ADVANCE YOUR CAREER WITH OUR INDUSTRY CERTIFIED PROFESSIONAL INSTRUCTORS TODAY!

VISIT OUR UPCOMING OPEN HOUSE SESSIONS
Special Events Schedule:

**WFD-ACE EARLY BIRD REGISTRATION:**
Register during September 1 through October 5 to receive a **5% DISCOUNT**, off select WFD-ACE courses.

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

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

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
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

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

**Orientation:**

Saturday, 9/28 at 11:30am

Oct 7-Jan 30

Patient Care Technician | $2425 (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. *(184hrs)*

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

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

**HC-PC200A** (Morning)

Mon-Thru, 9:00am-2:00pm

Oct 10-Dec 19

**HC-PC200C** (Evening)

Mon-Thru, 6:00pm-9:15pm

Oct 10-Jan 6

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

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

**Orientation:**

Saturday, 9/28 at 11:30am

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.

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. *(30hrs)*

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

**Instructor:** Fritz Joseph, MD.

**HC-PD502**

Thursdays, 6pm-8pm

Oct 24-Feb 21

Certified Nursing Assistant (CNA) | $1320

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-Thru, 9:00am-2:00pm

Oct 10-Nov 14

**HC-CN101C** (Evening)

Mon-Thru, 6:00pm-9:15pm

Oct 10-Jan 6

**HC-CN101D** (Weekend)

Sat, 9:30am-5:30pm

Oct 12-Dec 21

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**

Saturdays, 10:00am-4:00pm

Oct 12-Jan 25
NYS OASAS Credentialed Alcoholism and Substance Abuse Counselor (CASAC) | $1350

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

OASAS Section I
Case Management | $240 (24 Credit hrs.)
Instructor:TBA
Saturday: 10:00am - 1:00pm
Sept 7 - Oct 26

Drugs 101 | Cost $300 (30 Credit Hrs.)
Monday: 6:00pm-9:00pm
Nov 18 - Feb 10

OASAS Section II
Theories of Human Growth | $240 (24 Credit Hrs.)
Monday: 6:00pm-9:00pm
Sept 9 - Nov 4

Advanced Study of Alcoholism | $300 (30 credit hrs.)
Saturday: 6pm - 9pm
Nov 9 - Jan 11

OASAS Section III
Treatment Planning | $240 (24 Credit Hrs.)
Tuesday & Thursday: 6:00pm - 9:00pm
Nov 5 - Dec 3

OASAS Section IV
Ethical Issues | $450 (45 Credit Hrs.)
Tuesday & Thursday: 6:00pm - 9:00pm
Sept 10 - Oct 29

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.

HC-EM1000
Tuesday & Thursday: 6:00pm-9:00pm
Orientation: Thursday, 11/14 at 6pm

December 2019

Certified Medical Administrative Assistant (CMAA) | $2095

This course 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
Saturday: 9:30am-3:30pm
Orientation: Saturday, 9/28 at 11:30am
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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**
Tue & Thu, 6:00pm-9:00pm

**Oct 10-Jan 23** Fall ’19

**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

**Oct 16-Jan 22** Fall ’19
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

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

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

TBD Fall’19
**CERTIFICATE PROGRAM - COMPUTER TECHNOLOGY**

**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

**Oct 30 - Jan 22** Fall’19

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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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**PROFESSIONAL DEVELOPMENT - LIFE AND RESCUE SKILLS**

**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.

**HC-HSC100**
Sat 10:00am - 3:00pm

**Nov 16, or Dec 14** Fall’19
PROFESSIONAL DEVELOPMENT - EDUCATIONAL PREPARATION

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

Oct 12-Dec 14  Fall'19

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 much more. If this is your first time using a computer, then this training is specifically designed for you. The course is based around keyboarding (21hrs)

Pre-Req: None. Textbook not required.

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

CT-MC400 (Weeknights)
Tue & Thu 6:00pm-9:00pm

Oct 2-Oct 28  Fall’19
PROFESSIONAL DEVELOPMENT - BUSINESS AND ENTREPRENEURIAL

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

**Oct 20 or Nov 17   Fall’19**

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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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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 you 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

**PD-BM100**

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

**Oct 24 - Dec 12   Fall’19**

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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

**Oct 12 - Nov 16   Fall’19**
PROFESSIONAL DEVELOPMENT - BUSINESS AND ENTREPRENEURIAL

**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.

**Instructor:** TBA

**ED-AC122A**

Sat, 10:00am-1:00pm

**Dates:** TBA  **Fall’19**

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**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)**

**Part 1:** Character;  **Part 2:** Setting;  **Part 3:** Plot;  **Part 4:** Now What?

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

**Instructor:** Donna Hill

**ED-FW100**

Mondays, 6:00pm-8:00pm

**Oct 7 - Nov 4  ** **Fall’19**

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**Graphic Design Basics | $350**

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.  **(21hrs)**

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

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

**CT-M2001**

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

**TBD  ** **Fall’19**
**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  
**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  
**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  
**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  
**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  
**Oct 19-Dec 14** Fall ’19

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**www.mec.cuny.edu/ace**
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-AA101
Saturdays 12:00pm-2:00pm

Oct 29-Dec 14  Fall’19

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.

Instructor: Earlene Greene.

PD-MD105
Tuesdays 6:30pm-8:00pm

Oct 22-Dec 17  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

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 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 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 September 9, 2019 through October 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.
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**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

**WFD-ACE EARLY BIRD REGISTRATION:**
Register during September 2 through October 5 to receive a **5% DISCOUNT**, off select WFD-ACE courses.

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

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
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

SUMMER ‘19 WFD-ACE OPEN HOUSE | May 23, 2019 | 6:00PM – 8:00PM

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