WELCOME FROM THE PRESIDENT

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 new 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

INFO SESSION

JOIN ONE OF OUR INFO SESSIONS** TO MEET OUR CAREER ADVISORS AND LEARN ABOUT OUR CAREER TRAINING PROGRAMS

**All info sessions are free of charge.
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ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM

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 2013 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 2013 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 2013 Certificate.

Introduction to Microsoft Office – MS WORD 2013
- 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 2013
- 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 2013
- 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 Access
- Create and design database
- Tables
- Queries
- Forms
- Reports

Section A: ADMIN: Tuition: $1,120 | October 3 - January 23, 2018 | No Class: November 23, December 26 and December 28 | Tuesday and Thursday | 6:00 PM - 9:00 PM | 30 Sessions | 90 hours
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.

“The SBDC has been a big help since I started my business. From the entrepreneurship class and learning how to draw up a business plan, to helping me with my pitch for ‘Shark Tank’ and ‘The Toy Box’. [The SBDC] has been an integral part of growing my business in a completely professional manner. The SBDC has the networking connections and the know-how combined with experience to bring new businesses to fruition.”

- Marguerite Spagnuolo, Owner of Grandmas2Share Inc.
TECHNOLOGY

ADOBE InDESIGN

Develop your visual design skills! InDesign is used by graphic designers and production professionals to design, and publish flyers, posters, brochures, catalogs, magazines and ads. In this class, you will master your digital multimedia design techniques by:

- Learning the fundamentals of page layout
- Developing basic design principles, including symmetrical balance, asymmetrical balance, design hierarchy, and integration
- Exploring solutions to a variety of basic page layout problems
- Understanding of the principles of effective typographic and graphic design
- Using color in typographic and graphic design
- Preparing files for commercial printing and digital output
- Demonstrating the ability to plan, test and complete design projects
- Reviewing and critiquing sample and class projects

Software: Adobe Creative Suite, including most recent versions of InDesign, Illustrator, and Photoshop

Required: 16 GB USB Flash Drive

Section A: Monday | 6:30 PM - 8:30 PM | 10 Sessions | 20 hours
October 2 - December 11 | No Class: October 9
ADOBE: Tuition: $510 (Textbook not included)

CISCO ACADEMY
Coming Spring 2018!

For more information email us at continuing_ed@csi.cuny.edu.
A+ CERTIFICATE PROGRAM® - Train to Become A+ Certified Information Technology Professional

In this program, you will build your own personal 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.

“The CompTIA A+ course offered all of the basic knowledge needed to get into the field. The class was intensive and there was a lot to learn, but with the support of the class and self-study, I passed the 901 and 902 exams. 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, A+ Certificate Program, Fall 2016

Section A: Saturday and Sunday | 10:00 AM - 4:00 PM | 20 Sessions | 120 hours
AT100: $2,025 (Textbooks, exam fee, repair kit, pc kit, and registration fee included)
October 28 - January 21, 2018 | No Class: November 25 - 26, December 23 - 24 and December 30 - 31
CSI TECH INCUBATOR

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.

We leverage the ecosystems of technology and our academic community on behalf of entrepreneurs, the diverse communities of Staten Island and the College. The CSI Tech Incubator removes obstacles, providing entrepreneurs competitive advantages through mentors, talent, investors and the resources of The City University of New York. We offer access to the Incubator as a learning and tactical business resource and the ensuing socioeconomic opportunity that the Incubator and the technology sector are igniting.

CONNECT WITH US

@techincubatorsi
@csitechnologyincubator
@CSITechIncubator

VISIT US

60 Bay Street, Suite 902
Staten Island, NY 10301

www.csitechincubator.com | 646.766.9554 | csitechincubator@csi.cuny.edu
TECHNOLOGY / HEALTHCARE

ARE YOU READY

Restorative Educational Access and Development for Youth

☑ Do you live on Staten Island’s North Shore?
☑ Are you 18-24, out of school, unemployed or working part time?
☑ Do you have a high school diploma or an equivalency?

If you’re READY you can become a:

- Pharmacy Technician
  - September 11, 2017 to November 28, 2017
- CompTIA A+ Computer Technician
  - September 25, 2017 to January 31, 2018
- Certified Nursing Assistant
  - October 10, 2017 to January 17, 2018

All classes will be held from Monday - Thursday | 6:30 PM - 9:30 PM

Please register at bit.ly/csiREADY or email continuing_ed@csi.cuny.edu

Get READY with Workforce Development and Innovation at CSI!

READY students receive:
  ⇒ FREE Job Training
  ⇒ Internships
  ⇒ Job Placement Assistance
HEALTHCARE

BASIC LIFE SUPPORT FOR HEALTHCARE

The American Heart Association’s new BLS course has been updated to include science and education from the 2015 Guidelines update for CPR and ECC. It 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.

American Heart Association®
life is why™

Section A: Saturday, October 28
Section B: Sunday, October 29
Section C: Saturday, November 18
Section D: Sunday, December 3
Section E: Saturday, December 9

BLS001: $75
9:00 AM - 5:00 PM
One Session | 8 hours

CERTIFIED NURSING ASSISTANT*

Certified Nursing Assistants help patients in hospitals and residents of long-term care facilities, such as nursing homes. The Certified Nursing Assistant 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. All students will be required to complete a physical.

Section A: Monday, Tuesday, and Thursday | 8:30 AM - 2:30 PM
AH100: $3,000 (Textbook, exam fee, materials, BLS certification and CSI registration fee included)

October 23 - December 18 | No Class: November 23
24 Sessions | 144 hours followed by 40 - hour clinical** practicum in a local long-term care facility

Students must register for Basic Life Support Class and Resume Preparation at the start of the semester.

SEE BLS AND CURRENT SEMESTER RESUME PREPARATION CLASS SCHEDULE.

*Eligible for ITG voucher

**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.
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. I was skeptical because after viewing the course curriculum, it concerned me as to how we could cover so much material in what seemed to be a short period of time. After all, the other classes that I viewed that were available at other colleges were much longer and covered the same amount of material. 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,
Certified Medical Assistant, Fall 2016

Section A: Monday, Wednesday, Thursday | 6:00 PM - 9:30PM
MA100: $3,455 (Textbooks, exam fee, BLS certification and CSI registration fee included)

October 16 - March 1, 2018 | No Class: November 23, December 25, December 27-28, January 1, January 15, February 12, and February 19

52 Sessions | 182 hours followed by a 160-hour clinical internship** at a local medical facility

*Eligible for ITG voucher

**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.
HEALTHCARE

DENTAL ASSISTANT CERTIFICATION PROGRAM

Prepare for an entry-level position in one of the fastest growing healthcare positions—Dental Assistant. 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.

“Having been out of school for a while, 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, Spring 2015

**Section A:** Tuesday and Thursday, 5:30 PM - 9:30 PM  
**DA200:** $2,875 (Textbooks, BLS certification and clinical supplies included)

October 17 - February 6, 2018 | No class: November 23, December 26, and December 28

30 Sessions | 120 hours and a 40-hour clinical internship* at a local dental office during the semester

Students must register for Basic Life Support Class and Resume Preparation at the start of the semester.  
**SEE BLS AND CURRENT SEMESTER RESUME PREPARATION CLASS SCHEDULE.**

EKG TECHNICIAN CERTIFICATION PROGRAM

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.

**Section A:** Tuesday and Thursday  
6:30 PM - 9:30 PM | October 17 - January 18  
**EKG100:** $1,575 (Textbooks, exam fee and BLS certification included)

No class: November 23, December 26, and December 28

25 Sessions | 75 hours

Students must register for Basic Life Support Class and Resume Preparation at the start of the semester. **SEE BLS AND CURRENT SEMESTER RESUME PREPARATION CLASS SCHEDULE.**
HEALTHCARE

MEDICAL BILLING, CODING, AUDITING, AND COMPLIANCE CERTIFICATE (MB&C)

The healthcare industry depends on skilled, qualified medical insurance biller and coders to accurately record, register and track patient accounts. Students enrolled in this program will gain practical knowledge to enhance their understandings of medical insurance billing practices as well as learn skills required to operate efficiently in today’s medical offices. Core curriculum courses must be taken in sequence. There is an exemption examination for waiving AH001 and AH002.

Students taking their final module must register for Resume Preparation at the start of the semester.

SEE CURRENT SEMESTER RESUME PREPARATION CLASS SCHEDULE

Note: Students who complete the program successfully are eligible to sit for the national Certified Medical Billing Specialist exam under the Medical Association of Billers. Basic computer skills and knowledge of the Internet are required.

MB&C: MEDICAL TERMINOLOGY | AH001: $400
Develop a basic vocabulary of medical terminology, understanding the parts and roots of medical words. Medical terminology is a critical part of language used by medical physicians. With this knowledge, you will be able to interpret any medical report. This course must be taken with AH002.

Section B: Wednesday | 6:30 PM - 9:00 PM | September 27 - December 6 | 11 Sessions | 27.5 hours

MB&C: ANATOMY AND PHYSIOLOGY | AH002: $375
An introduction to the location, design, and function of organ systems. This course must be taken with AH001.

Section B: Tuesday | 6:30 PM - 9:00 PM | October 3 - December 5 | 10 Sessions | 25 hours

MB&C: PATHOLOGY | AH003: $300
Investigate the essentials of human diseases and conditions including symptoms, laboratory pathological tests, and outcomes.

Section B: Tuesday and Thursday | 6:30 PM - 9:00 PM | December 12 - January 11, 2018 | 8 Sessions | 20 hours
No Class: December 26 and December 28

MB&C: ICD 10-CM CODING | AH005: $400
Learn how to code for medical diagnoses using the ICD-10 coding language.

Section B: Tuesday and Thursday | 6:30 PM - 9:00 PM | January 16 - March 13, 2018 | 15 Sessions | 37.5 hours
HEALTHCARE

MB&C: CPT-4 CODING | AH004: $400
This course is designed for those who want to work as a medical coder, medical biller, medical collector, or medical office administrator. The class format is designed to help the beginning coder learn and understand the concept of coding using the CPT coding manual. Coding scenarios are provided to help the student build his/her knowledge in the medical coding field.

Section B: Tuesday and Thursday | 6:30 PM - 9:00 PM | March 15 - May 10, 2018 | 15 Sessions | 37.5 hours
No Class: April 3 and April 5

MB&C: INTRODUCTION TO MEDICAL AUDITING | AH007: $260
Accurate medical billing and coding is necessary to secure the maximum reimbursement for the healthcare provider in the current climate of compliance in which we find ourselves. This class is a basic introduction to the field of medical auditing. The student will learn how to audit physician progress notes to support varied levels of billing as well as gain the required elements of the medical record.

Section B: Tuesday and Thursday | 6:30 PM - 9:30 PM | May 15 - May 29, 2018 | 5 Sessions | 15 hours

MB&C: MEDICAL BILLING, CODING, AND COMPLIANCE | AH006: $400
To be a success in the field of medical billing, you will need to know billing, coding, and compliance, and this class covers it all! Here students will be able to apply all the tools they have learned in the previous classes. Code actual cases—check for all the rules and regulations for compliance—then bill your claim. Learn to “work” denials from the insurance companies to be sure your provider is properly reimbursed. Each student will be trained on Lytec MD, Practice Management software by Mckesson, an industry leader.

Section B: Tuesday and Thursday | 6:30 PM - 9:30 PM | September 4 - October 23, 2018 | 15 Sessions | 45 hours

MB&C: CHART REVIEW | AH008: $240
Learn a practical hands-on approach to outpatient billing. Students will enter charges and post payments in the Lytec Medical Software system. They will learn the methods of accountability to ensure proper medical billing. This class includes an introduction to the hospital billing side through the Ambulatory Payment System, DRGs, and the UB-92 claim form.

Section B: Tuesday and Thursday | 6:30 PM - 9:30 PM | October 25 - November 13, 2018 | 6 Sessions | 18 hours

Total tuition for Medical Billing/Coding Certificate: $2,775 (Textbooks and exam fee not included)
HEALTHCARE

PERSONAL TRAINER NATIONAL CERTIFICATION

Become a part of what Fortune magazine and ABC News.com state is the fourth hottest job in the U.S., at a national average of $34 an hour.

This challenging course is taught over a five-week period for better retention and skill competency. The national exam is held on the sixth week. This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of hands-on practical training, and a 30-hour internship that networks many graduates right into a job. The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. The Office Workforce Development and Innovation is partnering with World Instructor Training School (WITS), the only major certifying body in the country providing comprehensive practical training and internship components. Upon successful completion of this program, students will be eligible to sit for a certified national exam.

Section A: Sunday | 9:00 AM - Noon, lecture 1:00 PM - 4:00 PM, practical at a local gym PTC100: $825 (BLS certification included)

October 8 - November 12 | 5 Sessions 42 hours followed by a 30-hour internship*

Students must register for Basic Life Support Class and Resume Preparation at the start of the semester. SEE BLS AND CURRENT SEMESTER RESUME PREPARATION 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.

PHARMACY TECHNICIAN CERTIFICATION COURSE

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 (PTCE).

Section A: Wednesday | 7:00 PM - 10:00 PM | October 18 - January 31, 2018 | No Class: December 27 PHARM01: $1,300 (Includes BLS certification; Textbook and exam fee not included)

15 Sessions | 45 hours, followed by a 120-hour internship* at a local pharmacy

Students must register for Basic Life Support Class and Resume Preparation at the start of the semester. SEE BLS AND CURRENT SEMESTER RESUME PREPARATION CLASS SCHEDULE.

*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.
HEALTHCARE

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 Staten Island University Hospital (SIUH). All classroom instruction will take place in the facilities of SIUH 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.

**Section A:** Tuesday and Thursday | 6:00 PM - 9:00 PM | September 26 - November 16
**Section B:** Tuesday and Thursday | 6:00 PM - 9:00 PM | November 28 - February 1, 2018

**AH200:** $1,725 (Includes BLS certification; Textbook and exam fee are not included)
No Class: December 19, December 21, December 26 and December 28
16 Sessions | 48 hours followed by 120 hours of clinical experience at a SIUH facility**

CSI impacted me by giving me a widespread choice of careers and fields to choose from and also providing financial and professional assistance to make these once far-fetched dreams and hopes a reality.

Richmond Bradshaw Jr., Phlebotomy Technician, Spring 2017

*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 6:00 AM and 4:00 PM, one to three days a week.

Students must register for Basic Life Support Class and Resume Preparation at the start of the semester.
SEE BLS AND CURRENT SEMESTER RESUME PREPARATION CLASS SCHEDULE.

THE BODY ELECTRIC: YOUR GUIDE TO FUNCTIONAL DISSECTION OF THE NERVOUS SYSTEM | $299
Co-sponsored by the American Academy of Clinical Electrodiagnosis and the College of Staten Island.

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.emgnvc.net or call 717.585.8473
HEALTHCARE

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. For information: www.emgncv.net or call 717.585.8473

EMG/NCV CERTIFICATION COURSE | $7,100
Co-sponsored by the American Academy of Clinical Electrodiagnosis and the College of Staten Island.

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. Learn the basics of EMG/NCV testing in two weekends. Listen to online lectures before investing two weekends in concentrated lecture and laboratory sessions onsite. Have access to our online textbook for several months after the course.

Further your education through a stepwise hybrid education of online lectures and onsite lecture/laboratories to achieve full certification as a specialist in EMG/NCV by becoming certified as a fellow in EMG/NCV and earn the credential as F-EMG®. All material is centered on evidence-based principles.

CEUs: Up to 162 CEUs available for physical therapists in New York State. Chiropractors’ CEU available in all states through the Western States University. Certificate available from the College of Staten Island. For information: www.emgncv.net or call 717.585.8473

INTERPRETATION OF EMG/NCV STUDIES | $425

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.

This highly interactive course provides the licensed healthcare practitioner with the basic skills to read, understand, and interpret the results of an EMG/NCV report. The interpretation allows the licensed healthcare practitioner the opportunity to identify important markers for case management. This course is not skill-oriented in that techniques and laboratory are not included as content. Topics included in the course include anatomy, physiology, biomedical instrumentation, neurophysiology, neuroanatomy, ethics, and other related basic science items at a technical level. CEUs available for physical therapists in New York State.

CEUs: 16 CEUs available for chiropractors in all states through the Western States University. Certificate available from the American Academy of Clinical Electrodiagnosis and the College of Staten Island. For information: www.emgncv.net or call 717.585.8473
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.

Section A: Wednesday | 6:30 PM - 8:30 PM | 14 Sessions | 28 hours
SP200: $250

October 11 - January 17, 2018 | No class: December 27

INTRODUCTION TO CONVERSATIONAL SPANISH

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

Section A: Friday | 6:30 PM - 8:30 PM | 14 Sessions | 28 hours
SP100: $250

October 13 - January 26, 2018 | No class: November 24 and December 29

NEW YORK STATE-APPROVED MONITOR FOR INSURANCE CONTINUING EDUCATION UNITS
INS003: $50 | 1 Session

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

Call 718.982.2182 for an appointment.
ONLINE REAL ESTATE COURSES

Online real estate licensing courses are offered to the general public to satisfy state educational requirements for licensure. The courses, taught through Career Web School online real estate schools, are guided by state licensing requirements and are designed to provide a comprehensive education that thoroughly prepares candidates for licensed activities in the real estate business.

For more information visit www.licenseschool.com and enter code 1656.

ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today’s hottest careers with an 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.

Some of our most popular programs include:

- **Administrative Dental Assistant**
  Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

- **Administrative Medical Specialist with Certified Electronic Health Records Specialist + Medical Terminology**
  This program combines the Administrative Medical Specialist program with training in electronic health records and medical terminology to give you a competitive edge in the healthcare field.

- **Advanced Hospital Coding and CCS Prep**
  This program will utilize your existing knowledge of medical terminology and healthcare sciences. Increase your coding skills and prepare to take the official certification exam to become a Certified Coding Specialist.

- **CBCS Medical Billing and Coding (Voucher Included)**
  This nationally recognized program combines the Medical Billing and Coding program with 60 hours of medical terminology training to give you a competitive edge in the healthcare field.

- **Physical Therapy Aide**
  Master the skills you need to begin a career as a physical therapy aide.

- **COMP TIA Healthcare IT Technician (Voucher Included)**
  The CompTIA Healthcare IT Technician course teaches the fundamentals of healthcare IT (HT) by using the CompTIA Healthcare IT Technician (HT-001) exam objectives as the framework.

- **CPC Administrative Medical Specialist with Medical Billing and Coding (Vouchers Included)**
  This Administrative Medical Specialist program with training in medical billing and coding will give you a competitive edge in the healthcare field.

- **Medical Transcription + Medical Terminology**
  Start a new career as a medical transcriptionist with the training provided in this program, which also includes medical terminology training.

- **Optician Certification Training**
  Master the skills you need for a successful career as an optician and prepare yourself to take the ABO certification exam.

- **Pharmacy Technician (Voucher Included)**
  Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

VISIT OUR WEBSITE FOR PROGRAM DETAILS!

careertraining.ed2go.com/csicuny

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, so project-oriented and inclusive, quizzes, handouts, assignments, discussion areas, supplementary links, and more.

Some of our most popular courses include:

- **Explore a Career as a Pharmacy Technician**
  Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk, and discover the steps you can take to become a Certified Pharmacy Technician (CPhT).

- **Medical Terminology: A Word Association Approach**
  Prepare for a career in the health sciences industry by learning medical terminology in a memorable and enjoyable fashion.

- **Explore a Career in Medical Coding**
  Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

- **Explore a Career as an Administrative Medical Assistant**
  Learn about the in-demanded career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor’s office—from appointment scheduling and chart creation to medical billing and coding.

- **Certificate in Legal and Ethical Issues in Healthcare**
  (12 contact hours) Explore the legal and ethical risks healthcare professionals face, including issues related to HIPAA, privacy, medical errors, social media and healthcare, organ donation, and workplace violence.

VISIT OUR WEBSITE TO VIEW START DATES!

www.ed2go.com/csi

PRE-COLLEGE MATH

The Pre-College Math course is a preparatory course designed for those students who need to pass either one or both parts of the Mathematics CUNY Assessment Test. All students must have previously taken and failed the CUNY Assessment Test. This course will focus on the instruction of various pre-algebra and algebra-level materials such as substitution, linear equations, operations of polynomials, radicals, and factoring.

**Section A:** Tuesday and Thursday | September 26 - December 7 | 9:05 AM - 12:05 PM | No class: November 23

**Section C:** Tuesday and Thursday | September 26 - December 7 | 6:30 PM - 9:30 PM | No class: November 23

**PCM01:** $250 | 21 Sessions | 63 hours

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

DASA-HARASSMENT, BULLYING, CYBERBULLYING, AND DISCRIMINATION IN SCHOOLS: PREVENTION AND INTERVENTION

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: Sunday, September 10
Section B: Saturday, September 23
Section C: Saturday, October 14
Section D: Sunday, October 22
Section E: Saturday, November 4
Section F: Saturday, November 18
Section G: Sunday, December 10

FOOD PROTECTION COURSE

The NYC Health code requires that supervisors of food service establishments 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.

FHC01: $180 | 2 Sessions
Saturday and Sunday | 9:00 AM - 5:00 PM

Section A: September 23 and September 24 | Exam - September 25 at 1:00 PM
Section B: November 18 and November 19 | Exam - November 20 at 1:00 PM

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.
PROFESSIONAL WORKSHOPS

INDIVIDUAL RÉSUMÉ PREPARATION | CE010: $125 | 2 Sessions

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 résumé or improve an existing one. Our expert will tailor your sessions based on your career goals, which may include résumé review, strategies on creating cover letters, and writing follow-up thank you notes, or mock interviewing.

RÉSUMÉ PREPARATION FOR CURRENT SEMESTER STUDENTS

Students will create an effective résumé or improve an existing one.

Section A: Wednesday | 6:00 PM - 7:30 PM | January 24, 2018
Section B: Saturday | Noon - 1:30 PM | January 27, 2018
1 Session

NEW YORK NOTARY PUBLIC TEST PREPARATION

Many banks, law offices and institutions that deal in financial or real property businesses employ individuals who are commissioned as Notary Publics. Take this three-hour seminar in notary public law and legal terminology, to prepare you for the New York State Notary Public Examination.

Section A: Saturday | 9:30 AM - 12:30 PM | October 28 | 1 Session
NP501 $125 Textbook not required (Exam fee not included)

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: $50 | Saturday | 10:00 AM - Noon | 1 Session
Section A: October 21 | Section B: December 2

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: $50 | 1 Session
Saturday | 12:30 PM - 2:30 PM
Section A: October 21
Section B: December 2
NYS-CREDENTIALED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR (CASAC) TRAINING

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. Upon completion of the 350 hours of training, you will be eligible to take the state examination.

The 8 modules must all be completed for graduation from the program. For further information concerning the credentialing process, please call 800.482.9564.

UNARMED SECURITY GUARD: 8 HOUR PRE ASSIGNMENT AND 16 HOUR ON THE JOB TRAINING*

Get employed in the fastest growing fields in security! This is the industry standard 8-hour and 16-hour Security Guard’s certification approved by the New York State Division of Criminal Justice. This course provides a general overview of the duties and responsibilities of a security guard.

Topics covered include:

- Role of a security guard
- Legal powers and limitations
- Emergency situations
- Communications and public relations
- Access Control
- Report writing
- Ethics and conduct
- Process License

*Eligible for ITG voucher

Section A: Friday | 8:30 AM - 4:30 PM | October 13 (8 hour pre-assignment) | 1 Session
GRD01: $400 (State fingerprinting and State application fees are included)
Friday and Saturday | 8:30 AM - 4:30 PM | October 20 - 21 (On-the-job training) | 2 Sessions

Passing of the examination and completing the 16 hours on-the-job training are required for successful completion of the course.
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. All courses are suitable for aspiring substance abuse professionals and some are suitable for a layperson.

“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 Graduate, 2016

These proficiency requirements are listed as four sections:

- **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

**Section I | Module 2: Neurochemistry of Addiction Pharmacology**

**CAC 1-02:** $400 (Textbook not included) | Tuesday | 6:30 PM - 9:30 PM

October 3 - January 23, 2018 | 15 Sessions | 45 hours | No Class: November 21 and December 26

**Section II | Module 2: Group Counseling Theory**

**CAC 2-02:** $400 (Textbook not included) | Wednesday | 6:30 PM - 9:30 PM | 17 Sessions | 50 hours

September 27 - January 24, 2018 | No Class: December 27

**Section II | Module 3: The Family and Substance Abuse**

**CAC 2-03:** $400 (Textbook not included) | Thursday | 6:30 PM - 9:30 PM | 17 Sessions | 50 hours

September 28 - February 1, 2018

No Class: November 23 and December 28

Students taking their final module must register for Resume Preparation at the start of the semester.
REGISTRATION FEES

- One-day workshop/seminar | $5
- Two-day workshop/seminar | $10
- All other courses | $30
- Late registration fee (registrations received two weeks prior to the start of the course) | $35
- Check return fee | $25
- Credit card dispute fee | $60

REDUCED FEES | 10%

- Seniors (65 and over)
- CSI alumni
- Full and part-time CSI employees and immediate family members*
- Veterans and active military

No discounts apply to: online certificates, online courses, DASA training, remedial courses, CPR, Food Handler’s Certification, Remedial ESL and Language Courses, WITS Fitness Training courses, State-mandated Workshops, and American Academy of Clinical Electrodiagnosis.

REFUND POLICY
100% refund if written notice is received five business days prior to the first class. Email your request for a refund to continuing_ed@csi.cuny.edu. 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.

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

CLASS CANCELLATIONS
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 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.

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.

To register: 718.982.2182 or www.csi.cuny.edu/continue
FIND QUALIFIED EMPLOYEES AT NO COST TO YOU

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.

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.

YOU MAY BE ELIGIBLE FOR TRAINING AT NO COST

A+ Technician, Network+ Technician, Certified Nursing Assistant and Clinical Medical Assistant are growing careers!

You may be eligible to apply for an Individual Training Grant if the following applies to you*:

- Be at least 18 years old
- Have an updated resume available electronically (Resume Workshops are available)
- Be actively looking for employment or currently employed and earning less than $62,894/year
- Be ready to work immediately after training
- 1 year work experience in a related field or industry
- Have a minimum of a GED or High School diploma and work experience
- 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.
GENERAL INFORMATION

ADVANCE YOUR CAREER
CHANGE YOUR PROFESSION
TRANSFORM YOUR LIFE

Did you serve in the Armed Forces?
You may be eligible for benefits* to take a class that will teach you the skills you need to get the job you want!

To discuss benefits, call Veteran Support Services at 718.982.3108.

*Veterans Tuition Awards (VTA) are awards 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.

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 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 information from the VA regarding their eligibility for funding need to have a copy of their DD-214 form.

Visit www.vabenefits.vba.va.gov/vonapp/default.asp to request official notification of education benefits.
FINANCIAL ASSISTANCE

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. You can also email training@1199funds.org.

ACCES-VR (Adult Career and Continuing Education Services- Vocational Rehabilitation)
Phone: 718.816.4800 or www.acces.nysed.gov/vr.

DC 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 DistrictCouncil37, AFSCME, AFL-CIO.

EDUCATION AND TRAINING VOUCHERS (ETV)
The Education and Training Voucher 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 need.

If you have any additional questions regarding the ETV program please contact Kenneth Kirton at 212.383.1834 or at Kenneth.kirton@ocfs.ny.gov. For more info visit http://ocfs.ny.gov/main/ddps/adolescent/etv.asp.

DEPARTMENT OF VETERANS 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.

Visit www.vabenefits.vba.va.gov/vonapp/default.asp to request official notification of education benefits.

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.
**FINANCIAL ASSISTANCE**

**INDIVIDUAL TRAINING GRANTS**

Individual Training Grants are available for Workforce1 customers who are looking to develop the occupational skills needed to pursue careers in healthcare and computer technology, including A+ Technician, Certified Nursing Assistant, and Clinical Medical Assistant.

You may be eligible to apply for an Individual Training Grant if the following applies to you*:

- Have a minimum of a high school or high school equivalency diploma
- Are actively looking for employment or currently employed and earning less than $62,894/year
- Have 12-months of work experience in healthcare or a related industry


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 Workforce skills test.

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

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**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.

**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**

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.

**SCHOLARSHIPS**

The Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement Limited scholarships are available to cover up to 90% of tuition for individuals who seek to advance their careers through education and training, and who do not have access to other sources of funding that can pay for tuition and fees. Scholarship applicants may also be disadvantaged individuals who are unemployed or seeking a career change. For more information, visit www.cuny.edu/academics/conted/rubinsteinsscholarship.html.
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

Wednesday | September 13, 2017 | 6:30pm
Saturday | September 16, 2017 | 10:00am

100 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!