FALL 2018

WORKFORCE DEVELOPMENT
ADULT & CONTINUING EDUCATION
School of Professional & Community Development

REGISTER NOW!
Learn more at our OPEN HOUSE

Workforce Development-Adult & Continuing Education (WFD-ACE)
1534 Bedford Avenue, 2nd Floor; Brooklyn, NY 11216
mec.cuny.edu/ACE • ace.info@mec.cuny.edu | 718-804-8850
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 Adult and Continuing Education Department (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 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

ABOUT MEDGAR EVERS COLLEGE

Located in Crown Heights, Brooklyn, Medgar Evers College is a growing institution offering both Associate and Baccalaureate degrees. The nearly 7,000-member student body is primarily comprised of those who are the first in their families to attend college. A senior college within The City University of New York (CUNY) system, Medgar Evers College was established in 1970 with a mandate to meet the educational and social needs of the Central Brooklyn community. With a commitment to students who desire a sound academic foundation as well as an opportunity for personal development, Medgar Evers College seeks to provide high-quality, professional, career-oriented undergraduate degree programs in the context of a liberal arts education. For more information, visit www.mec.cuny.edu.
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 2018 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.

President’s Letter

ALLIED HEALTHCARE CERTIFICATE/TRANSCRIPT PROGRAMS

Allied Health

Online Certificate Programs

BUSINESS AND ENTREPRENEURIAL CERTIFICATE/TRANSCRIPT PROGRAMS

Business and Entrepreneurial

MEDIA & PERFORMING ARTS CERTIFICATE/TRANSCRIPT PROGRAMS

Media & Performing Arts

Visual Arts

Creative Arts

COMPUTER TECHNOLOGY CERTIFICATE/TRANSCRIPT PROGRAMS

Computer Technology

WFD-ACE Policies and Procedures

SPECIAL EVENTS SCHEDULE:

WFD-ACE EARLY BIRD REGISTRATION:
Register during August 27, 2018 through October 5, 2018 to receive a 5% DISCOUNT, off select FALL 2018 WFD-ACE courses.

WFD-ACE MEDIA AND PERFORMING ARTS INSTITUTE OPEN HOUSE:
TBA, 2018, 6:00PM – 8:00PM
1638 Bedford Avenue, EOJ Auditorium; Brooklyn, NY 11225

WFD-ACE GENERAL OPEN HOUSE:
September 13, 2018, 6:00PM – 8:00PM
1534 Bedford Avenue, Brooklyn, NY 11216

NEW COURSES INCLUDE:
Customer Service for the Hospitality Industry
Introduction to Investments and Capital Markets
Introduction to Fixed Income Securities & Trading
Equity Investments and Trading
Media and Performing Arts Studio

COMING SOON!
Certified Coding Specialist
Green Sustainability Institute
NYS OASAS CREDENTIALED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR (CASAC)

(EARN $20.00 - $45.00 PER HR., AFTER OASAS CERTIFICATION)

Our CASAC Trainee certificate program meets New York State Office of Alcoholism and Substance Abuse Services (OASAS) regulatory requirements, are delivered by expert industry practitioners and are designed to position you to successfully attain your NYS credential.

- **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.

- **Instructors:** Ms. Ronda Marrimon, MSW, Ms. Danielle Benoit-Coutard, MSW

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**CASAC Core**

Core consists of: Drugs 101, Advanced Study of Alcoholism and Drug Addiction, Intervention and Treatment Approaches and Ethical Issues. (135 hrs.)

- **Pre-req:** HS Diploma or GED, 18 years of age and NYS residency.

**HC-PD604 | Oct. 1 - Dec. 22 | Mon. - Thur. | 6:00 PM – 9:00 PM  
Sat. | 10:00 AM – 1:00 PM | $1,350**

CERTIFIED ELECTRONIC HEALTH RECORD SPECIALIST (CEHRS)

(EARN $18.00 - $40.00 PER HR., AFTER NHA CERTIFICATION)

Our training program is designed to provide you with the competence and expertise to attain the (NHA) 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 Records Analysis, Introduction to ICD-10, and Computer Basics for Medical Billers. (100 hrs.)

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

- **Instructors:** Dr. Vanessa Harry.

**HC-MB001 | Oct. 20 - Jan. 19 | Sat. | 9:30 AM – 3:30 PM | $1,395**

PATIENT CARE TECHNICIAN

(EARN $16.00 - $22.00 PER HR., AFTER NHA CERTIFICATION)

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 Job Search Strategies and is designed to prepare you to earn your NHA credential. (200 hrs.)

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

- **Instructors:** Ms. Clementine Hardy-Howard, RN.

**HC-PC200A (Evening Session) | Oct. 11 - Jan. 31 | Mon. - Thur. | 9:00 AM – 5:30 PM | $2,610**

**HC-PC200B (Morning Session) | Oct. 11 - Jan. 18 | Mon. - Thur. | 9:00 AM – 5:30 PM | $2,610**

**HC-PC200C (Evening Session) | Waiting List | Mon. - Thur. | 6:00 PM – 9:15 PM | $2,610**

**HC-PC200D (Weekend - Sat.) | Sep. 15 - Feb. 9 | Sat. | 9:30 AM – 5:30 PM | $2,610**
CERTIFIED NURSING ASSISTANT (CNA)

(EARN $13.00 - $18.00 PER HR., AFTER PROMETRIC CERTIFICATION)
A CNA works under the supervision of an 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. (120 hrs.)

- **Pre-req:** HS Diploma or HSE. Textbook, uniform, exam fee not included in tuition.
- **Instructors:** Ms. Clementine Hardy-Howard, RN.
- **HC-PC200A (Evening Session)** | Oct. 11 - Dec. 6 | Mon. - Thur. | 6:00 PM – 9:15 PM | $1,320
- **HC-CN101B (Morning Session)** | Oct. 11 - Sep. 20 | Mon. - Thur. | 9:00 AM – 2:00 PM | $1,320
- **HC-CN101D (Weekend-Sat.)** | Sep. 15 - Dec. 8 | Sat. | 9:30 AM – 5:30 PM | $1,320

PROFESSIONAL PHARMACY TECHNICIAN CERTIFICATE (CPHT)

(EARN $12.00 - $20.00 PER HR., AFTER NHA CERTIFICATION)
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 National Health career Association credential. (26 hrs.)

- **Pre-req:** HS Diploma or HSE. Textbook not included in tuition.
- **Instructors:** Dr. Fritz Joseph, (Asclepius Medical Society)
- **HC-PD502** | Oct. 4 - Dec. 20 | Thur. | 6:00 PM – 8:30 PM | $910

CERTIFIED PHLEBOTOMY TECHNICIAN (CPT) CERTIFICATE

(EARN $18.00 - $25.00 PER HR., AFTER NHA CERTIFICATION)
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. (100 hrs.)

- **Pre-req:** HS Diploma or HSE. Textbook not included in tuition.
- **Instructors:** Dr. Ady Turnier, (Asclepius Medical Society)
- **HC-PHC20** | Oct. 12 - Jan. 18 | Fri. | 10:00 AM – 4:00 PM | $1375
ALLIED HEALTHCARE INSTITUTE

CERTIFICATES

MEDICAL BILLING & CODING
(EARN $18.00 - $30.00 PER HR., AFTER NHA CERTIFICATION)
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. (180hrs.)
• Pre-req: HS Diploma or HSE. Textbook not included in tuition.
• Instructors: Dr. Vanessa Harry & Myrtle Walcott, RHIT, CPC, BS, MSA.
• HC-MBC001A (Saturdays) | Oct. 20 - Feb. 23 | Sat. | 9:30 AM – 3:30 PM | $3,095

CERTIFIED CODING SPECIALIST -COMING SOON!!
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 100 hour 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. More to come. (75 hrs.)
• Pre-req: HS Diploma or HSE. Textbook not included in tuition.
• Instructors: Myrtle Walcott, RHIT, CPC, BS, MSA.
• HC-CC801 | Wait List | Thur. | 9:30 AM – 3:30 PM | $2,500
HEART SAVER BLS/CPR/AED & FIRST AID
(NOT A CERTIFICATE PROGRAM, CPR CARD ONLY)
Our American Heart Association approved course covers adult, child & infant CPR, choking and use of the AED for the adult and child and is intended for all individuals who have a duty to respond to a cardiac emergency because of job responsibilities or regulatory requirements. (4 hrs.)
- **Pre-req:** None.
- **Instructor:** Janell Lowe, RN.
- **HC-HSC100** | Oct. 20, Nov. 17, Dec. 15 | Sat. | 10:00 AM – 3:00 PM | $95

OTHER ONLINE COURSES COMING SOON
WWW.MEC.CUNY.EDU/ACE.ASPX

- SAT/ACT Prep Course Part 1 $260
- Prepare for GED Test $260
- GRE Preparation Part 1 $260
- Prepare for GED Math Test $260
- Human Anatomy & Physiology $260
- Creating a Successful Business Plan $260
- Start Your Own Small Business $260
- Start and Operate Your own Home-based Business $260
- Resume Writing Workshop $260
- Math Refresher $260
- Speed Spanish $260
- Grammar Refresher $260
- Discover Sign Language $260

ONLINE CERTIFICATE PROGRAMS
WWW.MEC.CUNY.EDU/ACE.ASPX

We offer quality programs for adults who are more inclined to take courses in the comfort of their own homes and on their own schedule. Our online courses are designed for the busy professional 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.

We offer online programs in partnership with Legal Studies Institute ([www.legalstudies.com](http://www.legalstudies.com))

- Paralegal Studies
- Legal Secretary
- Legal Nurse Consulting

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

**(EARN $18.00 - $25 PER HR., AFTER MEC CERTIFICATE)**

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 elective and compliments the knowledge gained in this program. (100hrs.).

- **Pre-req:** HS Diploma or HSE. Textbook not included in tuition.
- **Instructors:** Prof. Chudi Chiejina, BA, MS, Accounting.
- **BI-OS4000** | Oct. 9 - Jan. 19 | Tues. & Thur. | 6:00 PM – 9:00 PM | $1,750

REAL ESTATE: FORECLOSURES, SHORT SALES, REOS AND AUCTIONS

**(NOT A CERTIFICATE PROGRAM, TRANSCRIPT ONLY)**

This workshop will review foreclosures, short sales, real estate owned (REO) and auctions. Attendees will learn about these topics through a legal and business approach. Materials/hand-outs will be provided (3 hrs.)

- **Pre-req:** None. Textbook not required.
- **Instructor:** Trisha Ocona Francis, MS., President, Realestate OCONA.
- **BI-RE1000** | Oct. 11 or Nov. 15 | Thur. | 6:00 PM – 9:00 PM | $150

CUSTOMER SERVICE FOR THE HOSPITALITY INDUSTRY

**(EARN $18.00 - $25.00 PER HR., AFTER LOVEGEVITY COMPLETION CERTIFICATE)**

This course arms students with the problem-solving and decision-making skills essential for customer service and business management. With customer satisfaction, retention, and loyalty as the main goals, students are challenged to develop an efficient and appropriate solution to workplace dilemmas. By analyzing and evaluating the causes and effects of a number of real-world incidents, students are prepared to effectively deal with similar workplace scenarios. (70 hrs.)

- **Pre-req:** HS Diploma or GED. HS Diploma or HSE. Textbook not included in tuition.
- **Instructors:** John Conrad Ste. Marthe, MS.
- **BI-CS101** | Oct. 24 - Jan. 23 | Mon. & Wed. | 6:00 PM – 9:00 PM | $900

NEW YORK STATE REAL ESTATE SALESPERSON

**(EARN $18.00 - $25.00 PER HR., AFTER MEC COMPLETION CERTIFICATE)**

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. (75 hrs.)

- **Pre-req:** HS Diploma or HSE. Textbook not included in tuition.
- **Instructors:** Trisha Ocona Francis, President, real estateOCONA.
- **BI-RE101** | Oct. 10 - Jan. 23 | Mon. & Wed. | 6:00 PM – 9:00 PM | $485

CERTIFIED WEDDING AND EVENT PLANNING

**(EARN $18.00 - $25.00 PER HR., AFTER LOVEGEVITY COMPLETION CERTIFICATE)**

The Wedding Planning Institute (WPI) Certified Wedding & Event Planning certification is designed to get you started in the wedding and event planning industry. This hands-on program covers everything a successful event planner needs to know, including vendor and supplier contracts, negotiation and business planning. Graduates will receive an internationally recognized certification, post-graduate support and customized internship opportunities. (39 hrs.)

- **Pre-req:** None. Registration into this course is managed by our training partners, the Wedding Planning Institute. To register into this program, call: (888) 221-9988 or (718)-804-8850.
- **Instructors:** TBA.
- **BI-CW101** | Oct. 18 - Nov. 29 | Tues. & Thur. | 6:00 PM – 9:00 PM | $1,495
INTRODUCTION TO FIXED INCOME SECURITIES & TRADING
(EARN $18.00 - $25.00 PER HR., AFTER MEC COMPLETION CERTIFICATE)

This course is designed to present students with a practical introduction to the process of trading, with emphasis on fixed income securities. The course will review different types of short-term and long-term fixed income instruments. Participants will be introduced to bond-rating systems, bond trading terminology, techniques and strategies and they are used to analyze risk in investments. The role of the Federal Reserve System and its impact on bonds will be discussed. Corporate, municipal, and government bond markets will be discussed. Topics covered will include the features of bonds, the functioning of the Fixed Income market place, interpretation of quotes and fixed income data, the regulatory environment, the underwriting process and the pricing of bonds. (15 hrs.)

- **Pre-req:** None.
- **Instructors:** Dr. Khasadyahu Zarbabal.
- **BI-EI101 | Sep. Wait List | Mon. & Wed. | 6:00 PM – 9:00 PM | $550

INTRODUCTION TO INVESTMENTS AND CAPITAL MARKETS
(EARN $18.00 - $25.00 PER HR., AFTER MEC COMPLETION CERTIFICATE)

This course is an elementary introduction to the products and language of the securities markets. Students will be introduced to the investment environments which includes the key players, institutions, and assets that make up the capital markets. The principles and motives that drive investments, such as retirement planning and wealth accumulation will be discussed. Historical and current statistics on market performance and size are covered to give students a sense of scale and an awareness of realistic returns and risks from capital market investments. (15 hrs.)

- **Pre-req:** None.
- **Instructors:** Dr. Khasadyahu Zarbabal.
- **BI-IC101 | Oct. Wait List | Tues. & Thurs. | 6:00 PM – 9:00 PM | $550

EQUITY INVESTMENTS AND TRADING
(EARN $18.00 - $30.00 PER HR., AFTER CERTIFICATION)

This course introduces the student to the process of trading, with emphasis on equities. All aspects of the trading process and the trade order lifecycle, including buying, selling, settlement and with explanations of the roles of market participants and departments will be discussed. The roles of issuers, investors, brokerage firms, and the Stock exchanges will be reviewed. Trading rules and regulations–Stop Orders, Limit Orders, Money Laundering and regulations will be introduced. (180hrs.)

- **Pre-req:** None.
- **Instructors:** Dr. Khasadyahu Zarbabal.
- **BI-EI101 | Nov. Wait List | Mon. & Wed. | 6:00 PM – 9:00 PM | $550

NOTARY PUBLIC SEMINAR
(NOT A CERTIFICATE PROGRAM, TRANSCRIPT ONLY)

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. (4 hrs.)

- **Pre-req:** None. Textbook not required.
- **Instructor:** Valerie Kirton-Nance, AAS, BS, MS.
- **BI-SM102 | Sep. 30, Nov. 18, Dec. 16 | Sun. | 9:30 AM – 1:30 PM | $150
MEDIA & PERFORMING ARTS INSTITUTE (NEW) COMING SOON
(NOT A CERTIFICATE PROGRAM, TRANSSCRIPT ONLY)

- Art of Acting
- Intro to Drones
- Advertising and Culture
- Producing in the Digital Age
- Producing 101 - Script to Screen
- Action Cut Print - Make Your Film
- Playwriting 101

(Please visit website for more details: www.mec.cuny.edu/ACE)

GREEN SUSTAINABILITY INSTITUTE-COMING SOON!!

- Site Safety Manager
- HAZWOPER Training
- Fire Safety Certification
- LEED Certificate programs
- Certified Environmental Specialist
- OSHA General Industry Outreach Training
- Lead Hazards and Asbestos Awareness Training
**PAINTING TECHNIQUES**
*(NOT A CERTIFICATE PROGRAM, TRANSCRIPT ONLY)*

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. *(18 hrs.)*

- **Pre-req:** None. Required art kits at additional cost.
- **Instructors:** Winston Huggins, Artist.
- **PD-DA1001 | Oct. 20 - Nov. 24 | Sat. | 10:00 AM – 1:00 PM | $250**

**PIANO FOR BEGINNERS**
*(NOT A CERTIFICATE PROGRAM, TRANSCRIPT ONLY)*

In this course, you will be exposed to piano keyboard, theory, sight-reading, and techniques of rhythm, correct fingering and posture. Through individual and group exercises, you 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. *(16 hrs.)*

- **Pre-req:** None.
- **Instructors:** Carl Maguire, Professional Pianist.
- **PD-MD106A | Oct. 6 - Dec. 1 | Sat. | 9:30 AM – 11:30 AM | $250**
**GRAPHIC DESIGN BASICS: (INTRO TO CERTIFIED GRAPHIC DESIGN)**

*NOT A CERTIFICATE PROGRAM, TRANSCRIPT ONLY*

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. *(18 hrs.)*

- **Pre-req:** None. Textbook not required.
- **Instructors:** Dan K. Williams, BS. Adobe Certified Graphic & Web Design Specialist.
- **CT-M2001** | Oct. 16 - Nov. 1 | Tues. & Thur. | 6:00 PM – 9:00 PM | $225

**WEBSITE IN A DAY**

*NOT A CERTIFICATE PROGRAM, TRANSCRIPT ONLY*

This hands-on, one day workshop guides you through the process of creating your own website. At the conclusion of this session, you will have the ability to create a basic but fully functional website. No programming, coding, or technical understanding required. *(6 hrs.)*

- **Pre-req:** Computer Basics and Keyboarding. Textbook not required.
- **Instructors:** Dan K. Williams, BS. Adobe Certified.
- **CT-MC050** | Oct. 6 or Nov. 10 | Sat. | 10:00 AM – 4:00 PM | $200

**COMPUTER BASICS**

*NOT A CERTIFICATE PROGRAM, TRANSCRIPT ONLY*

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 much more. If this is your first time using a computer, then this training is specifically designed for you. The course is based around the Microsoft operating system and Microsoft Office software suite. *(15 hrs.)*

- **Pre-req:** None. Additional details to TBA.
- **Instructors:** Linda Gaddy, MS, Ed., Certified Educational Technology Specialist.
- **CT-MC400 (Weeknight Session 1)** | Sep. 17 - Oct. 3 | Mon. & Wed. | 6:00 PM – 9:00 PM | $250
- **CT-M101B (Saturday Session)** | Sep. 29 - Oct. 27 | Sat. | 9:00 AM – 12:00 PM | $250

**MICROSOFT WORD FOR BEGINNERS**

*NOT A CERTIFICATE PROGRAM, TRANSCRIPT ONLY*

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. *(15 hrs.)*

- **Pre-req:** Computer Basics and Keyboarding. Textbook not included in tuition.
- **Instructor:** Linda Gaddy, MS, Ed., Certified Educational Technology Specialist.
- **CT-MC501** | Oct. 25 - Nov. 8 | Tues. & Thur. | 6:00 PM – 9:00 PM | $275

**MICROSOFT EXCEL FOR BEGINNERS**

*NOT A CERTIFICATE PROGRAM, TRANSCRIPT ONLY*

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. *(15 hrs.)*

- **Pre-req:** Computer Basics and Keyboarding. Textbook not included in tuition.
- **Instructor:** Linda Gaddy, MS, Ed., Certified Educational Technology Specialist.
- **CT-MC503** | Nov. 13 - Nov. 27 | Tues. & Thur. | 6:00 PM – 9:00 PM | $275
MICROSOFT POWERPOINT FOR BEGINNERS
(NOT A CERTIFICATE PROGRAM, TRANSCRIPT ONLY)
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.” (15 hrs.)
- **Pre-req:** Computer Basics and Keyboarding. Textbook not included in tuition.
- **Instructor:** Linda Gaddy, MS, Ed., Certified Educational Technology Specialist.
- **CT-MCS04** | Nov. 29 - Dec. 13 | Tues. & Thurs. | 6:00 PM – 9:00 PM | $275

MICROSOFT ACCESS FOR BEGINNERS
(NOT A CERTIFICATE PROGRAM, TRANSCRIPT ONLY)
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. (15 hrs.)
- **Pre-req:** Computer Basics and Keyboarding. Textbook not included in tuition.
- **Instructor:** Linda Gaddy, MS, Ed., Certified Educational Technology Specialist.
- **CT-MCS05** | Dec. 18 - Jan. 17 | Tues. & Thur. | 6:00 PM – 9:00 PM | $275

MICROSOFT OFFICE FOR BEGINNERS
(EARN $18.00 - $25.00 PER HR., AFTER MEC COMPLETION CERTIFICATE)
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. (100 hrs.)
- **Pre-req:** Computer Basics & Keyboarding. Textbook not included in tuition.
- **Instructors:** Ms. Linda Gaddy, MS, Ed., Certified Educational Technology Specialist.
- **CT-MC5015** | Oct. 24 - Jan. 17 | Tues. & Thurs. | 6:00 PM – 9:00 PM | $1,195

MICROSOFT OFFICE FOR ADVANCED USERS
(EARN $18.00 - $25.00 PER HR., AFTER MEC COMPLETION CERTIFICATE)
This twenty five (25) session certificate program is designed for the professional who wants to gain a comprehensive level of training in MS Office. This program provides intermediate and advanced users with a hands-on approach to word processing, spreadsheet analysis and computer-based presentations, using MS Word, Excel, PowerPoint and Access. (100 hrs.)
- **Pre-req:** Computer Basics and Keyboarding, Microsoft Office for Beginners and/or 2 years’ experience working with the MS Office Suite. Textbook not included in tuition.
- **Instructors:** Ms. Linda Gaddy, MS, Ed., Certified Educational Technology Specialist.
- **CT-M20001** | Wait List | Mon. & Wed. | 6:00 PM – 9:00 PM | $1,250

KEYBOARDING BASICS
(NOT A CERTIFICATE PROGRAM, TRANSCRIPT ONLY)
In this course you will learn how to type using a standard computer keyboard leveraging proven training techniques. Special emphasis will be placed on learning to type accurately while also developing your typing speed. The expected outcome is for you to complete the course with an accurate typing ability between 20-40 words per minute. (15 hrs.)
- **Pre-req:** None. Textbook not required.
- **Instructors:** Linda Gaddy, MS, Ed., Certified Educational Technology Specialist.
- **CT-MC401** (Weeknight Session 2) | Oct. 9 - Oct. 23 | Tues. & Thurs. | 6:00 PM – 9:00 PM | $205
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. WFD-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. Call us at 718-804-8850. Register by phone.
2. Visit in person between the hours of 10:00a.m. – 6:00p.m., Mondays through Thursdays; Fridays 10:00a.m. – 5:00p.m. Appointments are most appreciated.
3. Mail: Return your completed registration form with money order or credit/debit information to: Attn: WFD-ACE /Medgar Evers College/1534 Bedford Ave, 2nd floor, 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, and 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.

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% refund will be given if WFD-ACE cancels a class. 100% refund will be given to a registered student only if a written request is received 2 business days before the 1st class meeting. A 50% refund will be given if a written request is received at least 2 business days before the 2nd class meeting. No refunds will be issued after the 2nd class meeting.

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 Aug 27th through Oct 5th, 2018.

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 presented at time of registration. Discounts cannot be combined.

Course Cancellations
All Workforce Development Adult and Continuing Education (WFD-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.

WFD-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 WFD 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 WFD-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, alienate 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.

Registration Form

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Email Address (please print clearly)

How did you hear about the course(s) you selected?

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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
- [ ] MasterCard
- [ ] Discover

Card #: ___________ Credit / Debit
Expiration Date ___________
WFD-ACE Early Bird Registration:
Register from
August 27, 2018 through October 5, 2018
to receive a 5% DISCOUNT
off select ACE courses

Medgar Evers College
City University of New York
1650 Bedford Avenue
Brooklyn, N.Y. 11225

WorkForce Development
Adult & Continuing Education (WFD-ACE)
1534 Bedford Avenue • Brooklyn, NY 11216
ace.info@mec.cuny.edu • 718•804•8850