



SCHOOL OF PROFESSIONAL & COMMUNITY DEVELOPMENT

# SPRING 2020

## WORKFORCE DEVELOPMENT ADULT & CONTINUING EDUCATION COURSE GUIDE



**INDUSTRY  
CERTIFIED  
PROFESSIONAL  
INSTRUCTORS**



**ADVANCE  
YOUR  
CAREER**

**VISIT OUR  
UPCOMING  
OPEN HOUSE  
SESSIONS**

# Workforce Development-Adult & Continuing Education Certificate Programs and Courses

The Adult and Continuing Education Department at Medgar Evers College offers certificate and non-certificate programs for adults seeking to learn something new, enhance their skill set or begin a new career. All of our courses are taught by industry professionals, at flexible schedules and at reasonable tuition rates. For the Spring 2019 Fall semester, we have added several new courses alongside the programs we are well known for. Please take a moment to review our catalog to see if you find something that interests you. Thank you.

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## Special Events Schedule:

### **SPRING '20 WFD-ACE OPEN HOUSE**

March 5th, 2020 | 10:00AM – 7:00PM  
1534 Bedford Avenue, 2nd Floor  
Brooklyn, NY 11225

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## **Visit us at :**

Medgar Evers College | School of Professional & Community Development -  
Workforce Development Adult & Continuing Education (WD-ACE)  
1534 Bedford Avenue | Brooklyn, NY 11216  
[ace.info@mec.cuny.edu](mailto:ace.info@mec.cuny.edu) | 718-804-8850



# A Message From the President

Dear Prospective Student,

Welcome to Medgar Evers College, CUNY and our School of Professional and Community Development. Whether your goal is to satisfy a curiosity, enhance your skill set or completely change careers, you have come to the right place to continue your learning.

Our Workforce Development- Adult and Continuing Education Department (WFD-ACE) offers a variety of certificate level and professional development courses in areas that are relevant in today's rapidly changing global economy. Taught by industry professionals, at flexible schedules and affordable tuition rates, our programs are designed to meet the needs of today's adult learner.

For many adults, continuing education represents a viable pathway to continue their professional development and to attain their career

aspirations. Our industry-standard certification training programs will help you increase your confidence, aid in managing a career transition and improve your overall quality of life. We encourage you to take a moment to review our catalog to see if there is a training program or professional development course for you.

On behalf of Medgar Evers College, CUNY thank you for your interest in our College and we look forward to serving you as you pursue your academic and professional goals.

Sincerely,

Dr. Rudolph F. Crew  
President

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## CERTIFICATE PROGRAM - ALLIED HEALTH INSTITUTE

### NYS OASAS Credentialed Alcoholism and Substance Abuse Counselor (CASAC) | \$1350

The CASAC certificate program meets New York State Office of Alcoholism and Substance Abuse Services (OASAS) regulatory requirements, is delivered by expert industry practitioners and designed to position you to successfully attain your NYS credential. Our training provides you with all the knowledge, skills and professional techniques related to becoming an effective and compassionate chemical dependence counselor. **(350hrs)**

**The introductory CORE course are recommended for students to gain knowledge of alcoholism and substance abuse and professional and ethical responsibilities (4 subject areas). Students may be required to take all or a combination of the remaining 9 subject areas based on academic assessment of prior credentials. Applicants with advanced degrees may have sections of program waived, pending NYS OASAS approval.**

**Pre-Req:** HS Diploma or GED, 18 years of age and NYS residency. Applicants with advanced degrees may have sections of program waived, pending NYS OASAS approval. Textbook and related exam fees not included in tuition. .

**Coordinator:** Ronda Marrimon, MSW | Danielle Benoit-Coutard, MSW | Carlene Burton, MSW.

#### CASAC Core

Core consists of: Drugs 101, Advanced Study of Alcoholism and Drug Addiction, Intervention and Treatment Approaches and Ethical Issues.

#### Case Management | \$240 (24 Credit hrs.)

Tues & Thurs; 6:00pm - 9:00pm

**Jan 7 - Jan 30**

#### Assessment & Evaluation in Addiction

**Counseling | \$240 (24 Credit Hrs.)**

Saturdays Only; 10:00am-1:00pm

**Jan 25 - Mar 14**

#### Alcohol & Other Drug Counseling with Diverse Populations | \$300 (30 Credit Hrs.)

Tues & Thurs; 6:00pm - 9:00pm

**Feb 11 - Mar 12**

#### Intervention & Treatment Approaches | \$300 (30 credit hrs.)

Mondays Only; 6:00pm - 9:00pm

**Feb 24 - Apr 27**

#### Advanced Study of Alcoholism & Drug Addiction | \$300 (30 Credit Hrs.)

Tue & Thu; 6:00pm - 9:00pm

**Mar 24 - Apr 23**

#### Alcohol & Drug Effects on Families & Significant Others | \$240 (24 Credit Hrs.)

Tue & Thu; 6:00pm - 9:00pm

**Sept 10 - Oct 29**

### Certified Electronic Health Record Specialist (CEHRS) | \$1400

Our training program is designed to provide you with the competence and expertise to attain the National Healthcareer Association's certification as an Electronic Health Records Specialist. Through our training program, you will learn how to audit patient records, perform basic coding to submit reimbursement claims, process Release of Information (ROI) requests for medical records, review patient records to ensure completion and accuracy, collect patient demographic and insurance information and discuss patient information with physicians and insurance professionals. Our program consists of the following sections: Anatomy & Physiology, Medical Terminology, Medical Electronic Records Analysis, Introductions to ICD-10, and Computer Basics for Medical Billers. **(100hrs)**

**Pre-Req:** HS diploma or equivalency. Textbook and related exam fees not included in tuition.

**Instructor:** Dr. Vanessa Harry.

#### HC-MB001A (Weekend Session)

Mon & Wed, 6:00pm-2:30pm

**Feb 26 - Jun 10**

#### HC-MB001B (Weekend Session)

Saturday, 9:30am-1:30pm

**Feb 29 - Jun 10**

### Certified Medical Coding Specialist | \$2600

This course is recommended for anyone who is preparing for a career in medical coding for a physician's office and strongly recommended for anyone who is preparing for AAPC's CPC certification examination. This (100hrs) course teaches fundamental medical coding skills for professional services (physicians, mid-level providers, etc.,) and prepares the student to take AAPC's CPC exam. The course covers CPT, HCPCS and ICD-10-CM coding. Assures a broad knowledge in reviewing and assigning the correct procedure and diagnosis codes for professional (physician) services. **(120hrs)**

**Pre-Req:** Anatomy & Physiology and Medical Terminology Textbook, related fees not included in tuition.

**Instructor:** Myrtle Walcott, RHIT, CPC, BS, MSA.

#### HC-CCS801 (Weekend Session)

Saturdays, 9:30am-1:30pm

**Feb 15 - Jun 17**

### Professional Pharmacy Technician Certificate (CPHT) | \$910

As a skilled certified pharmacy technician (CPHT), you may perform some or all of the following tasks: receive written prescription requests from patients and receive prescriptions sent electronically from doctors' offices. In some cases, you may process physicians' orders by phone, read the prescription, retrieve, count, pour, weigh, measure, and mix or compound medications; establish and maintain patient profiles; and prepare insurance claim forms and manage inventory. Our program is designed to prepare you to earn your **NHA** or **PCTB** credentials. **Extended online practice and exam prep/study guide available online at: [www.pctb.org](http://www.pctb.org). (30hrs)**

**Pre-Req:** HS Diploma or HSE. Textbook not included in tuition.

**Instructor:** Fritz Joseph, MD.

#### HC-PD502 (Evening Session)

Thur, 6:00pm-9:00pm

**Feb 13 - Apr 16**

## Certified Medical Administrative Assistant (CMAA) | \$2095

This training will provide you with skills to become a Certified Medical Administrative Assistant (CMAA), credentialed by NHA, (National Healthcare Association) the certification recognized by employers. This course prepares you to become a well-rounded CMAA, able to function in an administrative/clerical capacity in a medical office, hospital or related healthcare environment. In addition to learning industry standard healthcare administrative skills, you will also learn body systems, medical terminologies, ICD-10CM coding, health information management and more. **(120hrs)**

**Pre-Req:** HS Diploma or HSE. Textbook, related exam fees not included in tuition.

**Instructor:** Dr. Vanessa Harry.

**HC-CMA01** (Evening Session)  
Mon 7 Wed, 6:00pm-9:00pm  
**Feb 26 - Jun 24**

## Patient Care Technician | \$2610 (per)

Our certificate bearing program will prepare you to work as an entry-level Patient Care Technician in a clinic, hospital, wound care center or long-term care facility. This training prepares you to work alongside other medical professionals, performing duties such as: basic patient care, patient room safety checks, obtain EKG readings and much more. The full program consists of the following sections: **Certified Nursing Assistant, Phlebotomy, EKG, CPR for Allied Healthcare and Career Readiness Workshop** and is designed to prepare you to earn your NHA credential. **(195hrs)**

**Pre-Req:** HS Diploma or HSE. Textbook, uniform, exam fee, etc., not included in tuition.

**Instructor:** Clementine Hardy-Howard, RN.

**HC-PC200C** (Evening Session)  
Mon-Thu, 6:00pm-9:00pm  
**Feb 6 - May 7**

**HC-PC200E** (Evening Session)  
Mon-Thu, 6:00pm-9:00pm  
**Mar 11 - Jun 10**

## Certified Nursing Assistant (CNA) | \$1320 (per)

A CNA works under the supervision of an MD, PA, RN or LPN, providing assistance to patients with daily tasks. Upon completion of our certificate bearing program, which is delivered via a combination of lecture, practical and job skills training, you will be able to perform skills such as: feeding, bathing, personal hygiene, exercise, movement and patient call signals. At the conclusion of this course, you will be prepared to successfully attain your NYS certification. **(120hrs)**

**Pre-Req:** HS Diploma or HSE. Textbook, uniform, exam fee not included in tuition.

**Instructors:** Janelle Lowe, MD.  
Clementine Hardy-Howard, RN.

**HC-CN101C** (Evening Session)  
Mon-Thu, 6:00pm-9:15pm  
**Feb 6 - Mar 31**

**HC-CN101E** (Evening Session)  
Mon-Thu, 6:00pm-9:15pm  
**Mar 19 - May 12**

## New York State CNA Examination Preparation | \$395

This course is designed for the CNA professional who needs more structured preparation to sit for the NYS CNA credential exam. You will be provided with an in depth review of both the written and practical section's of the exam, without the clinical rotation. **(30hrs)**

**Pre-Req:** Valid CNA Certificate of Completion, within last 6 months of application into this program. Textbook not required.

**Instructors:** Dr. Janelle Lowe

**HC-CEP30A** (Evening Session)  
Mon & Thu 6:00pm-9:00pm  
**Feb 24 - Mar 12**

## Medical Billing & Coding | \$3095

This course thoroughly prepares students to code patients' medical records correctly and optimize reimbursement for a full range of medical services. Students are introduced to several techniques for finding and applying the correct codes in today's standard coding systems. Topics covered include: current procedural terminology, international classification of diseases, clinical modification, healthcare procedure coding system, resource-based relative value scale, insurance form preparation, Medicare, Medicaid, Tricare, Blue Cross/Blue Shield, Workers' Compensation, No Fault, HMO's, diagnosis-related groups, peer review organizations, and ambulatory patient groups. Our program is designed to prepare you to successfully earn your NHA credential. **(200hrs)**

**Pre-Req:** HS Diploma or HSE. Textbook and related exam fees not included in tuition.

**Instructors:** Dr. Vanessa Harry.

**HC-MBC001A** (Evening Session)  
Mon & Wed 6:00pm-9:00pm  
**Feb 26 - Aug 31**

**HC-MBC001B** (Weekend Session)  
Saturdays, 9:30am-1:30pm  
**Jan 25 - Aug 31**

## Certified Phlebotomy Technician (CPT) Certificate | \$1400

As a CPT, you'll draw blood from patients in hospitals, blood centers, or similar facilities for analysis or other medical purposes. As a CPT, you may perform some or all of the following tasks: perform basic phlebotomy procedures, evaluate patients for ability to withstand venipuncture procedure, explain the venipuncture procedure and answer patient questions, perform basic point of care testing, such as blood glucose levels on patients, prepare blood, urine, and other body fluid specimens for testing according to established standards. Our program is designed to prepare you to successfully earn your NHA credential. **(100hrs)**

**Pre-Req:** HS Diploma or HSE. Textbook not included in tuition.

**Instructor:** Dr. Ady Turnier.

**HC-PHC20**  
Sat, 6:00pm-2:30pm  
**Feb 29 - Jun 27**



## CERTIFICATE PROGRAM - ALLIED HEALTH INSTITUTE

### 30hr-EKG Training (for CNAs Transitioning to PCT Certification) | \$505 (per)

This accelerated course will teach you basic cardiovascular terminology, anatomy and physiology, as well as outline the responsibilities of an EKG technician. You will get the opportunity to develop entry-level skills and learn how to recognize cardiac arrhythmia, properly place ECG leads and proper maintenance so that you can obtain an accurate 12-lead EKG. **(30hrs)**

**Pre-Req:** HS Diploma or HSE., Textbook not included in tuition.

**Instructors:** Dr. Ady Turnier

**HC-ER103C** (Evening Session)  
Mon & Thu 6:00pm-9:00pm  
**Feb 24 - Mar 12**

**HC-ER103C** (Evening Session)  
Mon & Thu 9:30am-5:30pm  
**Jan 11 - Feb 1**

### 30hr-Phlebotomy (for CNAs Transitioning to PCT Certification) | \$505 (per)

In this accelerated course, you will learn proper blood collection techniques and the preparation & proper handling of blood specimens in a hands-on supervised environment using mannequin arms and artificial blood, as well as review of anatomy & physiology of the circulatory system, communication, medical ethics, and safety procedures. **(30hrs)**

**Pre-Req:** HS Diploma or HSE. Textbook, uniform, exam fee, etc., not included in tuition.

**Instructors:** Dr. Ady Turnier

**HC-PH102** (Morning Session)  
Mon-Thu, 9:30am-12:30pm  
**Jan 28 - Feb 12**

**HC-PH102** (Evening Session)  
Mon-Thu, 6:00pm-9:00pm  
**Jan 28 - Feb 12**

**HC-ER103D** (Weekend Session)  
Sat, 9:30am-5:30pm  
**Feb 8 - Feb 29**



**SPRING '20 WFD-ACE OPEN HOUSE** | March 5th, 2020 | 10:00AM – 7:00PM | 1534 Bedford Avenue, 2nd Floor | Brooklyn, NY 11225

## CERTIFICATE PROGRAM - BUSINESS AND ENTREPRENEURIAL



### Project Management (New!) | \$525

This introductory study is geared towards helping students develop a fundamental understanding of the process of project management. The course begins with an examination of basic concepts and functions including- planning, organizing, strategies, project life-cycle and risk management. In addition, related topics of communication, decision making and motivation will be explored. Throughout the course special emphasis will be placed on ethical decisions and the social aspects of project management by both men and women in a global market. **(45hrs)**

**Pre-Req:** HS Diploma or HSE. Textbook not included in tuition.

**Instructors:** Ayana Kone, MBA, MS.

**BI-OS4000**  
Tue & Thu, 6:00pm-9:00pm  
**Feb 27 - May 28**

### Bookkeeping and Accounting for Beginners | \$1750

Bookkeepers and Accountants maintain the financial records of a business organization. This certificate program trains you to maintain those vital records. Our program consists of the following sections: Fundamentals of Bookkeeping, Bookkeeping and Accounting II, QuickBooks and Microsoft Excel. Our Payroll Administration course is an elective and compliments the knowledge gained in this program. **(100hrs)**

**Pre-Req:** HS Diploma or HSE. Textbook not included in tuition.

**Instructors:** Chudi Chiejina, BA, MS,

**BI-OS4000**  
Tue & Thu, 6:00pm-9:00pm  
**Feb 27 - May 28**

## CERTIFICATE PROGRAM - BUSINESS AND ENTREPRENEURIAL/REAL ESTATE INSTITUTE

### New York State Real Estate Salesperson | \$485

Our Real Estate Salesperson Licensing certificate bearing course meets New York State Division of Licensing Services requirements and is the mandatory prerequisite to taking the NYS Real Estate Salesperson Exam. **(75hrs)**

**Pre-Req:** HS Diploma or HSE. Textbook not included in tuition.

**Instructor:** Trisha Ocona Francis, President, RealestateOCONA.

#### BI-RE101

Mon & Wed, 6:00pm-9:00pm

**Feb 26 - May 13**

### Property Management Principles | \$185

This course was designed to provide knowledge and insight to industry professionals that managed various types of real estate. The Principles of Property Management will breakdown the, who, what, why, and when of the industry and give the student a great understanding outlined with real life details and examples. From defining the role of a property manager, dealing with vendors, tenant communications, budgeting and finances, students will be able to discuss the many elements of the industry with confidence. This course is designed for individuals that wish to either enter into, or learn about property management to further their current career path. The Property Management Principles course will empower individuals with the needed tools to fully understand the industry of property management and become a successful professional. **(9hrs)**

**Pre-Req:** HS Diploma or HSE. Textbook not required.

**Instructors:** Tywan Anthony, ARM, RAM, NYARM.

#### BM-PM101

Tuesdays 6:30pm-9:30pm

**Jan 14-28 and Mar 3-17**

### Introduction to Real Estate Concepts & Careers | \$185

In this introductory course to the world of Real Estate, the class will cover basic topics concerning what real estate is, who are the players and how a beginner can get started and the various careers and sub-industries. From defining real estate, real estate agents and brokers, home inspectors, license requirements, contracts, concepts of brokerage, and exploring various real estate careers, learners will be able to discuss the basic elements of the industry. This course is especially geared for individuals who wish to enter the profession from the ground up, regardless of their current career. The Introduction to Basic Real Estate course will empower individuals with the needed knowledge so that they can embark on a successful career in one of many fields of the thriving and exciting world of real estate. **(9hrs)**

**Pre-Req:** HS Diploma or HSE. Textbook not required.

**Instructors:** Tywan Anthony, ARM, RAM, NYARM

#### BI-REC101

Tuesdays, 6:30pm-9:30pm

**Feb 4-25 and Mar 13-Apr 14**

### Commercial Real Estate Basics & Practices | \$185

The Commercial Real Estate Standards course was designed to provide detailed insight into the world of commercial real estate for beginners and seasoned professionals alike. This course will take students through important CRE topics such as financing, management, working with industry professionals, certifications, basic accounting, asset management, designations and networking. The focus is on giving students practical working knowledge to be used in the field in order to start and enhance career paths. The Commercial Real Estate Standards certificate will empower students with the needed knowledge and tools to understand the industry better to either launch or enhance their commercial real estate careers. **(9hrs)**

**Pre-Req:** HS Diploma or HSE. Textbook not included in tuition.

**Instructor:** Tywan Anthony, ARM, RAM, NYARM

#### BI-REB001

Tuesdays, 6:30pm-9:30pm

**Apr 28 - May 12 and May 19 - Jun 9**



## SPRING '20

### WFD-ACE OPEN HOUSE

March 5th, 2020

10:00AM – 7:00PM

1534 Bedford Avenue, 2nd Floor  
Brooklyn, NY 11225

## PROFESSIONAL DEVELOPMENT - EDUCATIONAL PREPERATION

### Fundamentals of Citizenship | \$300

A civics course designed for children taught by the **Hon. Renee Collymore**. This engaging **12hr-course** teaches the basics of community leadership, volunteerism, activism, advocacy, public speaking, lobbying, tenets of democracy, voting, analyzing and identifying our targets, community issues, and much more...

**Instructors:** Linda Gaddy, MS, Ed., Certified Educational Technology Specialist

#### ED-FC101

Saturdays, 12:00pm-2:00pm

**Mar 21 - Apr 25**

### NYS Teachers Certification: edTPA Preparation and Submission NEW! | \$300

This course prepares prospective teachers to complete their NYS required edTPA handbook under the supervision of a highly qualified teacher educator. We offer appropriate clinical practice placement (student teaching) as well as supervision and guidance to complete and submit your edTPA handbook. Allow us to help you fulfill your dream of becoming a certified NY State classroom teacher.

**Pre-Req:** Prospective teachers who must complete edTPA to attain full NYS teacher certification.

#### ED-TC10021

Tue & Thu, 6:00pm-9:00pm

**Waiting list open for Feb orientation**

### TASC/High School Equivalency (Formerly GED) | \$175

New York State has selected a new high school equivalency test called the Test Assessing Secondary Completion (TASC™) to replace the General Educational Development (GED®) as the primary pathway to a New York State High School Equivalency Diploma effective January 2, 2014.

The TASC assesses five subject areas including reading, writing, mathematics, science, and social studies. The test has been nationally-normed and measures an individual's level of achievement relative to that of graduating high school seniors and readiness for college and the workforce as outlined by the Common Core State Standards. **(30hrs)**

**Pre-Req:** Albany transcript showing proof of 1st attempt of the exam and results. None. All students are expected to purchase the required textbook and a Texas Instruments TI-30XS Multitier calculator.

**Instructors:** Mohammed Riyad

### 30-hr Math Readiness Workshop

#### ED-AC201 (Weekend Session)

Saturdays 12:30pm-3:30pm

**Feb 22 - Apr 11**

### Computer Basics | \$325 (per)

In this course, you will learn foundational skills to fully understand the basic elements of computer hardware and software while learning how to browse the internet, create and send emails and **typing fundamentals**. This training is specifically designed for first time users and is based around the Microsoft operating system and Microsoft Office software suite.

**Pre-Req:** None. Textbook not required.

**Instructors:** Linda Gaddy, MS, Ed., Certified Educational Technology Specialist

#### CT-M1011 (Weeknight Session)

Mon & Wed 6:00pm-9:00pm

**Jan 27 - Feb 19**

#### CT-M101B (Saturday Session)

Saturday 9:00am-12:00pm

**Feb 29 - Apr 11**

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## PROFESSIONAL DEVELOPMENT - EDUCATIONAL PREPARATION

### Microsoft Word for Beginners | \$300

Students will learn how to effectively use Microsoft Word to create letters, reports and similar documents. This course focuses leaning on how to enter and edit text; cut, copy, paste and move data; use basic writing tools, such as spell check, set up pages and margins; format a document; and change fonts and font sizes. **(15hrs)**

**Pre-Req:** Computer Basics & Keyboarding.  
Textbook not included in tuition

**Instructors:** Linda Gaddy, MS, Ed., Certified Educational Technology Specialist

#### CT-MC501

Mon & Wed, 6:00pm-9:00pm  
**Feb 24 - Mar 9**

### Microsoft Excel for Beginners | \$300

Microsoft Excel is a spreadsheet program in a Windows environment. Business, management and financial departments use it to organize financial information for analysis and decision-making. It is not an accounting software package, but a useful tool in data collection. **(15hrs)**

**Pre-Req:** Computer Basics & Keyboarding.  
Textbook not included in tuition

**Instructors:** Linda Gaddy, MS, Ed., Certified Educational Technology Specialist

#### CT-MC503

Mon & Wed, 6:00pm-9:00pm  
**Mar 11 - Mar 30**

### Microsoft Powerpoint for Beginners | \$300

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft PowerPoint. During this course, you will learn how to create, format, add graphics and import charts to your PowerPoint "deck." **(15hrs)**

**Pre-Req:** Computer Basics & Keyboarding.  
Textbook not included in tuition

**Instructors:** Linda Gaddy, MS, Ed., Certified Educational Technology Specialist

#### CT-MC504

Mon & Wed, 6:00pm-9:00pm  
**Apr 1 - Apr 15**

### Microsoft Access for Beginners | \$300

In this course students will learn how to uses a visual approach to presenting and managing data. Learn how to create, design and implement a database system using a key database tool in the Microsoft Office Suite. Design reports, forms and screens. Advanced topics, such as sophisticated queries and linked-table databases, will be covered. **(15hrs)**

**Pre-Req:** Computer Basics & Keyboarding.  
Textbook not included in tuition

**Instructors:** Linda Gaddy, MS, Ed., Certified Educational Technology Specialist

#### CT-MC505

Mon & Wed, 6:00pm-9:00pm  
**Apr 20 - May 4**



### Microsoft Office for Beginners | \$1250

Our certificate program is designed for the novice or beginner user of computers and the Microsoft Office suite. Through a combination of in class lecture, hands on training and projects, you will gain a foundational level of training designed to prepare you to effectively use MS Office for a variety of applications. The full program consists of the following courses: MS Word, MS Excel, MS PowerPoint and MS Access. **(60hrs)**

**Pre-Req:** Computer Basics & Keyboarding.  
Textbook not included in tuition

**Instructors:** Linda Gaddy, MS, Ed., Certified Educational Technology Specialist

#### CT-MC5015

Mon & Wed, 6:00pm-9:00pm  
**Feb 24 - May 4**



### Real Estate Foreclosures: Stay Ahead in Today's Market | \$200

This workshop will review foreclosures, short sales, real estate owned (REO) and auctions. It is no secret that the supply of foreclosure homes these last few years has drastically changed the way real estate agents conduct their business. Delinquent property, short sales, and foreclosed homes are best handled by a skilled real estate agent. Foreclosure: Everything you heard but never really understood, shows the real estate agent not only the foreclosure process and how to establish a successful transaction, but help them limit liability, and misrepresented agency disclosure. Attendees will learn about these topics through a legal and business approach. (3hrs)

**Pre-Req:** none

**Instructors:** Trisha Ocona Francis, President of RealestateOCONA

#### BI-RE1000

Tuesdays, 6:00pm-9:00pm

**Feb 6, Mar 7 and Apr 25**

### Notary Public Seminar | \$150

This intensive 4-hour seminar prepares you to pass the Notary Public exam and is recommended for public service employees, law office, real estate firms and banks. You will receive sample tests, a handbook, a notary book of actual laws, rules and procedures on the exam and test application. US citizenship is required. (4hrs)

**Pre-Req:** None. Textbook not required.

**Instructors:** Valerie Kirton-Nance, AAS, BS, MS.

#### BI-SM102

Sun, 9:30am-1:30pm

**Jan 19, Feb 23, Apr 12, May 24**

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## SPRING '20

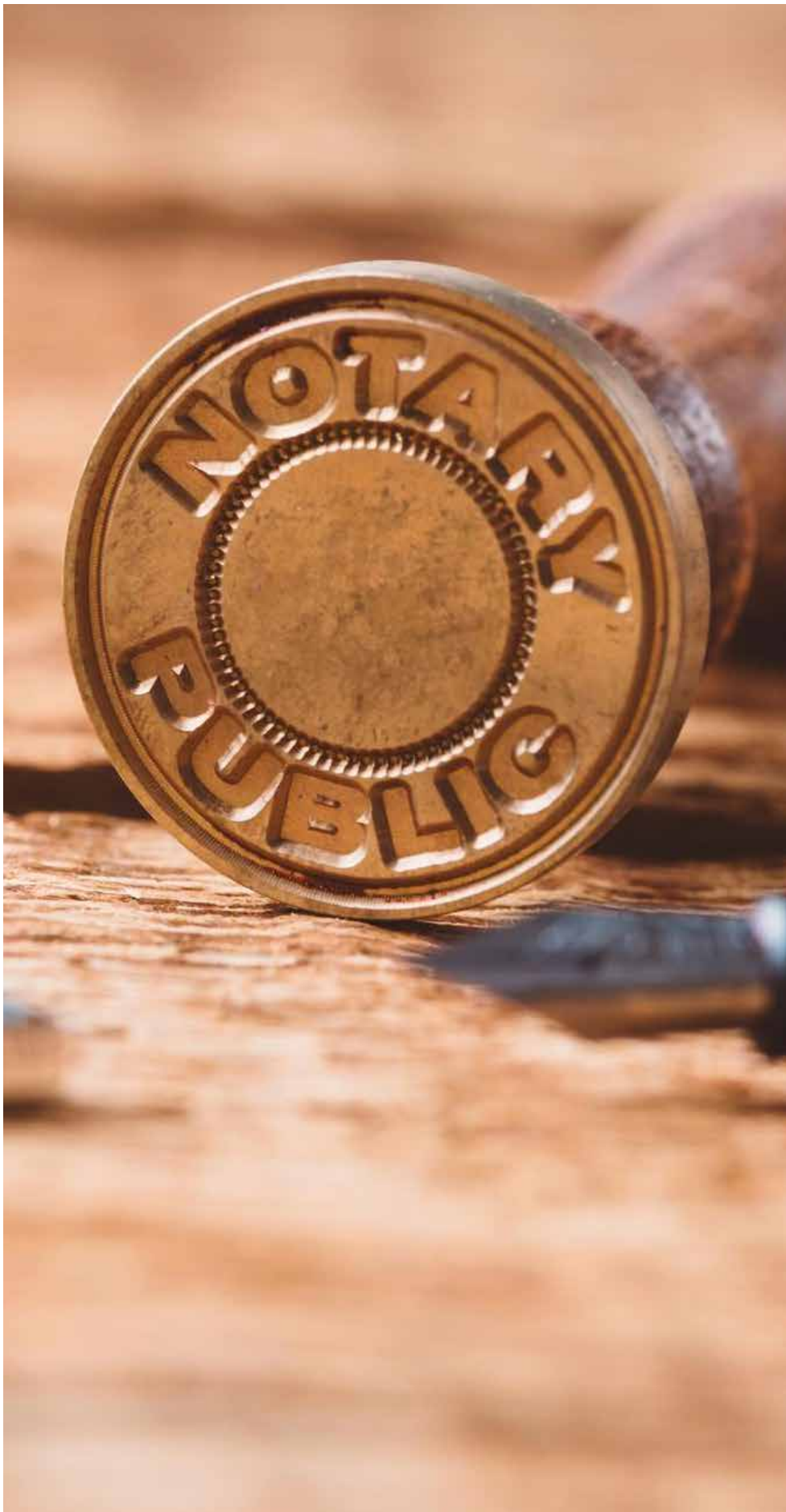
### WFD-ACE OPEN HOUSE

March 5th, 2020

10:00AM – 7:00PM

1534 Bedford Avenue, 2nd Floor  
Brooklyn, NY 11225

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## PROFESSIONAL DEVELOPMENT - BUSINESS AND ENTREPRENEURIAL

### The Business of Music | \$500

For those interested in music industry! This 8 week course we will dissect the inner workings of the business of music. Those components include the mechanics of streaming, publishing, marketing strategies, merchandising, touring, etc. We will also delve into the differences between major record labels and independents. We will have an array of guest speakers to discuss legal representation, branding, radio programming and more. This course will prepare you for the music industry by showing you how to start your own company and giving you the tools needed to negotiate for future partnership. **(45hrs)**

**Pre-Req:** HS Diploma or HSE. Textbook not included in tuition.

**Instructor:** Torae Carr, Artist

**PD-BM100**

Mon & Wed, 6:00pm-9:00pm

**Feb 26-Apr 15**



### Financial Sustainability | \$135

This course offers a practical approach to financial issues. Emphasis is on financial challenges likely encountered by the average person and provides insight on strategic methods seldom shared in great detail about the concept of finances, while at the same time explaining in practical terms. Using my S.U.S.T.A.I.N Method™, you will learn traditional and new strategies, and also short and long-term goal settings that enable you to live off your savings and investments with potential to create intergenerational and communal freedoms echoing the tenants of Cooperatives. **(9hrs)**

**Pre-Req:** None.

**Instructors:** M'bwebe Ishangi

**PD-FS100**

Sat, 10:00am-11:30am

**Jan 4-Feb 1**



## PROFESSIONAL DEVELOPMENT - COMPUTER TECHNOLOGY

### Graphic Design Basics | \$300

Broaden your understanding of graphic design concepts and processes, both formal and conceptual to develop your skill as a designer, understand the elements of design and learn how to speak about your work and

how to incorporate and evaluate critiques. **(18hrs)**

**Pre-Req:** None. Textbook not required.

**Instructor:** Dan K. Williams, BS. Adobe Certified Graphic & Web Design Specialist

**CT-M2001**

Saturdays, 10:00am-1:00pm

**Jan 25 - Feb 29 and Mar 28 - May 2**

## PROFESSIONAL DEVELOPMENT - CREATIVE ARTS

### Fiction Writing | \$375

Interested in beginning a novel or writing a short story? The Center for Black Literature at Medgar Evers College is offering a 4-part Fiction Writing Workshop. Get yourself started by working with an established, published author and learn tools to hone the craft of creative writing. Beginners welcome. **(8hrs)**

**Pre-Req:** HS Diploma or HSE. Note: Individual parts may be taken a-la-cart at a cost of \$95.00 each.

**Instructor:** Donna Hill

#### ED-FW100

**Part 1:** Character; **Part 2:** Setting;

**Part 3:** Plot; **Part 4:** Now What?

Mondays, 6:00pm-8:00pm

**Feb 24 - Mar 16**

### Painting Techniques | \$275

In this course, you will learn the fundamentals of painting. Value, color, drawing, composition, and mass, are explored. Composing from a variety of sources is explored. You will learn how to isolate and simplify specific portions of a composition. Learn how to establish accurate drawings and design compositions as the basis for your paintings. Traditional and innovative abstract and realist techniques are employed. Class work is based on working from observation and resource materials. Emphasis is on basic color theory, mixing and matching. **(18hrs)**

**Required:** Art kits at additional cost.

**Pre-Req:** None

**Instructor:** Winston Huggins, Artist.

#### PD-DA1001

Saturdays 10:00am-1:00pm

**Feb 1 - Mar 7 or Apr - May 9**

### Line Dancing | \$250

Line Dancing is free-style, ad-lib dance movements performed to a fixed structure of dance routines involving a variety of music: R&B, Country, Hip Hop, etc. Line dancing is the perfect form of physical activity for adults, youth and seniors who desire to get the proper amount of daily exercise in a fun, non-strenuous and exciting way. All around the world line dancing has become a popular way to improve overall health by toning muscles, building cardio endurance, reducing stress, losing weight and keeping fit. **(12hrs)**

**Instructor:** Earlene Greene, Choreographer

#### PD-MD105

Tuesdays 6:30pm-7:30pm

**Feb 25 - Apr 28**



**SPRING '20 WFD-ACE OPEN HOUSE |** March 5th, 2020 | 10:00AM – 7:00PM | 1534 Bedford Avenue, 2nd Floor | Brooklyn, NY 11225





### Guitar for Beginners | \$200

This course serves as an introduction to the guitar and will provide students with an instant access to making music on that instrument. Students will learn the fundamental of playing the guitar, which will include tuning their guitars, warming-up, group instruction, and independent group practicing and playing. Focus points will be strumming and creating rhythms. **(6hrs)**

**Pre-Req:** None

**Instructor:** Ron Bruce, Guitarist.

**PD-GL101**

Saturdays 2:00pm-3:00pm

**Mar 7 - Apr 11**

### Piano for Beginners | \$275

In this course, you will be exposed to piano keyboard, theory, sight-reading, techniques of rhythm, correct fingering and posture. Through individual and group exercises, you will learn to play will learn to play short pieces using both hands, read treble and bass clef, and play with rhythmic accuracy. Textbook not included in tuition. Headphones required. **(16hrs)**

**Pre-Req:** None.

**Instructor:** Caitlin Featherstone, Pianist.

**PD-MD106A**

Sat, 9:30am-11:30am

**Feb 29 - Apr 18**

### Intermediate Piano | \$275

Building upon the concepts introduced in Piano for Beginners, you will learn independence between the hands, scales and chords in several keys, basic ear training and syncopation. By the end of this course, students will feel comfortable playing short pieces and sight reading music with both hands. **(16hrs)**

**Pre-Req:** Piano for Beginners. Textbook not included in tuition. Headphones required.

**Instructor:** Caitlin Featherstone, Pianist.

**PD-MD106B**

Sat, 12:00pm -2:00pm

**Feb 29 - Apr 18**

## ONLINE CERTIFICATE PROGRAMS | THIRD PARTY PARTNERS

Through our partnership with the Legal Studies Institute, we offer a quality online programs for adults who are more inclined to take courses in the comfort of their own homes and on their own schedule. Our online course are designed for the busy Professionals who prefers learning in a self-directed environment. These programs offer a sustained approach to professional development, integrating a variety of tools from podcasts to live chats to classroom videos.

Programs offered:

- Legal Studies
- Paralegal Studies
- Legal Secretary
- Legal Nurse Consulting

To learn more about our online programs, please visit our website at: [www.mec.cuny.edu/ace](http://www.mec.cuny.edu/ace) or join our mailing list at: [www.mec.cuny.edu/joinACE](http://www.mec.cuny.edu/joinACE).

**To learn more about our online programs, please visit our website at: [www.mec.cuny.edu/ace](http://www.mec.cuny.edu/ace) or call 718-804-8850**

## Policies and Procedures

The Adult and Continuing Education (ACE) Department at Medgar Evers College (MEC) adheres to all MEC and CUNY public safety protocols, academic rules and regulations. Please see below for policies specific to ACE.

## General Information

Tuition fees listed are subject to change. Course schedules subject to change. Unless otherwise listed; textbooks, special fees, exam fees, travel expenses, etc., are not included in tuition fee. All classes will run dependent on meeting enrollment minimums. All student records are confidential and are not shared with third parties. Total tuition fees must be paid at time of registration and/or within (3) three weeks of completing a course or program. ACE reserves the right to withhold student records if program requirements are not successfully satisfied and/or tuition balances are not paid in full upon completion of the course or program.

## Registration Options

1. **Online Registration:** Register online with a debit/credit card by visiting: [www.mec.cuny.edu/ace](http://www.mec.cuny.edu/ace)
2. **Call us** at 718-804-8850. Register by phone.
3. **Visit in person** between the hours of 10:00am - 6:00pm, Mondays through Thursdays; Fridays 10:00am - 5:00pm. Appointments are most appreciated.
4. **Mail:** Return your completed registration form with money order or credit/debit information to:  
Attn: Adult and Continuing Education/  
Medgar Evers College/1534 Bedford Avenue/Brooklyn. NY 11216.

## Office Location

1534 Bedford Avenue, 2nd Floor,  
Brooklyn, NY 11216.  
(Off Eastern Parkway and Bedford Ave.)  
Also convenient from Franklin Ave. subway stop (2, 3, 4, 5, S train lines) and at the B49 bus.

## Methods of Payment and Fees

Acceptable forms of payment include select tuition vouchers, bank checks, money orders or credit cards. We accept, Visa, MasterCard, Discover. **No cash or personal checks are not accepted.** Please make all checks payable to MEC ACE.

Flexible Tuition Payment Plans available, for select courses and programs. For more information, please call, (718) 804-8850 or

email, [ace.info@mec.cuny.edu](mailto:ace.info@mec.cuny.edu).

Sallie Mae Loan option available. This is a third party transaction between the applicant and Sallie Mae. For more information, please visit:  
<https://www.salliemae.com/>

A non-refundable, one time per semester, \$25 registration fee is required, regardless of the number of courses taken, per semester. Full refunds, minus the \$25 registration fee will be processed, as detailed in the Refund Policy below.

A \$10 fee will be charged to reissue certificates, completion letters, and transcripts.

## Refund Policy

A 100% tuition + registration fee will be refunded if ACE cancels a class. 100% tuition, less registration fee + \$5 transaction fee will be refunded if a written request is received 5 business days before the 1st class meeting. 50% tuition, less registration fee + \$5 transaction fee will be refunded if a written request is received at least 3 business days before the 2nd class meeting. No refunds will be issued after the 2nd class meeting. No refunds will be granted for courses that meet for 1 or 2 sessions unless a written request is received 5 business days before the 1st class.

Credit/Debit card refunds will be processed in approximately 7-14 business days. Money order refunds will be processed within 4-6 weeks by check. (No cash refunds).

All refund requests must be submitted in writing, via email or mail. No refund requests handled by phone.

Credit/debit card refunds will be processed in approx. 7-14 business days. Money order refunds will be processed within 4-6 weeks via check (no cash refunds). No refunds will be granted for courses that meet for 1 or 2 sessions unless a written request is received 3 days before the 1st class.

## Tuition Discounts

**General Public:** A 5% discount is available toward select courses of \$200 and more, during the period of **January 6 through January 30, 2020.**

**MEC and CUNY Students, Faculty and Staff:** A 10% discount is available toward select courses of more than \$200. Registrant must provide a current CUNY ID, at time of registration.

**Seniors Citizens aged 62 or older:** A 10% discount is available toward select courses of more than \$200, with the exception of online and third-party courses. A current state-issued ID must present at time of registration.  
**Discounts cannot be combined.**

## Course Cancellations

All Adult and Continuing Education (ACE) courses, workshops, seminars etc., are subject to a minimum enrollment to run. ACE reserves the right to cancel any class that does not meet its established minimum enrollment. If ACE cancels a course, students may transfer to another class or receive a full refund (100%).

## Transcripts and Letters of Attendance

To obtain a transcript or letter confirming attendance, you may call us at (718) 804-8850, visit or mail a written request to our offices at 1534 Bedford Ave., 2nd Floor or submit a written request via email to [ace.info@mec.cuny.edu](mailto:ace.info@mec.cuny.edu).

MEC ACE reserves the right to withhold student records including but not limited to transcripts and certificates of completion for those students who have not successfully completed the program and/or have an outstanding tuition balance with the College. Certificates of completion are issued to students who satisfactorily complete the program, typically within 3 business weeks after the course or program is completed.

## Requirements for Certificate Programs

To become a Certificate Program candidate, all prospective students must provide all Pre-Requisite documentation, such as writing samples, participate in pre-interviews and/or submission of academic credentials, a minimum of one week before the start of the program. Exemptions to meeting Pre-Requisite requirements are considered on a case by case basis. Decisions regarding Pre-Requisite exemptions are at the discretion of ACE. All decisions are final.

A certificate of completion is awarded to those students who have met all program and financial requirements, as detailed in the program curricula and as detailed within this summary of ACE's Policies and Procedures.

## Affirmative Action Policy

Medgar Evers College, CUNY is an equal employment, equal opportunity and affirmative action institution. The college does not discriminate on the basis of age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, or veteran or marital status in its admission of students, employment, access to programs, administration or education policies. Adult & Continuing Education adheres to the Security Policies of Medgar Evers College.

Medgar Evers College  
School of Professional & Community Development

WD-ACE | Application

Last Name	First Name	
Street Address	Apt#	
City	State	Zip
Daytime Phone	Evening Phone	
Email Address (please print clearly)		
How did you hear about the course(s) you've selected?		

Course Code	Session	Name of Course/Program	Days/Time	Fee
	<input type="checkbox"/>			<input type="checkbox"/>
			Total Fee	

### PAYMENT OPTIONS

Money Orders: Must be made payable to Medgar Evers College/ACE. Money orders may be dropped off in person to 1534 Bedford Avenue, 2nd Floor. For Credit or Debit Card payments, please fill in the information below:

Visa	<input type="checkbox"/> MasterCard	Discover
Card#		
Signature		

**Medgar Evers College | School of Professional & Community Development -  
Workforce Development Adult & Continuing Education (WD-ACE)  
1534 Bedford Avenue | Brooklyn, NY 11216 | [Ace.info@mec.cuny.edu](mailto:ace.info@mec.cuny.edu) | 718-804-8850**



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The City University of New York  
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**CUNY**  
THE GREATEST  
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IN THE WORLD