FALL 2018

WORKFORCE DEVELOPMENT & INNOVATION

DIVISION OF ECONOMIC DEVELOPMENT, CONTINUING STUDIES, AND GOVERNMENT RELATIONS

THE CITY UNIVERSITY OF NEW YORK
College of Staten Island
I am delighted to welcome you to the College of Staten Island, a senior college of The City University of New York.

Here on our beautiful 204-acre campus, you will join other students who are pursuing associate’s degrees in selective areas, a comprehensive range of bachelor’s and master’s degrees, and doctoral degrees offered at the College or in cooperation with The Graduate Center, CUNY.

CSI is an exciting place, and our faculty, staff, and students are committed to contributing to the Staten Island community, New York City, and to our national and global society. Our Office of Workforce Development and Innovation is one of several vital links between the College and our community, administering for-credit, non-credit, and certificate programs that focus on lifelong learning and the development of career-related skills through a variety of high-quality courses, all of which reflect CSI’s mission of excellence in teaching and learning.

I invite you to explore the many personal and professional development opportunities available to you here at CSI, and I encourage you to visit the Office of Workforce Development and Innovation at our Merrill Avenue campus.

I look forward to your great success at the College.

Sincerely,

Dr. William J. Fritz, PhD
President

On behalf of the Division of Economic Development, Continuing Studies and Government Relations, I am pleased to welcome you to the Office of Workforce Development and Innovation.

With our vast array of professional certificate programs and tech-based business incubation, we continue to enhance the economic growth on Staten Island through human capital and talent development, applied research and innovation, and entrepreneurship and business cultivation.

Whether you are exploring a new career or occupation, or you are seeking advancement in your current employment, the Office of Workforce Development and Innovation can be your vehicle to greater professional success and upward social mobility.

We look forward to helping you reach your goals and realize your potential.

Sincerely,

Ken Iwama, Esq., JD
Vice President for Economic Development, Continuing Studies, and Government Relations

To register: 718.982.2182 or www.csi.cuny.edu/continue | 1
MEET THE WORKFORCE DEVELOPMENT & INNOVATION TEAM

JASMINE CARDONA
EXECUTIVE DIRECTOR
ECONOMIC DEVELOPMENT, CONTINUING STUDIES & GOVERNMENT RELATIONS

SUZANNE A. TOMA
DIRECTOR
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URBAN POLICY ANALYST AND GIS SPECIALIST

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DIRECTOR
1199 UNION STUDENT SUPPORT PROGRAMS

INTISSAR HASAN
ASSISTANT DIRECTOR
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COORDINATOR
PROGRAM DEVELOPMENT

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PROGRAM ASSISTANT
WORKFORCE DEVELOPMENT

ISMAEL HASAN
PROGRAM ASSISTANT
CSI TECH INCUBATOR

NANCY SOHLBRECK
COLLEGE ASSISTANT
WORKFORCE DEVELOPMENT

BETTY BONCZEK
COLLEGE ASSISTANT
WORKFORCE DEVELOPMENT

CATHERINE McLAUGHLIN
CURRICULUM DEVELOPER
PROGRAM DEVELOPMENT

NILUKA UDUGAMPOLA
PROJECT ASSISTANT
PROGRAM DEVELOPMENT

To register: 718.982.2182 or www.csi.cuny.edu/continue | 2
Open House

Learn about all our short-term career training programs and meet instructors at one of our upcoming open houses*.

- Tuesday, August 14th
- Thursday, August 30th

*Open Houses will be held from 6pm—7pm at the Merrill Ave Campus.
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CERTIFIED ADMINISTRATIVE ASSISTANT

Administrative Assistants can work for corporate businesses, law firms, banks, hospitals, and doctors’ offices. In 3 months, you will learn the essential computer skills needed to be successful in an office environment. You’ll receive training on the most popular Microsoft Office 2016 programs, including Word, Excel, Access, PowerPoint, MS Outlook and computer foundations including file management.

A four-gigabyte flash drive is recommended. A computer at home or some other location that has Microsoft Office 2016 installed is necessary for assignments and reinforcing the lessons covered in class.

By completing all four course modules and the capstone project, you will earn an Administrative Assistant with Microsoft Office 2016 Certificate.

SECTION A:
Tuesday and Thursday
6pm—9pm | OCT 9—JAN 31

NO CLASS:
NOV 22, DEC 25, DEC 27, JAN 1

ADMIN:
Tuition: $1,120
30 Sessions | 90 hours

INTRODUCTION TO MICROSOFT OFFICE—WORD 2016
- Create, format, edit, and proof documents, tables, lists, forms, graphics, images
- Create templates: Résumé writing and memos
- Mail merge documents
- Desktop publishing
- Create and use macros

MICROSOFT OFFICE—EXCEL 2016
- Create, format, share and manipulate spreadsheets, workbooks, tables, charts, graphs
- Create templates
- Create calculations, formulas and functions
- Import and export data
- Analyze data using: filter and sort, conditional formatting, look up functions, pivot tables
- Work within multiple spreadsheets and workbooks and link documents
- Create and use macros
- Security

MICROSOFT OFFICE—POWERPOINT 2016
- Build and format a presentation using text boxes, charts, clip art, audio, etc.
- Create dynamic presentations using transitions and animations
- Deliver presentations in different settings

MICROSOFT OFFICE—ACCESS 2016
- Create and design databases
- Tables
- Queries
- Forms
- Reports
If you’re looking to start your own business or need help with your existing business, the Staten Island Small Business Development Center is the go-to network for small business. The New York SBDC provides customized solutions through advisement, education, research and advocacy for Entrepreneurs, Innovators and the Small & Medium Enterprise community. By providing customized solutions through advisement, education, research and advocacy, the SBDC encourages start-up entrepreneurs and engages established businesses to reach their full potential.

To make an appointment with a business advisor, please call/email the office or visit www.sisbdc.org/make-an-appointment.

Walk-ins are accepted based on availability.

Our Services
- Free One-on-One Counseling
- Business Plan Assessment & Development
- Loan Packaging
- SBA Loan Assistance
- Financial Statement Analysis
- Practical Cash Flow & Profit/Loss Projections
- Monthly Entrepreneurial Training Events in areas such as marketing, finance, accounting, and business planning

Our Programs
- Business Plan Writing
- Marketing Plans and Market Research
- Cost Analysis / Financial Management
- Procurement Assistance Services / BidLinx
- Minority Women Business Enterprise (MWBE) Application Assistance
- Disaster Recovery
- EntreSkills
- High Tech Start Ups
- Veterans’ Boots to Business
- Student / Young Entrepreneurship Programs
HEALTHCARE

- Basic Life Support (BLS)
- Certified Professional Coder® (CPC)
- Certified Nurse Aide (CNA)
- Clinical Medical Assistant (CMA)
- Dental Assistant
- EKG Technician
- Personal Trainer
- Pharmacy Technician
- Phlebotomy Technician
- The Body Electric: Your Guide to Functional Dissection of the Nervous System
  - Certified Nerve Conduction Technician (NCT-C)
  - EMG/NCV Specialist
  - Interpretation of EMG/NCV

- 1199SEIU / HC4 Program
**BASIC LIFE SUPPORT (BLS)**

The American Heart Association’s new instructor led BLS course teaches both single-rescuer and team basic life support skills for pre-hospital and in-facility environments, with a focus on high quality CPR, AED, and team dynamics.

**SECTION A:** Saturday, OCT 27
**SECTION B:** Saturday, NOV 3
**SECTION C:** Sunday, NOV 18
**SECTION D:** Saturday, DEC 1
**SECTION E:** Sunday, DEC 9

**BLS001:**
Tuition: $85
9am—5pm
1 Session | 8 Hours

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**CERTIFIED PROFESSIONAL CODER (CPC®)**

Become a certified medical coder by earning your Certified Professional Coder certification (CPC®), the most recognized medical coding certification in the healthcare industry. The CPC is the gold standard for medical coding in physician office settings.

**CPC100:**
Tuition: $3100 (Includes textbooks, CSI registration fee and exam fee)

**SECTION A: ANATOMY/PHYSIOLOGY AND MEDICAL TERMINOLOGY (Prerequisite)**
Tuesday and Friday
6:30pm—9:30pm | SEP 4—DEC 13
27 Sessions | 80 Hours

**NO CLASS:**
SEP 11, SEP 18, NOV 23

The course will guide the student along a journey of understanding on how the human body operates on a daily basis and how anatomy applies to the medical record. This course would be valuable for anyone preparing for a career in any non-clinical medical profession.

During this course students are also introduced to the medical terminology used in the medical coding and reimbursement profession, and covers medical terminology and anatomy from a coder’s perspective.

**SECTION B: CERTIFIED PROFESSIONAL CODER (CPC®)***
Tuesday and Thursday
6:30pm—9:30pm | JAN 3—JUN 27
47 Sessions | 140 Hours

**NO CLASS:**
FEB 12, APR 23, APR 25

The 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. It assures a broad knowledge in reviewing and assigning the correct procedure and diagnosis codes for professional (physician) services.

*All students enrolling for Certified Professional Coder (CPC®) are required to take Anatomy/Physiology and Medical Terminology as a prerequisite.

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**PLEASE NOTE THE CERTIFIED PROFESSIONAL CODER (CPC®) MODULE (140 HOURS) IS COMPRISSED OF THREE PARTS:**

- **Certified Professional Coding Training (80 Hours)**
- **Medical Billing (40 Hours)**
- **Electronic Medical Records (20 Hours)**
Certified Nurse Aide (CNA)*

Certified Nurse Aides help patients in hospitals and residents of long-term care facilities, such as nursing homes. The Certified Nurse Aide program provides instruction in the fundamentals nursing theory and the technical skills necessary to provide patient care. Course content includes basic patient care, infection control, nutrition and vital signs. Upon completion of the program, you will take the NYS Certified Nurse Aide Exam.

AH100:
Tuition: $2310 (Includes textbooks, exam fee, BLS certification, materials and CSI registration fee)

Section A: Day
Monday, Tuesday and Thursday
9am—3pm | OCT 22—DEC 17
24 Sessions | 144 hours which includes a 30-hour clinical** practicum in a local long-term care facility

No Class:
NOV 22

Students must register for Basic Life Support Class and participate in the Resume Preparation Class.

See Current Semester BLS Class Schedule

*Eligible for ITG Voucher—Payment Plans Available

**All students must submit a Physical Exam report prior to starting your Clinical hours. Clinical hours are scheduled by the coordinator and may vary based on the clinical sites business hours, one to five days a week. A passing grade in this course is required to attend internships.

Section B: Evening
Monday, Tuesday, Thursday and Friday
5:30pm—9:30pm | OCT 15—DEC 18
36 Sessions | 144 hours which includes a 30-hour clinical** practicum in a local long-term care facility

No Class:
NOV 22, NOV 23

To register: 718.982.2182 or www.csi.cuny.edu/continue | 10
CLINICAL MEDICAL ASSISTANT (CMA)*

This course will prepare you to be an integral part of any medical office. You will learn all aspects of medical office procedures. Examples of topics to be covered will be anatomy and physiology, medical terminology, and routine office procedures such as drawing blood, taking EKGs, performing vital signs, triage and prepping patients for exams. Administrative duties, including billing and coding and electronic medical records will also be covered. Upon successful completion of this program, students will be eligible to sit for a national certification exam. All students will be required to complete a physical and drug screening.

MA100:
Tuition: $3,465 (Includes textbook, BLS certification, exam fee and CSI registration fee)

SECTION A:
Monday, Wednesday and Thursday 6pm—9:30pm | OCT 15—FEB 27
52 Sessions | 182 hours followed by a 160-hour clinical internship** at a local medical facility

NO CLASS:
NOV 22, DEC 24, DEC 26, DEC 27, DEC 31, JAN 1, JAN 14, FEB 18

Students must register for Basic Life Support Class and participate in the Resume Preparation Class. SEE CURRENT SEMESTER BLS CLASS SCHEDULE

*Eligible for ITG voucher.

**All students must submit a Physical Exam report prior to starting Clinical hours. Clinical hours are scheduled by the coordinator and may vary based on the clinical sites business hours, one to five days a week. A passing grade in this course is required to attend internships.

When I first decided to register for the Medical Assistant program offered at the College of Staten Island, I was eager and a bit skeptical of the course requirements. However, my feelings of apprehension were relieved on the first day. The instructor explained the material in great detail and broke down how the material would be covered.

I strongly recommend to my friends and acquaintances to take advantage of one of the many courses offered at The College of Staten Island.

—Valerie Murphy, Clinical Medical Assistant
DENTAL ASSISTANT

Prepare for an entry-level position in one of the fastest growing healthcare positions. This program offers comprehensive training on the roles and duties of a Dental Assistant. Dental assistants perform many tasks, ranging from providing patient care and taking x-rays to recordkeeping and scheduling appointments. All students receive a combination of classroom and clinical training with an additional focus on the soft skills required for individuals working in a dental office.

DA200:
Tuition: $2,885 (Includes textbook, BLS certification and clinical supplies)

SECTION A:
Monday and Wednesday
5:30pm—9:30pm | OCT 22—FEB 11
30 Sessions | 120 hours and a 40-hour clinical internship* at a local dental office during the semester

NO CLASS:
DEC 24, DEC 26, DEC 31

I was initially intimidated about taking this course but my fears quickly went away. During my internship, I provided assistance with a tooth extraction, root canal and a composite filling. Within two weeks after completing my training, I had two job offers! The training I received at CSI has helped me to become a very qualified and happily employed dental assistant.

—Christine Vitale, Dental Assistant

Students must register for Basic Life Support Class and participate in the Resume Preparation Class.
SEE CURRENT SEMESTER BLS CLASS SCHEDULE

*Clinical hours are scheduled by the coordinator and may vary based on the clinical sites business hours, one to five days a week. A passing grade in this course is required to attend internships.

EKG TECHNICIAN

Become a certified EKG technician. Explore the anatomy and physiology of the heart, modern EKG techniques, basic EKG interpretation, and new techniques in cardiac monitoring. You will learn how to prep patients; take vital signs; set up an EKG machine; and will train with EKG equipment. You will perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement, and other clinical practices. Upon successful completion of this program, students will be eligible to sit for a certified national exam.

EKG100:
Tuition: $1,585 (Includes textbook, exam fee, and BLS certification)

SECTION A:
Tuesday and Thursday
6:30pm—9:30pm | OCT 16—JAN 17
25 Sessions | 175 Hours

NO CLASS:
NOV 22, DEC 25, DEC 27, JAN 1

Students must register for Basic Life Support Class and participate in the Resume Preparation Class.
SEE CURRENT SEMESTER BLS CLASS SCHEDULE

To register: 718.982.2182 or www.csi.cuny.edu/continue | 12
PERSONAL TRAINER*

This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on practical labs to master their career skills & knowledge. Workforce Development and Innovation is partnering with World Instructor Training (WITS), whose veteran teachers share all the do’s and don’ts in working with clients. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage and health assessments. The best part of the course is the 15 hours of hands-on practical training labs. You will role play with assessing clients, programming, performing proper exercises, presentation skills and more. Reading a book and testing does not get it done in the real world. Register today in one of the hottest growing professions in North America.

PTC100:
Tuition: $835 (Includes BLS certification)

SECTION A:
Sunday
OCT 21—DEC 2
9am—12pm | Lecture
1pm—4pm | Practical at local gym
5 Sessions | 30 hours

NO CLASS: NOV 25

*Students can work right after passing the CPT exams. Students must be 18 years of age and have proof of CPR/AED to obtain a Level 1 Certified Personal Trainer. After successful completion, students can take advantage of WITS’ 30 hour employer internship to get an advanced Level 2 Certified Personal Trainer credential for FREE.

Students must register for Basic Life Support Class and participate in the Resume Preparation Class. SEE CURRENT SEMESTER BLS CLASS SCHEDULE

PHARMACY TECHNICIAN

Certified Pharmacy Technicians play an integral role in drugstores, supermarkets, hospitals, and mail-order facilities by helping licensed pharmacists prepare and dispense prescription medications and other health-related products. They also often perform administrative duties and are often the first point of contact between patients and the pharmacy staff.

This course will provide a comprehensive overview of the topics and subjects necessary for employment as a pharmacy technician in either a hospital or retail setting. The curriculum will prepare you to work on a national level, while clearly defining your role as prescribed by New York State law. Upon successful completion of this course, students would be prepared to take the national Pharmacy Technician Certification Exam.

PHARM01:
Tuition: $1,430 (Includes BLS certification and exam fee; textbook fee not included)

SECTION A:
Thursday
7pm—10pm | OCT 18—FEB 7
15 Sessions | 45 hours followed by a 120-hour internship** at a local pharmacy

NO CLASS:
NOV 22, DEC 27

**All students must submit a Drug Test and Background Check prior to starting your Clinical hours. Clinical hours are scheduled by the coordinator and may vary based on the clinical sites business hours, one to five days a week. A passing grade in this course is required to attend internships.

Students must register for Basic Life Support Class and participate in the Resume Preparation Class. SEE CURRENT SEMESTER BLS CLASS SCHEDULE
PHLEBOTOMY TECHNICIAN

Phlebotomists draw blood for tests, transfusions, research, or blood donations. This course is for healthcare professionals or individuals seeking to become a Patient Care Technician.* The Phlebotomy/Laboratory Technician Certificate program is a partnership with Northwell Health. All classroom instruction will take place in the facilities of Northwell Health and affiliated locations. Classes are held at Island Diagnostics. Upon successful completion of this course, students would be eligible to sit for a national certification exam. All students will be required to complete a physical.

AH200:
Tuition: $1,735 (Includes BLS certification; textbooks and exam fee not included)

16 Sessions | 48 hours followed by 120 hours of clinical experience at a Northwell Health facility**

SECTION A:
Tuesday and Thursday
6pm—9pm | SEP 25—NOV 15

SECTION B:
Tuesday and Thursday
6pm—9pm | NOV 27—JAN 31

NO CLASS:
DEC 25, DEC 27, JAN 1, JAN 3

*To become a Patient Care Technician, you must take EKG, CNA, and Phlebotomy programs.

**All students must submit a Physical Exam report prior to starting your Clinical hours. Clinical hours are scheduled by the coordinator and take place between the hours of 6am and 4pm, one to three days a week.
THE BODY ELECTRIC: YOUR GUIDE TO FUNCTIONAL DISSECTION OF THE NERVOUS SYSTEM | $299

Enrollment is offered to any healthcare practitioner who has a state license where interpretation of EMG/NCV is within his/her scope of practice. Additionally, internationally trained medical doctors (upon documentation of training) may enroll in this course. 3 CEUs for physical therapists in New York State.

FOR INFORMATION:
WWW.EMGNCV.NET
717.585.8473

CO-SPONSORED BY THE AMERICAN ACADEMY OF CLINICAL ELECTRODIAGNOSIS AND THE COLLEGE OF STATEN ISLAND

CERTIFICATES AVAILABLE FROM THE AMERICAN ACADEMY OF CLINICAL ELECTRODIAGNOSIS AND CSI

CERTIFIED NERVE CONDUCTION TECHNICIAN (NCT-C) | $2,100

Embark on a new career in healthcare as a Certified Nerve Conduction Technician. As a Nerve Conduction Technician, you work closely with physicians and other healthcare professionals to help find the source of the patient’s pain, weakness, and discomfort. The certification will stand as proof of your proficiency to potential employers. Must have a High School diploma or High School Equivalency graduates.

Certificate available from the American Academy of Clinical Electrodiagnosis and the College of Staten Island.

CONTINUING EDUCATION UNITS
*Up to 162 CEUs available for physical therapists in New York State. Chiropractors’ CEU available in all states through the Western States University.

**16 CEUs available for chiropractors in all states through the Western States University.
The HC4 Program can help you

The 1199SEIU Training and Employment Fund’s Health Careers College Core Curriculum (HC4) is a credited college program offered through The City University of New York (CUNY). The program gives 1199SEIU members the opportunity to earn college credits in prerequisite classes designed specifically for working health professionals as a step toward matriculation into a degree program. Courses offered through the College of Staten Island are off campus at 1199 sites in Staten Island, Manhattan, and Brooklyn (except for biology).

Members benefit from no out-of-pocket expenses for tuition. For more information, call 718.982.2180.

“I wouldn’t have made it through college without the HC4 program. They really support the students.”

—Ying Yu, former 1199 student and currently an adjunct instructor at CSI
**INSURANCE**

**NEW YORK STATE-APPROVED MONITOR FOR INSURANCE CONTINUING EDUCATION UNITS**

The College of Staten Island Office of Workforce Development and Innovation is a New York State Insurance Department approved monitor. We proctor licensees taking self-study courses to complete their continuing education requirements.

**INS003:**
Tuition: $50
1 Session

Call 718.982.2182 for an appointment.

**LANGUAGE**

**INTRODUCTION TO CONVERSATIONAL SPANISH**

Learn the fundamental conversation skills necessary for workplace settings such as banking, education, health and human services, and retail.

**SP100:**
Tuition: $250

**SECTION A:**
Friday
6:30pm—8:30pm | OCT 12—JAN 25
14 Sessions | 28 Hours

**NO CLASS:**
NOV 23, DEC 28

**INTERMEDIATE CONVERSATIONAL SPANISH**

Take your love of the Spanish language to the next level. Practice your conversational and pronunciation skills necessary for workplace settings such as banking, education, health and human services, and retail.

**SP200:**
Tuition: $250

**SECTION A:**
Wednesday
6:30pm—8:30pm | OCT 10—JAN 23
14 Sessions | 28 Hours

**NO CLASS:**
DEC 26
ONLINE LEARNING

- **ONLINE CAREER TRAINING PROGRAMS**
  - ARTS AND DESIGN
  - BUSINESS
  - CAREER ONLINE HIGH SCHOOL
  - COMPUTER APPLICATIONS
  - COMPUTER PROGRAMMING
  - CONSTRUCTION AND TRADES
  - HEALTH AND FITNESS
  - HOSPITALITY
  - INFORMATION TECHNOLOGY
  - LANGUAGE
  - LEGAL
  - TEACHER PROFESSIONAL DEVELOPMENT
  - WRITING

- **INSTRUCTOR-LED ONLINE COURSES**
  - ACCOUNTING AND FINANCE
  - BUSINESS
  - COLLEGE READINESS
  - COMPUTER APPLICATIONS
  - DESIGN AND COMPOSITION
  - HEALTHCARE AND MEDICAL
  - LANGUAGE AND ARTS
  - LAW AND LEGAL
  - PERSONAL DEVELOPMENT
  - TEACHING AND EDUCATION
  - TECHNOLOGY
  - WRITING AND PUBLISHING

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**ONLINE CAREER TRAINING PROGRAMS**

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

- **6-18 Month Format**
- **All Materials Included**
- **Prepare for Certification**
- **Student Advisors**

**VISIT OUR WEBSITE FOR PROGRAM DETAILS**
CAREERTRAINING.ED2GO.COM/CSICUNY

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**INSTRUCTOR-LED ONLINE COURSES**

Our Instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

- **6 Week Format**
- **24-Hour Access**
- **Discussion Areas**
- **Monthly Start Sessions**
- **Expert Instructors**

**VISIT OUR WEBSITE TO VIEW START DATES**
WWW.ED2GO.COM/CSI

To register: 718.982.2182 or www.csi.cuny.edu/continue | 18
PROFESSIONAL WORKSHOPS

- Advocacy: The Path to Empowerment
- Autism Workshop: The Needs of Children with Autism
- DASA—Harassment, Bullying, Cyberbullying, and Discrimination in Schools
- Food Protection Course
- Individual Resume Preparation
- NYS-Approved Recognizing and Reporting Child Abuse
- NYS-Approved School Violence Prevention and Intervention

ADVOCACY
THE PATH TO EMPOWERMENT

An exploratory course to examine the world of self-advocacy. Participants will enhance skills and learn about resources for individuals with developmental disabilities, including how to start a self-advocacy group, speak up for their rights, advocate for others, and how to teach the community about the rights of people with disabilities.

ADVOC: Tuition: $50

SECTION A:
Wednesday
11am—1pm | SEP 5—NOV 7
9 Sessions | 18 Hours

NO CLASS: SEP 19

AUTISM WORKSHOP
THE NEEDS OF CHILDREN WITH AUTISM

The New York State Education Department requires all teachers who are seeking initial or professional state certification in special education take a three hour workshop in The Needs of Children with Autism.

This workshop covers definitions, etiology, prevalence, characteristics, evidence-based instructional methods/interventions, behavior management and positive behavioral supports, effective collaboration and resources and supports.

SECTION A: Saturday, OCT 20
SECTION B: Saturday, DEC 1

AUT100:
Tuition: $50
10am—1pm
1 Session | 3 Hours

Upon completion of the training, your certification will be electronically submitted to the TEACH system.
DASA—Harassment, Bullying, Cyberbullying, and Discrimination in Schools

The six-hour course will include the social patterns of bullying and discrimination, and harassment, including those acts based on but not limited to race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex through hands-on, thought-provoking group and individual activities that will offer insight and application into the Dignity Act.

**SECTION A:** Saturday, SEP 8  
**SECTION B:** Sunday, SEP 23  
**SECTION C:** Saturday, OCT 13  
**SECTION D:** Sunday, OCT 21  
**SECTION E:** Saturday, NOV 3  
**SECTION F:** Saturday, NOV 17  
**SECTION G:** Sunday, DEC 2

**DASA01:**  
Tuition: $110  
9am—3pm  
1 Session | 6 Hours

NYS-Approved Recognizing and Reporting Child Abuse

Learn the physical and behavioral signs of child abuse and maltreatment. This two-hour workshop will teach you about mandated reporting and how to carry out your professional responsibilities.

**CC860:**  
Tuition: $50  
**SECTION A:** Saturday, OCT 20  
10am—12pm  
1 Session | 2 Hours

NYS-Approved School Violence Prevention and Intervention

In this two-hour workshop, you will learn the dynamics of aggressive behavior in children and the tools used to prevent them from becoming victims of such behavior.

**VP100:**  
Tuition: $50  
**SECTION A:** Saturday, OCT 20  
12:30pm—2:30pm  
1 Session | 2 Hours

To register: 718.982.2182 or www.csi.cuny.edu/continue | 20
**FOOD PROTECTION COURSE**

The NYC Health code requires that supervisors of food service and non-retail food service establishments be certified in food protection. The Health Department conducts unannounced inspections of restaurants at least once a year. Get trained in food handling, food temperature, personal hygiene and vermin control. This 15-hour course prepares students for NYC certification*.

**SECTION A:** SEP 29—SEP 30  
**EXAM:** OCT 2 at 1pm

**SECTION B:** NOV 17—NOV 18  
**EXAM:** NOV 19 at 9am

**FHC01:**  
Tuition: $180  
Saturday and Sunday, plus exam date  
9am—5pm  
3 Sessions | 18 Hours

*A certifying examination will be given immediately upon completion of the local regulations training (examination cost is included in course price). Exam is held in Manhattan. Please note: A $15 transfer fee will be applied for section reassignments.

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**INDIVIDUAL RESUME PREPARATION**

Customized workshop designed to meet your specific job-search needs. Working one-on-one with a leading industry expert, you will receive personal attention on how to create an effective resume or improve an existing one. Our expert will tailor your sessions based on your career goals, which may include resume review, strategies on creating cover letters, and writing follow-up thank you notes, or mock interviewing.

**CE010:**  
Tuition: $125  
2 Sessions  
For an appointment call:  
718.982.2182

To register: 718.982.2182 or www.csi.cuny.edu/continue | 21
SOCIAL SERVICE

- **NYS-CREDENTIALED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR (CASAC) TRAINING**

**PROFICIENCY REQUIREMENTS**

- Knowledge of Alcoholism and Substance Abuse (85 Hours)
- Alcoholism and Substance Abuse Counseling (150 Hours)
- Assessment, Clinical Evaluation, Treatment Planning, Case Management, Patient/Family, Community Education (70 Hours)
- Professional and Ethical Responsibilities (45 Hours)

All courses are suitable for aspiring substance abuse professionals and some are suitable for a layperson. Upon completion of the 350 hours of training, you will be eligible to take the state examination.

These classes meet the educational requirements established by the NYS Office of Alcoholism and Substance Abuse Services (OASAS) for individuals who wish to prepare for a career in substance abuse counseling and those who are looking to obtain a CASAC-T.

This education requirement is comprised of four sections that are divided into eight modules. All CASAC courses may be taken individually, and in any sequence. Please note: It would be beneficial to the perspective student to meet or speak with the coordinator of the program prior to enrolling in classes to gain an understanding of the scope of work in the classes, OASAS’s credentialing process, and other essential information for someone who is considering a career in addiction counseling.
A few years ago, I decided I wanted to learn how to help those sick and suffering from addiction after addiction touched my life personally. After speaking with as many CASAC counselors as I could, and doing my own research, I decided to attend CSI’s Continuing Education classes given for CASAC 350 education hours. After almost 2 years, I have finally finished classes, obtained my CASAC T, and have started to work in the addiction field as a counselor. I have learned that I was very prepared for the work to be done in this field due to the very knowledgeable instructors. They were able to take their work experiences, letting us know what to expect in the work force and how each facility may handle things. They have been instrumental in guiding me with my application process and with questions on job opportunities as well. I am looking forward to taking my Certification exam, and know that I will be more than prepared to pass.

—Melissa Forsyth, CASAC
CISCO NETWORKING ACADEMY

COMING FALL 2019

No other IT role is more vital to business operations than networking administrators and engineers. Start with the basics or accelerate your career with advanced skills and certifications. Cisco Networking Academy courses are designed to prepare you for Cisco Certification and other industry recognized certification exams. Cisco Certifications are recognized by employers globally, and the skills span across multiple industries: medical, legal, food and beverage and more.
**CompTIA A+**

**Certified Information Technology Professional**

In this program, you will build a desktop computer as you learn how to upgrade, optimize, troubleshoot, and repair personal computer systems. The CompTIA A+ Certification is a foundational certification and the first step to begin a career in the world of information technology. The certification also covers technical support of mobile devices, tablets, laptops, desktops, printers and basic networking.

**AT100:**
$2,025 (Includes textbooks, exam fee, and registration fee)

**Section A:**
Saturday and Sunday
10am—4pm | OCT 27—JAN 13
20 Sessions | 120 Hours

**No Class:**
NOV 24, NOV 25, DEC 29, DEC 30

*Eligible for ITG Voucher*

Students must participate in the Resume Preparation Class at the start of the semester.

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The CompTIA A+ course offered all of the basic knowledge needed to get into the field. Our instructor, Vladimir Nunez was great and his insights and wisdom were a great help in learning the material. The school found me a great externship working on refurbished and new computers and laptops. I also received a job there to work and gain more experience while I study for the Network+ and Security+ tests. The CompTIA A+ course was a great first step and I’m glad I took it.

—Martin Kaufmann, CompTIA A+
The College of Staten Island Tech Incubator provides opportunity for technological innovation and is transforming Staten Island into a leading hub for creativity, entrepreneurship and growth. If you’re a tech Innovator and entrepreneur seeking to advance and grow your startup, join us today! Members receive strategic mentoring from industry professionals, faculty, and our tactical team with the mutual goal of supporting and elevating our entrepreneurs.

Since we joined the CSI Incubator, we have experienced the dedication of CUNY and its faculty in helping my company grow to scale and stay in the borough. We have been featured in several media outlets, including NY1, Slive, TechDay New York, Morning Consult, and several IBM ads and references which have given my company exposure and industry recognition.

CSI has enabled the access to government officials, to the Staten Island SBDC, Industry Mentors, and many other organizations which have helped our company in multiple ways.

—Georgina Castanon, CEO, Walk & Explore
CSI Tech Incubator Alumni
REGISTRATION FEES

- One-day workshop/seminar: $5
- Two-day workshop/seminar: $10
- All other courses: $30
- Late registration fee (all registrations must be received two weeks prior to the start of the course): $35
- Check return fee: $25
- Credit card dispute fee: $60
- You can pay via check, money order, or credit card. Cash payments are not accepted.
- Registration fees are waived for Open House attendees

REFUND POLICY

100% refund if written notice is received five business days prior to the first class. Registration fees and late fees are non-refundable. No refunds are given after the course has begun. Please allow four to six weeks for processing. Email your request for a refund to: continuing_ed@csi.cuny.edu.

REDUCED FEES—10%

- Seniors (65 and over)
- CSI alumni
- Full and part-time CSI employees and immediate family members (discount applies to spouse/partner and children residing in the same household.)
- Veterans and active military
- No discounts apply to: online certificates, online courses, DASA training, remedial courses, CPR, Food Protection, Remedial ESL and Language Courses, WITS Fitness Training courses, State-mandated Workshops, and American Academy of Clinical Electrodiagnosis.

TEXTBOOKS

Unless otherwise specified, textbooks are not included in course tuition.

STATEMENT OF NON-DISCRIMINATION

The College of Staten Island is committed to a campus environment that reflects and respects our pluralistic and culturally diverse society. The College admits students without regard to age, alienage or citizenship, color, gender, handicap, national or ethnic origin, race, religion, sexual orientation, veteran or marital status. In welcoming new students to our campus, we are committed to providing equal educational opportunity and a learning environment in which students are free to realize their full potential as productive members of the community.

CLASS CANCELATIONS

The College reserves the right to cancel or withdraw courses from the Catalog and to change the course. The College reserves the right to cancel classes due to inclement weather or at the discretion of the Office of Workforce Development and Innovation. Call 718.982.2182 for class make-up information. For snow day information, call 718.982.3333 or 718.982.4444.

ID CARDS

All students attending classes for more than one night must obtain a student ID. Please request a letter from our office to take to Parking Services, Building 3A, Room 106. Call 718.982.2294.

PARKING

Workforce Development and Innovation classes held on the main campus that are more than 5 sessions in succession, require a parking decal available for a fee in Building 3A, Room 106. Call 718.982.2294. Parking is not available at Merrill Ave Campus.
CUSTOM TRAINING

The College of Staten Island Office of Workforce Development and Innovation has the solution to your training needs with a faculty of subject-matter specialists and professionals versed in solutions-oriented programs. We can design customized educational programs for businesses, non-profits, and other community organizations, based on your specific needs, to help your employees grow and business thrive.

WE WILL DELIVER:
♦ Training specific to your business environment
♦ Skill training targeted to specific fields and tasks
♦ Courses to keep you in compliance within your changing industry

Training can be held at your site or on our beautiful campus.

FIND QUALIFIED EMPLOYEES

The Office of Workforce Development and Innovation can help you hire qualified employees by recruiting and screening our program graduates to ensure that their skillsets meet your job requirements.

♦ Reduce Your Advertising Cost
♦ Save Time Looking for Qualified Candidates

Before you place a help-wanted advertisement, contact us at 718.982.2182 to discuss your hiring needs.
The Career Success Scholarship fund was created through an endowment from the Helena Rubinstein Foundation in 2011 and is aimed at supporting students in continuing education certificate programs. It is open to individuals who seek to advance their careers through education and training—especially those who are unemployed or seeking a career change, and who do not have access to other sources of funding that can pay for tuition and fees.

**To Apply:**
https://cunysud.formstack.com/forms/css_fall_2018

**For More Info:**
Please contact our Workforce Development Advisor, Emanuel Bloomfield-Jones at 718.313.0846 or Emanuel.Bloomfield@csi.cuny.edu.

**The Scholarship:**
- Covers up to 90% of tuition only (students are responsible for all fees, exam fees, and other expenses)
- Is awarded for programs that prepare individuals for jobs where there are currently open positions
- Expires at the end of each CUNY financial year (June 30)
- Does not cover the costs of books, materials, equipment or other course-related expenses.

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**ACCES—VR**
(Adult Career and Continuing Education Services—Vocational Rehabilitation)
For more info, call 718.816.4800 or visit www.acces.nysed.gov/vr.

**1199SEIU Members**
If you are currently an 1199SEIU member, you may be eligible to receive tuition reimbursement. To obtain reimbursement for a continuing education course, you must submit a completed application with all supporting documents to the Training and Upgrading Fund within 90 days of completing the course. For questions or an application, call the Tuition Assistance Hotline at 646.473.9200 or email training@1199funds.org.

**1199SEIU Members**

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**FINANCIAL ASSISTANCE**

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**Career Success Scholarship—Covers up to 90% of Tuition**
(formerly Helena Rubinstein Scholarship)

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**ACCES—VR**
(Adult Career and Continuing Education Services—Vocational Rehabilitation)
For more info, call 718.816.4800 or visit www.acces.nysed.gov/vr.
CIVIL SERVICE EMPLOYEES ASSOCIATION MEMBERS

The Tuition Benefits Program provides educational benefits to CSEA-represented New York State employees, enabling them to achieve greater career mobility, qualify for promotional opportunities, improve job skills, and prepare for future state workforce needs. The College of Staten Island and the Office of Workforce Development and Innovation participates in the Tuition Voucher Program.


For more info, please call 518.473.1982.

EDUCATION AND TRAINING VOUCHERS

The Education and Training Voucher (ETV) Program helps youth aging out of foster care to make the transition to self-sufficiency and receive the education, training and services necessary to obtain employment. This program is designed to help youth who were in foster care pay for post-secondary education or training.

ETV gives students up to $5000 a year for qualified school related expenses. Funding is limited and available on a first-come, first-served basis to eligible students.

Applicants must complete the ETV application which includes documentation each semester that is sent directly from the school confirming enrollment, the cost of attendance and unmet needs.

If you have any additional questions regarding the ETV program please contact Kenneth Kirton at 212.383.1834 or Kenneth.kirton@ocfs.ny.gov.

For more info, please visit: www.ocfs.ny.gov/main/ddps/adolescent/etv.asp

DEPARTMENT OF VETERAN AFFAIRS

You may be eligible for VA Education Benefits under the GI Bill. All veterans interested in obtaining information from the VA regarding their eligibility for funding need to have a copy of their DD-214 form. For info regarding Veteran Tuition Awards, please see page 32.

To request official notification of education benefits, please visit: www.benefits.va.gov/benefits.

DISTRICT COUNCIL 37 MEMBERS

Many courses are reimbursable for NYC employees who are members of District Council 37. For general information, to check eligibility, or to request a tuition reimbursement application, call 212.815.1663 or visit District Council37, AFSCME or AFL-CIO.

EMPLOYER AND UNION VOUCHERS

Many employers and most unions have education and skill upgrades. Talk with your employer or union representative. We can provide course registration documentation for you.

INDEPENDENT TRAINING ACCOUNTS

Independent Training Accounts (ITAs) provide funding for occupational skills trainings and are available only to job seekers receiving cash assistance from the Human Resources Administration (HRA). To find out more about training vouchers available, please speak to your program representative.
Individual Training Grants are available for Workforce1 members who are looking to develop the occupational skills needed to pursue careers in healthcare and computer technology, including A+ Technician, Certified Nurse Aide, and Clinical Medical Assistant.

You may be eligible for FREE training if the following applies to you:

- Have a minimum of a high school or high school equivalency diploma
- Actively looking for employment or currently employed and earning less than $63,928/year
- Have 12 months of work experience in technology, healthcare, or related industry
- Be at least 18 years old
- Have an updated resume available electronically (Resume Workshops are available)
- Be ready to work immediately after training
- Must register at a Workforce 1 Career Center

How can I apply for an Individual Training Grant?

- Indicate that the College of Staten Island is the organization that referred you
- The application process takes four to eight weeks and includes passing a skills test

*Meeting these prerequisites and completing an application does not guarantee receipt of an ITG voucher.

Loans

Students may arrange a private loan to help cover educational expenses for certificate programs. The College does not recommend any specific lender or preferred lender arrangement. We recommend thoroughly investigating your loan options before making educational financing decisions.

MyCAA Scholarship

The My Career Advancement Account (MyCAA) Scholarship is a workforce development program that provides up to $4,000 of financial assistance to eligible military spouses who are pursuing a license, certification, or Associate’s degree in a portable career field and occupation.
VETERANS TUITION AWARDS

TRAIN FOR A NEW CAREER
TRANSFORM YOUR LIFE

If you served in the Armed Forces, you may be eligible for benefits to take any of our career training programs.

The Veterans Tuition Awards, managed by the New York State Higher Education Services Corporation (HESC), awards are for full-time study and part-time study for eligible Veterans matriculated at an undergraduate or graduate degree—granting institution or in an approved vocational training program in New York State.

#1 MILITARY FRIENDLY LARGE PUBLIC UNIVERSITY

Military Friendly® is the standard that measures an organization’s commitment, effort and success in creating sustainable and meaningful benefit for the military community. Military Friendly® Schools survey is the longest running, most comprehensive review of college and university investments in serving military and veteran students. In 2018, the College of Staten Island ranked #1 amongst large public universities.

FINANCIAL ASSISTANCE

To establish eligibility, complete the New York State Veterans Tuition Award Supplement online. Print the Web Supplement Confirmation, sign and return it along with the required documentation according to the instructions. Questions regarding eligible service or how to document service should be directed to the HESC at 888.697.4372.

All veterans interested in obtaining info from the VA regarding their eligibility for funding need to have a copy of their DD-214 form.

To discuss benefits, call Veteran Support Services at 718.982.3108. For more info on Veterans Tuition Awards, including eligibility, amounts, duration and how to apply, visit the HESC website: www.hesc.ny.gov/content.nsf/SFC/Veterans_Tuition_Awards

ELIGIBLE STUDENTS ARE THOSE WHO ARE NEW YORK STATE RESIDENTS DISCHARGED UNDER HONORABLE CONDITIONS FROM THE U.S. ARMED FORCES AND WHO ARE:

- U.S. citizens or eligible noncitizens.
- High school graduates, earned GED, or passed a federally approved “Ability to Benefit” test.
- Vietnam veterans who served in Indochina between February 28, 1961 and May 7, 1975
- Persian Gulf veterans who served in the Persian Gulf on or after August 2, 1990
- Afghanistan veterans who served in Afghanistan during hostilities on or after September 11, 2001
- Veterans of the Armed Forces of the United States who served in hostilities that occurred after February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal, or a Marine Corps Expeditionary Medal.

To register: 718.982.2182 or www.csi.cuny.edu/continue
GET THE TRAINING YOU NEED
To Get the Job You Want

WORKFORCE DEVELOPMENT AND INNOVATION

OPEN HOUSE
Meet the Instructors, Get Program and Career Information

Tuesday | August 14, 2018
Thursday | August 30, 2018
6 – 7 PM

130 Merrill Avenue, SI, NY 10314
718.982.2182

Continue to check our website at www.csi.cuny.edu/continue for new class additions and dates!