ADVANCE YOUR CAREER WITH OUR INDUSTRY CERTIFIED PROFESSIONAL INSTRUCTORS TODAY!

VISIT OUR UPCOMING OPEN HOUSE SESSIONS
Medgar Evers College | School of Professional & Community Development

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.

New Courses Include:
- Certified Medical Administrative Assistant
- Certified Coding Specialist
- Emergency Medical Technician Training (EMT) (Returning!)
- Emergency Medical Technician Refresher
- Financially Lit
- Guitar lesson
- Project Management
- Real Estate: Introduction to Concepts & Careers
- Real Estate: Commercial Basics & Practices
- Real Estate: Property Management Principles

Special Events Schedule:

**WFD-ACE EARLY BIRD REGISTRATION:**
Register during January 24, 2019 through February 1, 2019 to receive a 5% DISCOUNT off select WFD-ACE courses.

**SPRING ’19 WFD-ACE OPEN HOUSE:**
January 24, 2019 | 6:00PM – 8:00PM | 1650 Bedford Avenue, Brooklyn, NY 11225

**SUMMER ’19 WFD-ACE OPEN HOUSE:**
May 23, 2019 | 6:00PM – 8:00PM | 1650 Bedford Avenue, Brooklyn, NY 11225

**FALL ’19 WFD-ACE OPEN HOUSE:**
September 19, 2019 | 6:00PM – 8:00PM | 1650 Bedford Avenue, Brooklyn, NY 11225

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 | 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 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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Medgar Evers College | 2019 Workforce Development/Adult and Continuing Education Guide
**CERTIFICATE PROGRAM - ALLIED HEALTH**

**Certified Electronic Health Record Specialist (CEHRS) | $1395**

Our training program is designed to provide you with the competence and expertise to attain the National Health Career 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. (100hrs)

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

Instructors: Vanessa Harry, MD.

**HC-MB001A**

Mon & Wed, 6:00pm-9pm
Feb 27-Jun 19  Spr’19
Jun 5-Sept 30  Sum’19
Oct 7-Jan 30  Fall’19

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

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

Instructors: Clementine Hardy-Howard, RN.

**HC-PC200A (Morning)**

Mon-Thu, 9:00am-5:30pm
Feb 7-Apr 25  Spr’19
Jun 6-Aug 08  Sum’19
Oct 10-Dec 19  Fall’19

**HC-PC200C (Evening)**

Mon-Thu, 6:00pm-9:15pm
Feb 7-May 30  Spr’19
Jun 6-Jul 25  Sum’19
Oct 10-Jan 6  Fall’19

**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: Myrtle Walcott, RHIT, CPC, BS, MSA/ Vanessa Harry, MD.

**HC-MBC001A**

Saturdays, 9:30am-3:30pm (waitlist)
Mon & Wed 6:00pm-9:00pm
Feb 6-Jul 31  Spr’19
Waitlist  Sum’19
Waitlist  Fall’19

**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 National Health Career Association credential. (25hrs)

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

Instructor: Fritz Joseph, MD.

**HC-PDS02**

Thursdays, 6pm-9pm
Feb 21-Apr 11  Spr’19
Jun 20-Aug 15  Sum’19
Oct 24-Dec 19  Fall’19

**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-CN101A (Morning)**

Mon-Thu, 9:00am-2:00pm
Feb 7-Mar 14  Spr’19
Jun 6-Jul 11  Sum’19
Oct 10-Nov 14  Fall’19

**HC-CN101C (Weekend)**

Sat, 9:30am-5:30pm
Feb 9-Apr 29  Spr’19
Jun 8-Aug 24  Sum’19
Oct 12-Dec 21  Fall’19

**Certified Phlebotomy Technician (CPT) Certificate | $1320**

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: Ady Turnier, MD.

**HC-PHC20**

Fridays, 10:00am-4:00pm
Feb 22-Jun 21  Spr’19
June 14-Oct 4  Sum’19
Oct 11-Jan 24  Fall’19

[www.mec.cuny.edu/ace](http://www.mec.cuny.edu/ace)
NYS OASAS Credentialed Alcoholism and Substance Abuse Counselor (CASAC) | $1350

Our CASAC 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. Our training provides you with all the knowledge, skills and professional techniques related to becoming an effective and compassionate chemical dependence counselor. The entire CASAC program comprises of 13 subject areas (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) (135hrs). 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. Textbook and related exam fees not included in tuition.

Coordinator: Ronda Marrimon

Instructors: Carline Burton and Danielle Benoit-Coutard, MSW.

CASAC Core: Core consists of: Drugs 101, Adv. Substance Abuse, Intervention and Treatment, Ethical Issues. (135hrs)

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<td>Jan 8-May 30  Spr’19</td>
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<td>Oct 7- Dec 21  Fall’19</td>
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Emergency Medical Technician (EMT) Preparation | $1375

Emergency medical technicians (EMTs) care for the sick or injured in emergency medical situations. People’s lives often depend on their quick reaction and competent care. Through our hands on training, you will learn how to respond to 911 calls, wound care, assessing a patient’s condition, patient transport, etc. Upon successful completion of the program, you will be prepared to earn your EMT Certification from the New York State Department of Health, Bureau of Emergency Medical Services. Program Sponsor: Modern Health Resources, Inc. (144hrs)

Pre-Req: HS Diploma or HSE. Tuition includes EMT Training Kit, but does not include textbook or related exam costs.

Instructor: Karen Moreno, EMT CIC.

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.

Instructors: Myrtle Walcott, RHIT, CPC, BS, MSA.

HC-CCS801

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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 Healthcareer 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. (160hrs)

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

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

HC-CMA01

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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.

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

**BI-PM101**

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<th>Fall 19</th>
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<td>Jun 13-Sep 26</td>
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**FALL ’19 WFD-ACE OPEN HOUSE** | September 19, 2019 | 6:00PM – 8:00PM | 1650 Bedford Avenue, Brooklyn, NY 11225

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CERTIFICATE PROGRAM - BUSINESS AND ENTREPRENEURIAL/REAL ESTATE INSTITUTE

**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**

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**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, RealstateOCONA.

**BI-RE101**

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<td>Feb 25-June 3</td>
<td>July 8-Oct 2</td>
<td>Oct 28-Jan 27</td>
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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-PM100
Tuesdays 6:30pm-9:30pm
Feb 26-Mar 12   Spr’19
Jun 18-Jul 2    Sum’19
Oct 22-Nov 5    Fall’19

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
Mar 26-Apr 9   Spr’19
Jul 23-Aug 6   Sum’19
Nov 19-Dec 3 Waitlist - Fall’19

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: Trisha Ocona Francis, President, RealestateOCONA.

BI-REB001
Tuesdays, 6:30pm-9:30pm
Mar 26-Apr 9   Spr’19
Jul 23-Aug 6   Sum’19
Nov 19-Dec 3 Waitlist - Fall’19

LEED Green Associate Exam Prep | $300

This training will prepare you for the LEED Green Associate examination. The Leadership in Energy and Environmental Design is a rating system devised by the United States Green Building Council (USGBC) to evaluate the environmental performance of building and encourage market transformation towards sustainable design. LEED certification can be for a number of construction projects inclusive of: new construction and major renovations, retail, homes, schools, core and shell and commercial interiors. LEED was intended to standardize a market-driven system for evaluating and implementing systems for Green buildings. Pre-Req: None (21hrs)

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

Instructor: David Floyd, MS.

BI-LD101
Sat 10:00am-1:00pm
Feb 23-Apr 6   Spr’19
Jun 15-Jul 27   Sum’19
Oct 19-Dec 7    Fall’19

CERTIFICATE PROGRAM - BUSINESS AND ENTREPRENEURIAL/REAL ESTATE INSTITUTE

CERTIFICATE PROGRAM - GREEN SUSTAINABILITY INSTITUTE

LEED Green Associate
Exam Prep | $300

This training will prepare you for the LEED Green Associate examination. The Leadership in Energy and Environmental Design is a rating system devised by the United States Green Building Council (USGBC) to evaluate the environmental performance of building and encourage market transformation towards sustainable design. LEED certification can be for a number of construction projects inclusive of: new construction and major renovations, retail, homes, schools, core and shell and commercial interiors. LEED was intended to standardize a market-driven system for evaluating and implementing systems for Green buildings. Pre-Req: None (21hrs)

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

Instructor: David Floyd, MS.

Note: LEED Green Certificate Program available on Waitlist upon cohort’s request.

BI-LD101
Sat 10:00am-1:00pm
Feb 23-Apr 6   Spr’19
Jun 15-Jul 27   Sum’19
Oct 19-Dec 7    Fall’19
CERTIFICATE PROGRAM - BUSINESS AND ENTREPRENEURIAL

Customer Service for the Hospitality Industry | $900

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. (70hrs)

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

Instructors: John Conrad Ste. Marthe, MS.

BI-CS101
Mon & Wed 6:30pm-9:30pm
Feb 20-May 13  Spr’19
June 5-Aug 26  Sum’19
Oct 23-Jan 22  Fall’19

Financially Lit: How to Create an Avalanche of Income in Your Business (New!) | $500

This fully integrated, progressive course is broken into two parts: (1) The psychology of creating massive wealth and the ability to differentiate between good debt, bad debt and the right and wrong way to use credit cards. (2) Mastering the art of selling; Best practices when negotiating; Understanding how to create an air tight perfect sales pitch that allows participants to attract the attention of their potential buyers; Advanced customer acquisition and prospecting strategies. Participants will fully understand the importance of developing an entrepreneurial mindset and utilize selling in their plan of action. (20hrs)

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

Instructor: Dale H. Ferdinand., Author.

BI-FL101
Saturdays 11:00am-1:30pm
Mar 9-Apr 27  Spr’19
Waitlist  Sum’19
Waitlist  Fall’19

Securities Industry Essentials Training Part I | $550

Securities Industry Essentials (SIE) Training Part I offers real-world financial services industry training in a Medgar Evers College classroom partnering with STC, the leading trainer for finance licenses. This 5-week course is the first of a three-part series (15-weeks total) which prepares students to earn their SIE license with FINRA - a requirement for professional jobs in Finance and Insurance. The content is designed for both students who want to take the SIE exam, or just gain understanding of the world financial securities to become more educated about their investments. The course begins with an overview of finance market participants and market structure. The core of the course then covers the regulatory environment, equity securities, and debt securities. Finally, the course concludes with a treatment of calculating investment returns and exposure to packaged financial products. In addition to weekly lectures and faculty access, a robust suit of online diagnostic exams and on-demand video lectures give students flexibility and control over the training process. (15hrs)

Pre-Req: None. (College transcript or High School Diploma required at registration).

Instructors: KhasadYahu ZarBabal, PHD.

BI-SIE101
Saturdays 10:00am-1:00pm
Feb 23-Mar 23  Spr’19
Waitlist  Sum’19
Waitlist  Fall’19

Certified Wedding and Event Planning | $1495

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. (39hrs)

Pre-Req: None.

Instructor: Sheavonne Harris, Events Specialist.

(Registration into this course is managed by our training partners, the Wedding Planning Institute). To register into this program, please call: (888) 221-9988.

BI-CW101
Tue & Thu, 6:00pm-9:00pm
Feb 21-Apr 4  Spr’19
Jun 27-Aug 13  Sum’19
Oct 17-Dec 3  Fall’19
### Heart Saver CPR/AED & First Aid | $95

Our American Heart Association approved course is designed to teach you how to manage illnesses and injuries in the first few minutes until professional help arrives. Including: Basic First Aid; General Principles; Medical Emergencies; Injury Emergencies; Environmental Emergencies; Adult/Child CPR; & AED use. Designed for those who have a duty to respond to a first aid or cardiac emergency because of job responsibility or regulatory requirements. (4hrs.)

**Pre-Req:** None.

**Instructor:** Janelle Lowe, MD.

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<td>Nov 16, or Dec 14 6:00pm-3:00pm</td>
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### WFD-ACE EARLY BIRD REGISTRATION:

Register during January 24, 2019 through February 1, 2019 to receive a 5% DISCOUNT off select WFD-ACE courses.

**SPRING '19 WFD-ACE OPEN HOUSE |** January 24, 2019 | 6:00PM – 8:00PM | 1650 Bedford Avenue, Brooklyn, NY 11225

**SUMMER '19 WFD-ACE OPEN HOUSE |** May 23, 2019 | 6:00PM – 8:00PM | 1650 Bedford Avenue, Brooklyn, NY 11225

**FALL ’19 WFD-ACE OPEN HOUSE |** September 19, 2019 | 6:00PM – 8:00PM | 1650 Bedford Avenue, Brooklyn, NY 11225

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### Microsoft Office for Beginners | $1250

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. (75hrs)

**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.

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

**CT-MCS5015**

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<td>Mar 28-Jun 4 6:00pm-9:00pm</td>
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### Microsoft Office for Advanced Users | $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:** None.

**Instructor:** Janelle Lowe, MD.

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### Professional Development - Life and Rescue Skills

**Heart Saver CPR/AED & First Aid | $95**

**Microsoft Office for Advanced Users | $1250**

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**PROFESSIONAL DEVELOPMENT - LIFE AND RESCUE SKILLS**

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**Microsoft Office for Advanced Users | $1250**

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. (75hrs)

**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.

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

**CT-M20001**

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**Pre-Req:** None.

**Instructor:** Janelle Lowe, MD.

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**Heart Saver CPR/AED & First Aid | $95**

Our American Heart Association approved course is designed to teach you how to manage illnesses and injuries in the first few minutes until professional help arrives. Including: Basic First Aid; General Principles; Medical Emergencies; Injury Emergencies; Environmental Emergencies; Adult/Child CPR; & AED use. Designed for those who have a duty to respond to a first aid or cardiac emergency because of job responsibility or regulatory requirements. (4hrs.)

**Pre-Req:** None.

**Instructor:** Janelle Lowe, MD.

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CNA Review: Theory and Practical Skills Refresher | $845

Our theory and practical skills course is designed for professionals who have already earned their CNA certificate, but did not earn their NYS CNA credential. The program is delivered through a combination of in class lecture and clinical experience. (70hrs)

Pre-Req: CNA Certificate from an approved NYS training program or expired CNA license. Textbook not required.

Instructors: Clementine Hardy, RN.

HC-CRC72
Tue & Thu 6:00pm-9:00pm
Feb 28-May 16  Spr’19
Waitlist  Sum’19
Waitlist  Fall’19

PROFESSIONAL DEVELOPMENT - ALLIED HEALTH INSTITUTE

New York State CNA Examination Preparation | $295

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 sections of the exam. (18hrs)

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

Instructor: Dr. Janelle Lowe.

HC-CEP30A
Mon & Wed 6:00pm-9:00pm
Feb 27-Mar 18  Spr’19
Waitlist  Sum’19
Waitlist  Fall’19

PROFESSIONAL DEVELOPMENT - PROFESSIONAL DEVELOPMENT

TASC/High School Equivalency (Formerly GED) | $165

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, each on a waiting list plus a $25.00 registration fee. 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.

Pre-Req: None. All students are expected to purchase the required textbook and a Texas Instruments Ti-30XS Multiview calculator. Not included in tuition.

Instructors: TBA

30-hr Math Readiness Workshop

ED-AC201
Saturdays 9:30am-12:30pm
Feb 23-Apr 27  Spr’19
Jun 8-Aug 10  Sum’19
Oct 12-Dec 14  Fall’19

PROFESSIONAL DEVELOPMENT - EDUCATIONAL PREPARATION

Fundamentals of Citizenship | $250

A civics course designed for children taught by the Hon. Renee Collymore. This engaging 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 more… (18hrs)

Pre-Req: None

Instructor: Hon. Renee Collymore

ED-FC101
Sat 12:00pm-2:00pm
Feb 16-Apr 13  Spr’19
Waitlist  Sum’19
Waitlist  Fall’19

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FALL ’19 WFD-ACE OPEN HOUSE | September 19, 2019 | 6:00PM – 8:00PM

PROFESSIONAL DEVELOPMENT - BUSINESS AND ENTREPRENEURIAL

Computer Basics | $275 (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 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. (15hrs)

Pre-Req: None. Textbook not required.

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

CT-MC400C (Weeknights)
Tue & Thu 6:00pm-9:00pm
Feb 21-Mar 7  Spr’19
Jun 3-Jun 17  Sum’19
Oct 2-Oct 21  Fall’19

Keyboarding Basics | $275 (per)

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. (15hrs)

Pre-Req: None. Textbook not required.

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

CT-MC400C (Weeknights)
Mon & Wed, 6:00pm-9:00pm
Mar 12-Mar 26  Spr’19
Waitlist  Sum’19
Waitlist  Fall’19

CT-MC400D (Saturday)
Sat 10:00am-1:00pm
Mar 9-Apr 6  Spr’19
Waitlist  Sum’19
Waitlist  Fall’19

wWw.mec.cuny.edu/ace
Real Estate Foreclosures: Stay Ahead in Today’s Market | $185

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. Hand-outs included in course fee. (3hrs)

Pre-Req: none.
Instructor: Trisha Ocona Francis, President of Real estate OCONA

BI-RE1000
Thu, 6:00pm-9:00pm
Feb 28 or Apr 18 Spr’19
Jun 27 or Aug 15 Sum’19
Oct 24 or Dec 12 Fall’19

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.

ED-AC122A
Sat, 10:00am-1:00pm
Feb 23-Mar 30 Spr’19
Jun 22 or Aug 17 Sum’19
Oct 19 or Nov 16 Fall’19

Writing Fundamentals 1 | $250

Writing is a powerful way of communication. In this class, you will improve your writing skills by learning the parts of speech and the fundamental principles of effective writing. This course will provide you with the core elements needed to enhance your skills, change how you feel about your writing, and boost your confidence. (15hrs)

Pre-Req: None. Textbook not required.
Instructors: TBA

Computers for Seniors | $305

Are you a beginner to computers? In easy, well-paced lessons, learn the basics of keyboarding, the Windows operating system and how to navigate the internet while preparing you for more advanced courses in computer applications. (18hrs)

Pre-Req: None. Textbook not required.
Instructor: TBA

Website in a Day | $250

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. (6hrs)

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

PROFESSIONAL DEVELOPMENT - BUSINESS AND ENTREPRENEURIAL
**Intro to Drones I (New!) | $325**

Welcome to the exciting world of drones! This course introduces the first time Drone/Unmanned Aerial Vehicle (UAV) pilots and hobbyist to initial steps towards a career with drones, or a safe and legal hobby. Heavy focus will be placed on assembly, pre-flight procedures and flight maneuvers with emphasis on student’s practice to ensure safe operation. Key elements of this training: Safe take offs, landings, and emergency procedures. Upon completion, students will have basic knowledge of FAA requirements for Drones/UAVs, hands on training and experience piloting the DJI Phantom Series, plus a certificate of completion. This four hour (4hrs) training **will require:** HS Diploma or HSE. Textbook not required.

**Instructor:** Kahil Shkymba, UAV Cinematographer.

**MPA-UAV101**  
Saturdays 10:00am-2:00pm  
Mar 2  Spr’19  
Jun 15  Sum’19  
Oct 12  Fall’19

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**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 23-Mar 30  Spr’19  
Jun 22-Jul 27  Sum’19  
Oct 19-Nov 30  Fall’19

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**Guitar for Beginners | $180**

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: Reading basic sheet music, playing chords and melody, building technique, learning basic music theory, as well as warming-up, group instructions, proper practice routines and playing in various styles such as jazz, funk, blues, etc. (8hrs)

**Pre-Req:** Must own a guitar

**Instructor:** Ron Bruce, Guitarist.

**PD-GL101**  
Saturdays 2:00pm-3:00pm  
Feb 23-Apr 13  Spr’19  
Jun 15-Aug 3  Sum’19  
Oct 26-Dec 21  Fall’19

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**Piano for Beginners | $250**

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 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 16-Apr 6  Spg’19  
Aug 10-Sept 28  Sum’19  
Oct 19-Dec 14  Fall’19

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**Intermediate Piano | $250**

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, 12:30pm -2:30pm  
Feb 16-Apr 6  Spg’19  
Aug 10-Sept 28  Sum’19  
Oct 19-Dec 14  Fall’19

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PROFESSIONAL DEVELOPMENT - MEDIA & PERFORMING ARTS INSTITUTE

Art of Acting-The Chair | $290

This course is a seven-week intensive acting program that concentrates on developing the body and mind as an instrument. The instrument is expected to conform to any characters that are presented. Students will learn: Improvisation, Screen study, Character analysis, Monologues, Body movement and the Business of acting. The primary goal is to train advanced or beginners in the methods and ways of developing a character. Secondary goal is to prepare students to work in the field of film, television and stage. (14hrs)

Pre-Req: None. Textbook not required.

Instructor: Tyson Hall, Actor.

MPA-A101
Saturdays 12:00pm-2:00pm
Feb 23-Apr 6  Spg’19
Aug 17-Sept 28  Sum’19
Oct 29-Dec 14  Fall’19

ONLINE CERTIFICATE PROGRAMS

We offer a diverse portfolio of 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:

Legal Studies:
Paralegal Studies, Legal Secretary and Legal Nurse Consulting. To learn more about our online programs, please visit our website at: www.mec.cuny.edu/ace  www.legalstudies.com/bookstore  or join our mailing list at: www.mec.cuny.edu/joinACE, call 1800-522-7737 or 718-804-8850

Fundamentals of Data Communications and Networks:
Wireless Lan technology
Wireless communication technology
Cisco IP network fundamentals
Project + preparation
FCC General Radio Telephone Operator License
Fundamentals of data communications and network

Business Communications Information Systems (360hrs)
Basic electricity and digital technologies
Cisco advance IP concepts
Wireless communications technologies
Fiber optic communications
High voltage protection and safety communications
Advance fiber optic communications
Analyzing cisco routing and switching

To learn more about our online programs, please visit our website at: 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.aspx
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 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 ACE cancels a class. Refund less a $35.00 bank fee will be given to a registered student only if a written request is received 5 business days before the 1st class meeting. A 50% refund less bank fee will be given 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.

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 7, 2019 through February 1, 2019.

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.

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, 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.
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?

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<th>Session</th>
<th>Name of Course/Program</th>
<th>Days/Time</th>
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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#

Signature

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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 | 718-804-8850
MEDGAR EVERS COLLEGE
The City University of New York
1600 Bedford Ave, Brooklyn, NY 11216

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