SCHOOL OF PROFESSIONAL & COMMUNITY DEVELOPMENT

SPRING 2020 WORKFORCE DEVELOPMENT
ADULT & CONTINUING EDUCATION

COURSE GUIDE

ADVANCE YOUR CAREER

INDUSTRY CERTIFIED PROFESSIONAL INSTRUCTORS

VISIT OUR UPCOMING OPEN HOUSE SESSIONS
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.

Special Events Schedule:

**SPRING '20**
**WFD-ACE OPEN HOUSE**
March 5th, 2020 | 10:00AM – 7:00PM
1534 Bedford Avenue, 2nd Floor
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
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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NYS OASAS Credentialed Alcoholism and Substance Abuse Counselor (CASAC) | $1350

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

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

Pre-Req: HS Diploma or GED, 18 years of age and NYS residency. Applicants with advanced degrees may have sections of program waived, pending NYS OASAS approval.

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

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

**Case Management** | $240 (24 Credit hrs.)
Tues & Thurs; 6:00pm - 9:00pm
Jan 7 - Jan 30

**Assessment & Evaluation in Addiction Counseling*** | $240 (24 Credit Hrs.)
Saturdays Only: 10:00am-1:00pm
Jan 25 - Mar 14

**Alcohol & Other Drug Counseling with Diverse Populations** | $300 (30 Credit Hrs.)
Tues & Thurs; 6:00pm - 9:00pm
Feb 11 - Mar 12

**Intervention & Treatment Approaches** | $300 (30 credit hrs.)
Mondays Only; 6:00pm - 9:00pm
Feb 24 - Apr 27

**Advanced Study of Alcoholism & Drug Addiction** | $300 (30 Credit Hrs.)
Tue & Thu; 6:00pm - 9:00pm
Mar 24 - Apr 23

**Alcohol & Drug Effects on Families & Significant Others** | $240 (24 Credit Hrs.)
Tue & Thu; 6:00pm - 9:00pm
Sept 10 - Oct 29

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

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

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

Instructor: Dr. Vanessa Harry.

**HC-MB001A** (Weekend Session)
Mon & Wed, 6:00pm-2:30pm
Feb 26 - Jun 10

**HC-MB001B** (Weekend Session)
Saturday, 9:30am-1:30pm
Feb 29 - Jun 10

### Certified Medical Coding Specialist | $2600

This course is recommended for anyone who is preparing for a career in medical coding for a physician’s office and strongly recommended for anyone who is preparing for AACP’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 AACP’s CPC exam. The course covers CPT, HCPCS and ICD-10-CM coding. Assures a broad knowledge in reviewing and assigning the correct procedure and diagnosis codes for professional (physician) services. (120hrs)

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

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

**HC-CCS801** (Weekend Session)
Saturdays, 9:30am-1:30pm
Feb 15 - Jun 17

### Professional Pharmacy Technician Certificate (CPhT) | $910

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

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

Instructor: Fritz Joseph, MD.

**HC-PDS02** (Evening Session)
Thur, 6:00pm-9:00pm
Feb 13 - Apr 16

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**SPRING ’20 WFD-ACE OPEN HOUSE** | March 5th, 2020 | 10:00AM – 7:00PM | 1534 Bedford Avenue, 2nd Floor | Brooklyn, NY 11225
**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. **(120hrs)**

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

**Instructor:** Dr. Vanessa Harry.

**HC-CMA001** (Evening Session)  
Mon 7 Wed, 6:00pm-9:00pm  
Feb 26 – Jun 24

**Patient Care Technician | $2610 (per)**

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

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

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

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

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

**Certified Nursing Assistant (CNA) | $1320 (per)**

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

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

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

**HC-CN101C** (Evening Session)  
Mon-Thu, 6:00pm-9:15pm  
Mar 19 – May 12

**New York State CNA Examination Preparation | $395**

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

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

**Instructors:** Dr. Janelle Lowe

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

**Medical Billing & Coding | $3095**

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

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

**Instructors:** Dr. Vanessa Harry.

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

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

**Certified Phlebotomy Technician (CPT) Certificate | $1400**

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

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

**Instructor:** Dr. Ady Turnier.

**HC-PHC20**  
Sat, 6:00pm-2:30pm  
Feb 29 – Jun 27
Project Management (New!) | $525

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

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

Instructors: Ayana Kone,’ MBA, MS.

Bookkeeping and Accounting for Beginners | $1750

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

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

Instructors: Chudi Chiejina, BA, MS,

BI-OS4000
Tue & Thu, 6:00pm-9:00pm
Feb 27 - May 28
New York State Real Estate Salesperson | $485

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

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

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

**BI-RE101**
Mon & Wed, 6:00pm-9:00pm
Feb 26 - May 13

Property Management Principles | $185

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

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

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

**BM-PM101**
Tuesdays 6:30pm-9:30pm
Jan 14-28 and Mar 3-17

Introduction to Real Estate Concepts & Careers | $185

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

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

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

**BI-REC101**
Tuesdays, 6:30pm-9:30pm
Feb 4-25 and Mar 13-Apr 14

Commercial Real Estate Basics & Practices | $185

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

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

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

**BI-REB001**
Tuesdays, 6:30pm-9:30pm
Apr 28 - May 12 and May 19 - Jun 9

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**SPRING '20**

**WFD-ACE OPEN HOUSE**

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

Medgar Evers College | Spring 2020 Workforce Development/Adult and Continuing Education Guide
PROFESSIONAL DEVELOPMENT - EDUCATIONAL PREPARATION

Fundamentals of Citizenship | $300

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

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

ED-FC101
Saturdays, 12:00pm-2:00pm
Mar 21 - Apr 25

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

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

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

ED-TC10021
Tue & Thu, 6:00pm-9:00pm
Waiting list open for Feb orientation

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

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

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

Pre-Req: Albany transcript showing proof of 1st attempt of the exam and results. None.

Instructors: Mohammed Riyad

ED-AC201 (Weekend Session)
Saturdays 12:30pm-3:30pm
Feb 22 - Apr 11

Computer Basics | $325 (per)

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

Pre-Req: None. Textbook not required.

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

CT-M1011 (Weeknight Session)
Mon & Wed 6:00pm-9:00pm
Jan 27 - Feb 19

CT-M101B (Saturday Session)
Saturday 9:00am-12:00pm
Feb 29 - Apr 11

SPRING ‘20
WFD-ACE OPEN HOUSE

March 5th, 2020
10:00AM – 7:00PM
1534 Bedford Avenue, 2nd Floor
Brooklyn, NY 11225
Microsoft Word for Beginners | $300

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

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

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

CT-MC501
Mon & Wed, 6:00pm-9:00pm
Feb 24 - Mar 9

Microsoft Excel for Beginners | $300

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

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

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

CT-MC503
Mon & Wed, 6:00pm-9:00pm
Mar 11 - Mar 30

Microsoft Powerpoint for Beginners | $300

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

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

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

CT-MC504
Mon & Wed, 6:00pm-9:00pm
Apr 1 - Apr 15

Microsoft Access for Beginners | $300

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

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

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

CT-MC505
Mon & Wed, 6:00pm-9:00pm
Apr 20 - May 4

Microsoft Office for Beginners | $1250

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

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

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

CT-MC5015
Mon & Wed, 6:00pm-9:00pm
Feb 24 - May 4
Real Estate Foreclosures: Stay Ahead in Today’s Market | $200

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

Pre-Req: none

Instructors: Trisha Ocona Francis, President of RealestateOCONA

BI-RE1000
Tuesdays, 6:00pm-9:00pm
Feb 6, Mar 7 and Apr 25

Notary Public Seminar | $150

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

Pre-Req: None. Textbook not required.

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

BI-SM102
Sun, 9:30am-1:30pm
Jan 19, Feb 23, Apr 12, May 24

SPRING '20
WFD-ACE OPEN HOUSE

March 5th, 2020
10:00AM – 7:00PM
1534 Bedford Avenue, 2nd Floor
Brooklyn, NY 11225
PROFESSIONAL DEVELOPMENT - BUSINESS AND ENTREPRENEURIAL

The Business of Music | $500
For those interested in music industry! This 8 week course we will dissect the inner workings of the business of music. Those components include the mechanics of streaming, publishing, marketing strategies, merchandising, touring, etc. We will also delve into the differences between major record labels and independents. We will have an array of guest speakers to discuss legal representation, branding, radio programming and more. This course will prepare you for the music industry by showing you how to start your own company and giving you the tools needed to negotiate for future partnership. (45hrs)

Pre-Req: HS Diploma or HSE. Textbook not included in tuition.
Instructor: Torae Carr, Artist

PD-BM100
Mon & Wed, 6:00pm-9:00pm
Feb 26-Apr 15

Financial Sustainability | $135
This course offers a practical approach to financial issues. Emphasis is on financial challenges likely encountered by the average person and provides insight on strategic methods seldom shared in great detail about the concept of finances, while at the same time explaining in practical terms. Using my S.U.S.T.A.I.N Method™, you will learn traditional and new strategies, and also short and long-term goal settings that enable you to live off your savings and investments with potential to create intergenerational and communal freedoms echoing the tenants of Cooperatives. (9hrs)

Pre-Req: None.
Instructors: M’bwebe Ishangi

PD-FS100
Sat, 10:00am-11:30am
Jan 4-Feb 1

PROFESSIONAL DEVELOPMENT - COMPUTER TECHNOLOGY

Graphic Design Basics | $300
Broaden your understanding of graphic design concepts and processes, both formal and conceptual to develop your skill as a designer, understand the elements of design and learn how to speak about your work and how to incorporate and evaluate critiques. (18hrs)

Pre-Req: None. Textbook not required.
Instructor: Dan K. Williams, BS. Adobe Certified Graphic & Web Design Specialist

CT-M2001
Saturdays, 10:00am-1:00pm
Jan 25 - Feb 29 and Mar 28 - May 2
Fiction Writing | $375
Interested in beginning a novel or writing a short story? The Center for Black Literature at Medgar Evers College is offering a 4-part Fiction Writing Workshop. Get yourself started by working with an established, published author and learn tools to hone the craft of creative writing. Beginners welcome. (8hrs)
Pre-Req: HS Diploma or HSE. Note: Individual parts may be taken a-la-carte at a cost of $95.00 each.
Instructor: Donna Hill
ED-FW100
Part 1: Character; Part 2: Setting; Part 3: Plot; Part 4: Now What?
Mondays, 6:00pm-8:00pm
Feb 24 - Mar 16

Painting Techniques | $275
In this course, you will learn the fundamentals of painting. Value, color, drawing, composition, and mass, are explored. Composing from a variety of sources is explored. You will learn how to isolate and simplify specific portions of a composition. Learn how to establish accurate drawings and design compositions as the basis for your paintings. Traditional and innovative abstract and realist techniques are employed. Class work is based on working from observation and resource materials. Emphasis is on basic color theory, mixing and matching. (18hrs)
Required: Art kits at additional cost.
Pre-Req: None
Instructor: Winston Huggins, Artist.
PD-DA1001
Saturdays 10:00am-1:00pm
Feb 1 - Mar 7 or Apr - May 9

Line Dancing | $250
Line Dancing is free-style, ad-lib dance movements performed to a fixed structure of dance routines involving a variety of music: R&B, Country, Hip Hop, etc. Line dancing is the perfect form of physical activity for adults, youth and seniors who desire to get the proper amount of daily exercise in a fun, non-strenuous and exciting way. All around the world line dancing has become a popular way to improve overall health by toning muscles, building cardio endurance, reducing stress, losing weight and keeping fit. (12hrs)
Instructor: Earlene Greene, Choreographer
PD-MD105
Tuesdays 6:30pm-7:30pm
Feb 25 - Apr 28

SPRING ‘20 WFD-ACE OPEN HOUSE | March 5th, 2020 | 10:00AM – 7:00PM | 1534 Bedford Avenue, 2nd Floor | Brooklyn, NY 11225
**Guitar for Beginners | $200**  
This course serves as an introduction to the guitar and will provide students with an instant access to making music on that instrument. Students will learn the fundamental of playing the guitar, which will include tuning their guitars, warming-up, group instruction, and independent group practicing and playing. Focus points will be strumming and creating rhythms. *(6hrs)*

**Pre-Req:** None  
**Instructor:** Ron Bruce, Guitarist.  
**PD-GL101**  
Saturdays 2:00pm-3:00pm  
Mar 7 - Apr 11

**Piano for Beginners | $275**  
In this course, you will be exposed to piano keyboard, theory, sight-reading, techniques of rhythm, correct fingering and posture. Through individual and group exercises, you will learn to play will learn to play short pieces using both hands, read treble and bass clef, and play with rhythmic accuracy. Textbook not included in tuition. Headphones required. *(16hrs)*

**Pre-Req:** None.  
**Instructor:** Caitlin Featherstone, Pianist.  
**PD-MD106A**  
Sat, 9:30am-11:30am  
Feb 29 – Apr 18

**Intermediate Piano | $275**  
Building upon the concepts introduced in Piano for Beginners, you will learn independence between the hands, scales and chords in several keys, basic ear training and syncopation. By the end of this course, students will feel comfortable playing short pieces and sight reading music with both hands. *(16hrs)*

**Pre-Req:** Piano for Beginners. Textbook not included in tuition. Headphones required.  
**Instructor:** Caitlin Featherstone, Pianist.  
**PD-MD106B**  
Sat, 12:00pm -2:00pm  
Feb 29 - Apr 18

**ONLINE CERTIFICATE PROGRAMS | THIRD PARTY PARTNERS**

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

Programs offered:

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

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

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

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

General Information

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

Registration Options

1. Online Registration: Register online with a debit/credit card by visiting: www.mec.cuny.edu/ace
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% tuition + registration fee will be refunded if ACE cancels a class. 100% tuition, less registration fee + $5 transaction fee will be refunded if a written request is received 5 business days before the 1st class meeting. 50% tuition, less registration fee + $5 transaction fee will be refunded if a written request is received at least 3 business days before the 2nd class meeting. No refunds will be issued after the 2nd class meeting. No refunds will be granted for courses that meet for 1 or 2 sessions unless a written request is received 5 business days before the 1st class.

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

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

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

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