208, Section TR21-QC
Contracts and the
Uniform Commercial Code

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.).

- Tuesday & Thursday, 6:10 - 8:10 p.m.
June 19 - July 31 (No class July 3)
\$330 • 12 sessions • Morse Geller, Esq.

**PS-209, Section MW21-QC
Corporation Law**

Focusing on the dominant business entity in the U.S. this course covers the corporation's legal characteristics, analyzes the New York Business Corporation law, and examines the legal relationship between the corporation and its shareholders, board of directors and officers. It familiarizes students with relevant legal forms by preparing corporate-related documents.

- Monday & Wednesday, 6:10 - 8:10 p.m.
June 18 - July 30
\$330 • 12 sessions • Morse Geller, Esq.

**PS-215, Section TR21-QC
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. Gives detailed instruction on drafting and preparing conveyances and other real property instruments in common usage.

- Tuesday & Thursday, 8:20 - 10:20 p.m.
June 19 - July 31
(No class July 3)
\$330 • 12 sessions • TBA

**PS-210, Section IN11-QC
Paralegal Internship**

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.

- Semester begins Monday, June 4
Sharon Shulman, Esq.
\$330 • 24 days (168 hours)



Register Online!
www.qc.cuny.edu/cep

PLACEMENT ASSISTANCE

**Available for
Certificate Graduates
by Appointment Only**

For further information,
please call
(718) 997-5710, option 1
Placement Assistants:
Alexis Greenidge or Leona Chin

Office Hours:
Tuesdays & Thursdays
9:00 a.m. - 2:00 p.m.

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, MAY 14, 2007
6:00 - 8:00 pm
Student Union, 4th Floor

**Investing in
your success**



A college education is an investment in your future. With over 40 years of experience in education lending, HSBC can help make that investment affordable. We offer a variety of loan products including HSBC Alternative loans that can assist Continuing Education students. For more information and to read about borrower benefits, visit: us.hsbc.com/alternative or call 866-375-3359.

HSBC 
The world's local bank

REAL ESTATE

Uri Shamir, Educational Coordinator

New York State requires candidates for a Real Estate Salesperson License to successfully complete a qualifying licensing course (RE-100). To get a broker license, a licensed salesperson must successfully complete RE-101. For each license, students must attend a minimum of 90% (41 hours) of the 45-hour licensing course and pass both a school and New York State examination.

The NY State exam is given every week by appointment only. To schedule your appointment, visit www.dos.state.ny.us/lcns/Onappschedhome.htm. Seats fill up quickly. Its best to register for your exam right after you register for RE-100.

Queens College offers courses on campus and on line! See our listings on our website: <http://qcpages.qc.cuny.edu/CEP/cep/areas/realestateathome.htm>.

The required textbook for RE-100 and RE 101 is: Modern Real Estate Practice in New York, 9th Edition, by Edith Lank, Dearborn Publishers. Students should have their books before the first class. Textbooks may be purchased at the Queens College Bookstore. Call 718-997-3570 to be sure books are available.

LICENSING COURSE

EFFECTIVE JULY 2008

The New York Real Estate Licensing Course (RE-100) requirements will change from the current 45-hour class to a 75-hour class.

If you have considered getting a NYS Real Estate License, do it now before the new requirements go into effect.

RE-100, See Sections Below-QC Real Estate Salesperson License, Qualifying Course

A NYS required course for those who wish to obtain a Real Estate Salesperson's License. Topics include: real estate instruments, law of agency, real estate financing, valuation and listing procedures, law of contracts, license law and ethics, human rights, fair housing, closing and closing costs, land use regulations, real estate mathematics, agency disclosure, construction, and E.P.A. regulations. 45 hours. This course is a prerequisite for RE-101 Real Estate Broker.

- **Section MW21**
Monday & Wednesday, 6:00 - 10:00 p.m.
June 4 - July 18
\$340 • 13 sessions • Uri Shamir
- **Section SU12**
Sunday, 8:30 a.m. - 5:30 p.m.
June 3 - July 8
\$340 • 6 sessions • Uri Shamir

CONTINUING PROFESSIONAL EDUCATION

Licensed Real Estate Salespeople and Brokers are required to complete 22.5 hours of continuing education courses every two years to maintain and renew their licenses.

New York State requirements can be found at: <http://dos.state.ny.us/lcns/realest.html>. Or, you can call the NYS Dept. of State at 518-474 4429.

Queens College offers courses on campus and online! To access the on-line website, go to <http://qcpages.qc.cuny.edu/CEP/cep/areas/realestateathome.htm>.

To receive credit for a course:

1. You must provide your real estate license number at registration, and bring your license to class;
2. You cannot miss any sessions.

RE-200, Section SA11-PS Residential Property Management

This course covers Rent Control and Rent Stabilization registration of building; multiple dwelling; qualifications of a managing agent; fee structures for managers; rent overcharges; emergency repair; violations and correcting violations on being successful; building signs requirements; management contract; insurance, sidewalk liability; bids - 3 in writing and what to look for; degree days used by fuel company; functions of a supt, independent contractor; fire safety notice regulations; mold; source, controlling and preventing; budget preparation; heating system; Cops: red book, sponsor resale policy, assessments, Board of Directors, Shareholders meeting, financial reports, recognition agreement, sublet policy, additional charges. 22½ hours, no exam.

- **Saturday, 9:00 a.m. - 5:30 p.m.**
June 9 - June 23
\$240 • 3 sessions • Patrick Falci

RE-202, Section TR21-QC Real Estate Foreclosures

Take this course to learn how the foreclosure process works; how to buy distressed property and when to avoid it; how to prepare financing; the effect of liens, violations and encumbrances, etc. 7.5 hours, no exam.

- **Tuesday & Thursday, 6:00 - 10:00 p.m.**
June 12 & 14
\$85 • 2 sessions • Uri Shamir

RE-225, See Sections Below Residential Real Estate Finance

Do you know how to apply for a residential mortgage loan? Do you know what the fees are and how to get the best interest rate? If you want to get a mortgage loan like the pro, then take this course. This course will walk you through the application process step by step. The course will explain the application requirement as the bank sees it, teach you how to satisfy those requirements and how to select the best offer. 7½ hours, no exam.

- **MW21-QC**
Monday & Wednesday, 6:15 - 10 p.m.
June 18 & June 20
\$85 • 2 sessions • Alfred Fang
- **TR22-PS**
Tuesday & Thursday, 6:15 - 10 p.m.
June 19 & June 21
\$85 • 2 sessions • Alfred Fang
本課程用 Chinese(國語)上課。



RE-226, See Sections Below Commercial Real Estate Finance

Do you know how to apply for a commercial mortgage loan? Do you want to know how a bank evaluates a commercial mortgage loan and how to get the best interest rate? If you want to get a mortgage loan like the pro, then take this course. The course will walk you through the application requirements step by step. The course will explain the criteria that a bank uses to evaluate a commercial mortgage loan and teach you how to satisfy those requirements. 7½ hours, no exam.

- **MW21-QC**
Monday & Wednesday 6:15 - 10 p.m.
June 25 & 27
\$85 • 2 sessions • Alfred Fang
- **TR22-PS**
Tuesday & Thursday, 6:15 - 10 p.m.
June 26 & 28
\$85 • 2 sessions • Alfred Fang
本課程用 Chinese(國語)上課。

"The courses were excellent. They helped me pass the Salesperson Licensing Test on the first try!"

— Joseph Yonkers, Student

RE-227, Section TR21
Introduction to Commercial Property Sales and Leasing

Commercial real estate is very different from residential sales and leasing. Topics include: The commercial listing, the work letter, renovation of the premises, real estate taxes, escalations, rent increases, utilities, possession, tenant options, default provisions, lease cancellations, subletting and assignment, repairs and alterations, insurance and liability, lease extensions and renewals, zoning regulations, tenant and landlord rights and obligations, lease negotiations, sales negotiations, F.A.R., buildable square footage, required disclosures, site inspections, environmental issues, municipal incentives, negotiating points and your role as the broker collecting information, marketing and showing the site and negotiating the deal. 15 hours, no exam.

- **Tuesday & Thursday, 6:00 - 10:00 p.m.**
June 19 - 28
\$170 • 4 sessions • Uri Shamir

RE-209, Section MW21-QC
Title Insurance

The title search is crucial! So learn to read a title report; understand a survey; Certificates of Occupancy and building violations; easements, the title report as insurance binder and at the closing table. Includes everyday legal matters and more complicated legal actions, as they affect real estate title/ownership. 15 hours, no exam.

- **Monday & Wednesday, 6:15 - 10:00 p.m.**
June 4 - June 13
\$170 • 4 sessions • Jordan Linn, Esq.

RE-222, Section MW21-QC
Coops and Condos, Part I

Opening with a general discussion of the basic cooperative structure, how it operates as a corporation and governs the residency of the shareholders, we then go on to examine the legal and financial differences of condominiums. Finally, the course provides an overview of the operational features of condos and coops. 7.5 hours, no exam.

- **Monday & Wednesday, 6:15 - 10:00 p.m.**
June 18 & 20
\$85 • 2 sessions • Eric P. Tosca, Esq.

RE-223, Section MW21-QC
Coops and Condos, Part II

In this course we discuss the financial and legal status of the individual, with special attention to the impact of the underlying mortgage unique to cooperatives. Also included: the powers of the board of directors or board of managers and the management and marketing of coop corporations and condo associations. 7.5 hours, no exam.

- **Monday & Wednesday, 6:15 - 10:00 p.m.**
June 25 & 27
\$85 • 2 sessions • Eric P. Tosca, Esq.

RE-224, Section SA11-QC
Zoning Analysis and Urban Land Use

A review of the origin, implementation, and enforcement of NYC zoning resolutions. The class covers zoning and zoning maps; use regulations; yard regulations; F.A.R. and bulk regulations; open space requirements; building height and building envelope; building accessories; sprinkler requirements; and egress analysis. Recommended for real estate brokers, engineers, developers, building department expeditors, and appraisers. 22.5 hours, no exam.

- **Saturday, 9:00 a.m. - 5:30 p.m.**
June 30 - July 14
\$240 • 3 sessions • Easa M. Moulana

RE-228 section MW21
Introduction to Landlord/Tenant Practice in New York

This course provides discussion and analysis of the nature of the landlord/tenant field of real estate with an emphasis on New York Practice and Procedures. This course will examine the legal and financial relationships in lease hold interests and explore the contractual rites and obligation of both tenants and landlords. It will also examine these relationships in the context of rent regulation and Multiple Dwelling laws. Discussion will involve Commercial and Residential Tenancies. 7.5 hours, no exam.

- **Monday & Wednesday, 6:15 - 10:00 p.m.**
July 9 & 11
\$85 • 2 sessions • Eric P. Tosca, Esq.

More Real Estate Classes Available On Line

<http://qcpages.qc.cuny.edu/CEP/cep/areas/reaalestateathome.htm>

**REAL ESTATE FOR EVERYONE****RE-303, Section TU21-QC**
How To Buy a Coop, Condo, or House

Learn all the steps. We cover the differences between a coop and condo, their advantages and disadvantages; reviewing the Offering Plan and contract; hiring a lawyer, sign a binder and/or contract, obtain financing, and estimate closing expenses.

- **Tuesday, 6:00 - 8:00 p.m.**
June 5 - June 26
\$100 • 4 sessions • Norman Brander, Esq.

RE-208, Section SU11-QC
Internet for Real Estate

Become an expert in finding the real estate information you need on the internet! Learn the best search engines for acquiring New York real estate. Find all property owners data, property data, zoning regulations and sales and comp information. Learn how you can print copies of actual deeds, mortgages, liens and other public records documents. Find financing options for your customers with all relevant financing calculations at your fingertips. How to get approved, quick financing; you will learn pertinent NYC/NYS real estate regulations and more.

- **Sunday, 8:30 a.m. - 5:30 p.m.**
July 15
\$85 • 1 session • Uri Shamir

RE-307, Section TR21-QC
Getting Started in Real Estate Sales

Congratulations! You finally took that big step and got your Real Estate License. Now, how do you sell this stuff? This class will give you a few of the keys to success in the real estate industry. Learn how to canvas a territory, market a property, qualify leads, show properties, negotiate a successful transaction and how to close the deal. Your training never ends and this is just the beginning.

- **Tuesday and Thursday, 6:00 - 10:00 p.m.**
July 10 & 12
\$85 • 2 sessions • Uri Shamir

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.

Prerequisite: Student must be a U.S. citizen.

- **Section TH21**
Thursday, 6:00 - 9:00 p.m.
June 7
\$35 (+ \$15 registration fee) • 1 session
Uri Shamir
- **Section TH12**
Thursday, 9:00 a.m. - 12:00 noon
June 28
\$35 (+ \$15 registration fee) • 1 session
Uri Shamir
- **Section TH23**
Thursday, 6:00 - 9:00 p.m.
July 19
\$35 (+ \$15 registration fee) • 1 session
Uri Shamir

JOURNEY INTO RELAXATION™ —
A COMPREHENSIVE STRESS MANAGEMENT CORPORATE TRAINING PROGRAM

Stress-related issues cost businesses over 3 billion dollars a year. Corporate training consultants earn \$200 to \$500 per hour, or more. The purpose of this program is to teach students who are interested in workshop facilitation and corporate consulting how to teach seminars in the area of stress management. This comprehensive program is divided into two levels. Level I is a prerequisite to Level II.

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 8.



Level I

**SM-800, Section WE21-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, Meditation, Mind/Body Techniques, and a wide variety of "immediate-need" techniques. Learn how to use self-evaluative questionnaires to benchmark an employee's stress management issues.

- **Wednesday, 6:30 - 9:30 p.m.**
July 25 - October 3
(No class September 12)
\$550 • 10 Sessions

Level II

**SM-810, Section TH21-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.

- **Thursday, 6:30 - 9:30 p.m.**
July 26 - October 4
(No class September 13)
\$550 • 10 Sessions

"This course is extremely beneficial to anyone experiencing stress personally or thinking about a career in stress management. Excellent instructor, amazing results."
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To be offered Fall 2007



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 www.qc.cuny.edu/CEP/online.htm

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Veterinary Assistant

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.

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Learn the skills you need to become a Professional Landscaper at home, at your own pace. There are certain skills you need to begin a career as a Professional Landscaper. 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.



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PUBLIC TRANSPORTATION

- Q17 operates from Main Street, Flushing (#7 subway and LIRR stations), to 165th Street terminal in Jamaica. Stops at Kissena Boulevard and the LIE, two blocks from the main gate.
- Q25 operates between Jewel Avenue/Kissena Boulevard, Kew Garden Hills, and Flushing-Main Street (#7 subway station, Flushing.) Get off at the main gate on Kissena.
- Q34 operates between 160 Street/Jamaica Avenue, Jamaica, and 149 Street/Willets Point Boulevard, Whitestone, weekdays. Stops at Kissena Boulevard and the LIE, two blocks from the main gate.
- Q44, Q20A, & Q20B runs from West Farms Square, Bronx (IRT station) to Sutphin Boulevard., Jamaica (LIRR station.) Stops at Main Street and Melbourne Avenue, two blocks west of the campus.
- Q65A operates between 164th Street/Jewel Avenue, Kew Gardens Hills, and Forest Hills-71st Avenue (E, F, R, V, G subway station), Forest Hills, daily. Stops one block south of the campus.
- Q74 runs between Kew Gardens-Union Turnpike (E & F subway stations) and Kissena Boulevard/ Melbourne Avenue, Queens College on weekdays. Stops at the main gate.
- Q88 operates between Woodhaven Boulevard (R, V, & G subway) Elmhurst, and Jamaica Avenue/ Springfield Boulevard (Queens Village LIRR station) Stops at Kissena and LIE, two blocks from main gate.

METERED PARKING

Parking at meters may be available off campus on Melbourne Avenue, Kissena Boulevard, or the Horace Harding Expressway Service Road.

STUDENT UNION PARKING

After 4:00 p.m., inexpensive enclosed parking is available in the basement of the Student Union Building, at the corner of Melbourne Avenue and Kissena Boulevard. A restaurant, cafeteria, and snack shop are located in the same building.

OTHER CLASS LOCATIONS:

PRINCE STREET (PS)

Prince Street is located at 39-07 Prince Street, Flushing, between Roosevelt and 39 Avenue. Prince Street runs parallel to Main Street, one block west.

Public Transportation

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Prince Street is located in the hub of downtown Flushing and is accessible by approximately 20 buses. If you would like more travel information for this location, call 718-640-9200. You may also call the NYC Transit at 718-596-8585.



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