WORKFORCE DEVELOPMENT & INNOVATION

YOUR DESTINATION IS WITHIN REACH! START A NEW CAREER IN AS LITTLE AS 2 MONTHS THROUGH CSI’S OFFICE OF WORKFORCE DEVELOPMENT!

College of Staten Island
The City University of New York
Division of Economic Development, Continuing Studies & Government Relations

#WEARECSI
www.csi.cuny.edu/continue
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.

I look forward to your great success at the College.
Sincerely,
William J. Fritz
President, College of Staten Island

WELCOME FROM THE VICE 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
Vice President, Economic Development, Continuing Studies, & Government Relations
YOUR DESTINATION IS WITHIN REACH
Through CSI’s Office of Workforce Development

MEET THE WORKFORCE DEVELOPMENT AND INNOVATION TEAM

JASMINE CARDONA
Executive Director, Economic Development, Continuing Studies, & Government Relations

LISA SPAGNOLA
Interim Director, Workforce Development

CATHERINE MCLAUGHLIN
Interim Associate Director 1199 / HC4

ROSAMARIA AIELLO
Marketing & Recruitment Specialist

EMANUEL BLOOMFIELD-JONES
Job Developer

NILUKA UDUGAMPOLA
Coordinator, Workforce Development & Professional Programs

JEAN HOLDER
Program Assistant, Workforce Development

NANCY SOHLBRECK
Student Support Assistant, Workforce Development

BARBARA MANNINO
Student Support Assistant, Workforce Development

TO REGISTER | 718.982.2182 | www.csi.cuny.edu/continue
INFO SESSION

Start a new career in healthcare, technology or social services in as little as 2 months through CSI's Office of Workforce Development. Learn about programs at an Information Session

Wednesday, February 26
6:00pm
Saturday, February 29
10:00am

All Info Sessions are in Building 1P West Lounge, 2nd Floor

RSVP 718.982.2182
www.csi.cuny.edu/continue

CONNECT WITH US

CSI Willowbrook Campus
Building 2M—Room 208
2800 Victory Boulevard
Staten Island, NY 10314
718.982.2182
continuing_ed@csi.cuny.edu
csi.cuny.edu/continue

Monday-Friday
9:00am-5:00pm

facebook: csicontinuingeducation
twitter: CSIContinuingED
linkedin: csicontinuingeducation
instagram: csicontinuingeducation
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BUSINESS

CERTIFIED ADMINISTRATIVE ASSISTANT

Administrative Assistants play a crucial role in keeping many offices and businesses running smoothly. They can work for corporations, small businesses, law firms, banks, healthcare organizations, and universities. Our Certified Administrative Assistant course prepares students with all the essential skills to be successful in any office environment. Training includes in-depth instruction on the most popular Microsoft Office 2016 programs, including Word, Excel, PowerPoint, Access, and Outlook. Students also gain skills in computer operations and file management.

MICROSOFT OFFICE

WORD 2016
- Create, format, edit, and proof documents, tables, lists, forms, graphics, and images
- Develop templates for resumes and memos
- Merge documents, lists, and addresses for mailings
- Utilize desktop publishing software to create documents and reports
- Create and run efficient macros

EXCEL 2016
- Create, format, share and manipulate spreadsheets, workbooks, tables, charts, and graphs
- Generate templates
- Produce formulas, functions and calculations
- Import and export data
- Analyze data using sort and filter, conditional formatting, look up functions, and pivot tables
- Work within multiple spreadsheets and workbooks and link to other documents
- Create and run macros

POWERPOINT 2016
- Build and format presentations using text boxes, charts, photos, videos, audio, and more
- Create dynamic presentations using transitions and animations
- Deliver presentations in different settings

ACCESS 2016
- Use data to generate databases tables, queries forms, and reports
- Analyze and present data efficiently and accurately

SECTION A
Tuesday and Thursday
6:00pm—9:00pm
March 3- June 25
No Class: April 9, April 14, April 16, and May 19
30 Sessions | 90 Hours
ADMIN
Tuition: $1,120

Completion of a capstone project and all four-course modules are required in order to earn the Microsoft Office 2016 Administrative Assistant Certificate. Students must have access to a PC installed with Microsoft Office 2016 in order to complete assignments. A USB drive is also required.

“This class is helping me gain certification and sharpen my skills in Microsoft Office, so that I can explore new job opportunities. Our instructor is knowledgeable and patient, and is helping me advance my skills.
– Lillian C. Perrone
SMALL BUSINESS DEVELOPMENT CENTER

If you’re looking to start your own business or need help growing 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 and 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 is a program supported by the U.S. Small Business Administration and is extended to the public on a non-discriminatory basis.

To make an appointment with a business advisor, please contact 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

“FOR EXCELLENCE AND INNOVATION”
NYC DISTRICT & REGION II
SERVING STATEN ISLAND & SOUTH BROOKLYN
718.982.2560
www.sisbdc.org
SBDC@csi.cuny.edu

STATEN ISLAND OUTREACH
St. George Satellite Business Advisor:
Joe Bottega 718.873.4496

BROOKLYN OUTREACH
Bay Ridge Satellite Business Advisor:
George Telmany 718.619.5603

MAIN OFFICE
College of Staten Island
2800 Victory Blvd.
Building 3A Room105
Staten Island, NY 10314

SelectPOP nurtures an on-going working relationship with SI SBDC that started over two years ago with business plan collaboration. Not many business owners realize the importance of having a business plan for the sustainable growth of a business, which is one of many SI SBDC services provided. Under SI SBDC guidance, the business plan was crafted. What is more important is that business advisors take on mentorship roles to oversee how the business evolves while adjusting the execution.”

– Irene Nikhamov, CEO of SelectPop / Vextor Data sisbdc.org/botm2019/

@sisbdc 2017 SBA AWARD WINNER SBDC

TO REGISTER | 718.982.2182 | www.cuny.edu/continue
HEALTHCARE

BASIC LIFE SUPPORT (BLS)

The American Heart Association’s Basic Life Support (BLS) course teaches both single-rescuer and team-driven basic life support skills for pre-hospital and in-facility environments. Students work with experienced instructors to learn Cardiopulmonary Resuscitation (CPR), how to operate Automated External Defibrillators (AEDs), and important team dynamics for healthcare professionals.

SECTION A
  Saturday, March 28
SECTION B
  Sunday, April 19
SECTION C
  Saturday, May 2
SECTION D
  Sunday, May 17
SECTION E
  Saturday, June 13
SECTION F
  Sunday, July 12
SECTION G
  Saturday, August 8

9:00am—5:00pm
One Session | Seven Hours
BLS001
Tuition: $85
HEALTHCARE

CERTIFIED PROFESSIONAL CODER (CPC®)

The Certified Professional Coder (CPC) certificate is the gold standard for medical coders working in physician’s offices and in the healthcare industry. This CPC program consists of a comprehensive sequence of classes to prepare students for careers as medical coders in many healthcare settings.

SECTION A
Anatomy/Physiology and Medical Terminology (Prerequisite) All students enrolling for Certified Professional Coder (CPC®) are required to take Anatomy/Physiology and Medical Terminology as a prerequisite. This course prepares students to understand how the human body operates, and why knowledge of anatomy is integral to accurate medical coding and record keeping. Students learn proper terminology for medical coding and reimbursement professions, and how to apply these terms to a career as a coder. This course is for individuals preparing for careers as non-clinical medical professionals.

Tuesday and Friday
6:30pm—9:30pm
October 4—Jan 24
No Class October 1,
October 8, November 29,
December 24, December 27,
December 31, and January 3
27 Sessions | 80 Hours

SECTION B
Certified Professional Coder (CPC®)*

This course teaches fundamental medical coding skills for professional services (physicians, mid-level providers, etc.) and prepares students to take the Certified Professional Coder (CPC) exam from the American Academy of Professional Coders (AAPC). The course covers Current Procedural Technology (CPT), the Healthcare Common Procedure Coding Program (HCPCS), and the International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM), each of which are the most current applications for professional coding. Students gain broad knowledge in reviewing and assigning the correct procedure and diagnosis codes for professional (physician) services.

Tuesday and Thursday
6:30pm—9:30pm
February 11—July 30
No Class April 9,
April 14, and April 16
47 Sessions | 140 Hours

*Please note, the Certified Professional Coder (CPC®) course is comprised of three parts:
Certified Professional Coding Training (80 hours),
Medical Billing (40 hours), and Electronic Medical Records (20 hours).

CPC100
Tuition: $3,100 (includes textbooks, CSI registration fee and exam fee)
Next Cohort will be held in Fall 2020

TO REGISTER | 718.982.2182 | www.csi.cuny.edu/continue
HEALTHCARE

CERTIFIED NURSE AIDE (CNA)*
Registered Apprenticeship Program

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 of nursing theory and the technical skills necessary to provide patient care. Course content includes basic patient care, infection control, nutrition, and vital signs. Upon successful completion of the program, students take the New York State Certified Nurse Aide Exam.

FOR MORE INFO
Call 718.982.2182

CLINICAL MEDICAL ASSISTANT (CMA)*

Clinical Medical Assistants are an integral part of any medical office. This course prepares students to understand all aspects of medical office procedures, including drawing blood, administering EKGs, monitoring vital signs, prepping patients for exams, and assisting with triage. Anatomy, physiology, medical terminology, and administrative duties, including billing and coding and electronic medical record keeping will also be covered. Upon successful completion of the course, students take the Certified Clinical Medical Assistant exam from the National Healthcareer Association.

SECTION A

Students must register for a Basic Life Support (BLS) class and participate in a Resume Preparation class. PLEASE SEE THE CURRENT BLS CLASS SCHEDULE ON PAGE “8”

Monday, Wednesday, & Thursday
6:00pm—9:30pm
March 30 - August 10

MA100
Tuition: $3,465 (includes textbook, materials, BLS certification, CSI registration fee and exam fee)
No Class
April 8-9,
April 13,
April 15-16
and May 25
52 Sessions | 182 Hours

**followed by a clinical internship at a local medical facility.

*This course is eligible to be paid with an ITG voucher.

**All students must submit a Physical Exam/Drug Screening 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.
HEALTHCARE

DENTAL ASSISTANT

Dental Assistants perform a variety of duties as entry-level employees in one of the fastest growing healthcare industries. This course offers comprehensive training on the roles and responsibilities of a Dental Assistant by preparing students to provide quality patient care, administer x-rays, keep accurate records, and schedule appointments. The class meets in a working dental office, and students develop hands-on clinical experience, as well as the soft skills required for a future career as a Dental Assistant.

SECTION A
Students must register for a Basic Life Support (BLS) class and participate in a Resume Preparation class. PLEASE SEE THE CURRENT BLS CLASS SCHEDULE ON PAGE “8”

Monday & Wednesday, 5:30pm—9:30pm
March 16-July 8
30 Sessions | 120 Hours
which includes a 40 hour clinical internship* at a local dental office during the semester

DA200
Tuition: $2,885 (includes textbook, clinical supplies, & BLS certification)
No Class
April 8, April 13, April 15, and May 25

“Clinical hours are scheduled by the coordinator and may vary based on the clinical sites’ business hours, one to five days a week.

– Kaela Smith

EKG TECHNICIAN

EKG Technicians work in various healthcare facilities and monitor patients’ cardiac rhythms using specialized equipment. This course explores the anatomy and physiology of the heart, EKG techniques and interpretation methods, and new developments in cardiac monitoring. Students learn how to prep patients, take vital signs, set up an EKG machine, and analyze reports. Additionally, students perform hands-on simulations to understand the functions of EKG equipment, proper lead placement on the chest wall, 12-lead placement, and other clinical practices. Upon successful completion of the course, students take the Certified EKG Technician exam from the National Healthcareer Association.

SECTION A
Students must register for a Basic Life Support (BLS) class and participate in a Resume Preparation class. PLEASE SEE THE CURRENT BLS CLASS SCHEDULE ON PAGE “8”

Tuesday & Friday
6:30pm—9:30pm
March 17-June 16

EKG100
Tuition: $1,585 (includes textbook, BLS certification and exam fee)
No Class
April 10, April 14
25 Sessions | 75 Hours

“I enrolled in this EKG program because I wanted a change in career and was looking for a medical certification program that didn’t take too long to complete. The class is very informative and the instructor is great.

– Caterina Rodriguez

I enrolled in the Dental Assistant Program because I am interested in working in the healthcare field, but I didn’t want to spend too much time and money on school. This program is not only learning terms and information, but also training us for hands-on work.”

– Kaela Smith
HEALTHCARE

PERSONAL TRAINER

Personal Trainers motivate, train, help other people achieve their fitness goals, and are employed by wellness organizations like gyms and health clubs, or as a coach for private clients. This course collaborates with World Instructor Training (WITS), whose veteran teachers help students learn all the do’s and don’ts in training clients. Students spend 15 lecture hours learning about key topics like biomechanics, exercise physiology, fitness testing, equipment usage, and health assessments. In addition, the course incorporates 15 hours of hands-on practical training in a fitness center setting, where students learn about proper exercise performance, fitness programs, client interaction, and presentation skills. Upon successful completion of the course, students take the Certified Personal Trainer exam.

SECTION A

Students are qualified to work upon passing the CPT exam. 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.

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 perform administrative duties and are often the first point of contact between patients and the pharmacy staff. This course provides a comprehensive overview of the topics necessary for employment as a Pharmacy Technician in either a hospital or retail setting. The curriculum prepares students to work on a national level, while clearly defining the role as described by New York State law. Upon successful completion of the course, students take the Pharmacy Technician Certification Exam from the National Healthcareer Association.

SECTION A

Students must register for a Basic Life Support (BLS) class and participate in a Resume Preparation class. PLEASE SEE THE CURRENT BLS CLASS SCHEDULE ON PAGE “8”

Students enrolled in this course because of my interest in fitness and strength training. I want to make it my career. The student-instructor interaction and the practical training is a highlight of the course.

– Abeer Husein

I’m enjoying my Pharmacy Tech course and learning so much about medications. Our instructor makes all the materials so easy to understand, and the information in our textbook is so interesting to me. This is a great class.

– Engy Botros

*All students must submit and pass a drug test and background check prior to starting internship hours. Internship hours are scheduled by the coordinator and may vary based on the sites’ business hours, one to five days a week. A passing grade in this course is required to attend
**All students must submit a physical exam report prior to starting 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.**

Students must register for a Basic Life Support (BLS) class and participate in a Resume Preparation class. PLEASE SEE THE CURRENT BLS CLASS SCHEDULE ON PAGE “8”

HEALTHCARE

PHLEBOTOMY TECHNICIAN

Phlebotomy Technicians work in medical offices, hospitals, and laboratories to collect blood and other specimens from patients. The Certified Professional Phlebotomy Certificate is one credential necessary for becoming a Patient Care Technician*. This course prepares students to accurately and safely draw blood for tests, transfusions, and donations, label samples for testing and processing, and maintain medical equipment. The Phlebotomy/Laboratory Technician Certificate program is offered in partnership with Northwell Health. Upon successful completion of the course and required clinical hours, students are eligible to take the Phlebotomy Technician (PBT) Certification Exam from the American Society of Clinical Pathology (ASCP).

SECTION A

- Tuesday and Thursday
- 6:00pm—9:00pm
- February 18 – April 2

SECTION B

- Tuesday and Thursday
- 6:00pm—9:00pm
- April 21 – June 11

SECTION C

- Tuesday and Thursday
- 6:00pm—9:00pm
- July 7 – August 27

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

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

*Patient Care Technicians hold EKG, CNA and Phlebotomy certifications.
HEALTHCARE

THE BODY ELECTRIC

Co-sponsored by and certificates available from the American Academy of Clinical Electrodiagnosis and the College of Staten Island. For more information: www.emgnecv.net 717.858.5473

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 their scope of practice. Additionally, internationally trained medical doctors (upon documentation of training) may enroll in this course. Three CEUs for physical therapists in New York State.

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.

EMG/NCV SPECIALIST* $7,100

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®. Before class, complete online lectures at your own pace, in your own space. Then, learn the basics of EMG/NCV testing in two weekends by participating in concentrated lecture and laboratory sessions. Retain access to online textbook for several months after the course.

INTERPRETATION EMG/NCV** $425

This highly interactive course provides licensed healthcare practitioners with the basic skills to read, understand, and interpret the results of an EMG/NCV report, to identify important markers for case management. Topics included in the course include anatomy, physiology, biomedical instrumentation, neurophysiology, neuroanatomy, ethics, and other related basic science items at a technical level.

Techniques and laboratory are not included in course

*Up to 162 CEUs available for physical therapists in New York State.
**16 chiropractic CEUs available in all states through the University of Western States.

Chiropractic CEUs available in all states through the University of Western States.

For more information: www.emgnecv.net 717.858.5473
HEALTH CAREERS COLLEGE
CORE CURRICULUM (HC4)

Members enroll in specialized classes and receive support from skilled case managers and counselors who provide:

- Counseling on campus and at the Fund Assistance with course selection, matriculation into appropriate majors and referral to support services
- Support services including tutoring and workshops to assist with college-level work
- Members pay no out-of-pocket expenses for tuition.

For more information call: 718.982.2180

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 are offered at the College of Staten Island and off campus at 1199 sites in Staten Island, Manhattan, and Brooklyn.

“I have been fortunate to study at CSI as a member of the 1199 HC4 Program. The experiences I have had in the classroom, the instructors and support I have received from the 1199 Program Staff have all helped contribute to my success. Small class sizes and being able to attend class with other working adults like myself has provided me with a unique opportunity to pursue both my educational and professional dreams.”

- Mary Abbas, 1199 HC4 Student
INSURANCE

NYS-APPROVED MONITOR FOR INSURANCE CONTINUING EDUCATION UNITS

The Office of Workforce Development at the College of Staten Island 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
Call 718.982.2182 for an appointment

LANGUAGE

INTRODUCTION TO CONVERSATIONAL SPANISH

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

SECTION A
Wednesday
6:30pm—8:30pm
March 18- July 1
14 Sessions | 28 Hours
SP100
Tuition: $250
No Class
April 8
April 15

“I took Conversational Spanish because I wanted to become more efficient at my job and converse better with clients. The teacher is really hard-working and makes our class entertaining and informative.”

– Monika Jain
ONLINE LEARNING

IN DEMAND CAREER TRAINING PROGRAMS

Preparing for a wide variety of employment opportunities with a comprehensive, affordable, and self-paced, online Career Training Program. Students begin these programs at any time and learn at their own pace. Upon successful completion of all required coursework, students receive a certificate of completion.

- CPC Medical Billing and Coding (Voucher Included)
- CPC Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)
- Pharmacy Technician (Voucher Included)
- Clinical Dental Assistant
- Veterinary Assistant
- Optician Certification Training
- Full Stack Software Developer
- Certified Clinical Medical Assistant (CCMA) (Voucher Included)
- CompTIA Certification Training: A+, Network+, Security+ (Vouchers Included)
- Professional Bookkeeping with QuickBooks 2018 (Software Included)
- Child Development Associate Training
- CCA Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)
- Certified Physical Therapy Aide
- NASM Certified Personal Trainer and Exam Preparation (Voucher Included)
- CCA Medical Billing and Coding (Voucher Included)
- Certified Professional Life Coach (Exam Included)

6-18 Month Format

All Materials Included Prepare for Certification Student Advisors

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. Instructors 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.

- A to Z Grant Writing
- Explore a Career in Medical Coding
- Speed Spanish
- Medical Terminology: A Word Association Approach
- Accounting Fundamentals
- Introduction to Microsoft Excel 2016
- Microsoft Excel 2016 Series
- Introduction to Interior Design
- Introduction to SQL
- Grant Writing Suite
- Accounting Fundamentals Series

6 Week Format

24-Hour Access Discussion Areas Monthly Start Sessions Expert Instructors

Visit our website to view start dates ed2go.com/csi
PROFESSIONAL WORKSHOPS

ADVOCACY
THE PATH TO EMPOWERMENT

This course examines strategies for self-advocacy and empowerment within personal and professional settings. Participants will enhance their skills and learn more about the resources available to individuals with developmental disabilities. Course topics include how to start a self-advocacy group, speaking up for one’s rights, effectively advocating for others, and teaching the community about the rights of people with disabilities.

February 19- April 15
Wednesday
12:20am – 2:00pm
Nine Sessions | 18 Hours
ADVOC
Tuition: $50

FOOD PROTECTION

The New York City Health Code requires that supervisors of food service and non-retail food service establishments are certified in food protection. The Health Department conducts unannounced inspections of restaurants at least once a year. This course trains students in proper food handling, appropriate food temperature, personal hygiene, and vermin control. Upon successful completion of the course, students are registered for the Food Handler’s credentialing examination in Manhattan.

SECTION A
Saturday & Sunday, April 25- April 26
Plus Exam Date-April 27
9:00am—5:00pm
Three Sessions | 18 Hours
FHC01
Tuition: $180
Please note: A $15 transfer fee will be applied for section reassignments.

INDIVIDUAL RESUME PREPARATION

This customized workshop is designed to meet your specific job-search needs. Working one-on-one with a leading industry expert, students receive personal attention and suggestions for creating an effective resume or improving an existing one. Sessions may focus on resume content and formatting, creating cover letters, writing follow-up thank you notes, or interviewing skills.

CE010
Tuition: $125 Two Sessions
One Hour and Thirty Minutes.
Call 718.982.2182 for an appointment
NYS-APPROVED WORKSHOPS*

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.

10:00am—Noon

SECTION A
Saturday, March 14

SECTION B
Saturday, May 16

One Session | Two Hours
CC860
Tuition: $50

VIOLENCE PREVENTION AND INTERVENTION

Learn the dynamics of aggressive behavior in children, and discover the tools used to prevent them from becoming victims of such behavior.

12:30pm—2:30pm

SECTION A
Saturday, March 14

SECTION B
Saturday, May 16

One Session | Two Hours
VP100
Tuition: $50

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 to 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 relating to autism.

10:00am—1:00pm

SECTION A
Saturday, March 21

SECTION B
Saturday, May 30

One Session | Three Hours
AUT100
Tuition: $50
THE DIGNITY FOR ALL STUDENTS ACT (DASA)*

HARASSMENT, BULLYING, CYBERBULLYING, AND DISCRIMINATION IN SCHOOLS

This workshop reviews the social patterns of bullying, 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 offer insight and application into the Dignity Act. Certification electronically submitted to the TEACH system upon successful workshop completion.

9:00am-3:00pm

SECTION A
Saturday, January 11

SECTION B
Sunday, January 26

SECTION C
Saturday, February 8

SECTION D
Sunday, February 23

SECTION E
Sunday, March 8

SECTION F
Saturday, March 21

SECTION G
Sunday, April 5

SECTION H
Saturday, April 25

SECTION I
Saturday, May 9

SECTION J
Sunday, May 31

SECTION K
Saturday, June 20

SECTION L
Sunday, July 12

SECTION M
Saturday, July 25

SECTION N
Sunday, August 16

One Session | Six Hours
DASA01
Tuition: $110

*Upon completion of the training, your certification will be electronically submitted to the TEACH system.
SOCIAL SERVICES

NEW YORK STATE-CREDENTIALED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR (CASAC)
NEW YORK STATE-Credentialed Alcoholism and Substance Abuse Counselor (CASAC)

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 use disorder counseling and 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: Prospective students should speak with the CASAC coordinator prior to enrolling in order to gain an understanding of the scope of work in the classes, OASAS's credentialing process, and other essential information for understanding a career in substance use disorder counseling. For further information concerning the credentialing process, please call 800.482.9564

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)

SECTION I
Module I Knowledge of Substance Abuse 1
   Wednesday
   6:00pm—9:00pm
   March 4- June 17
   No Class:
   April 8 and April 15
   14 Sessions | 40 Hours
   CAC 1-01
   Tuition: $500 (textbook not included)

SECTION II
Module I Substance Abuse Counseling Theory
   Monday
   6:00pm—9:00pm
   March 2- July 6
   No Class:
   April 13 and May 25
   17 Sessions | 50 Hours
   CAC 2-01
   Tuition: $500 (textbook not included)

SECTION IV
Module I Ethics for Substance Abuse Professionals
   Thursday
   6:00pm—9:00pm
   March 5- June 25
   No Class:
   April 9 and April 16
   15 Sessions | 45 Hours
   CAC 4-01
   Tuition: $500 (textbook not included)

SUMMER SECTION

SECTION III
Module I Assessment, Treatment Planning, and Clinical Evaluation
   Monday and Thursday
   6:00pm—9:00pm
   July 13- August 27
   14 Sessions | 40 Hours
   CAC 3-01
   Tuition: $500 (textbook not included)

SECTION III
Module II Case Management
   Tuesday
   6:00pm—9:00pm
   July 7- September 8
   10 Sessions | 30 Hours
   CAC 3-02
   Tuition: $500 (textbook not included)

"The CASAC program is helping me to learn a skill set that I will use with my future clients to help them develop meaningful goals and plans.

   – Alesha Caldwell"
SOCIAL SERVICES

COMMUNITY HEALTH WORKER (CHW)

Community Health Workers (CHWs) are front-line public health workers who help individuals and families connect to healthcare/social resources to support their wellness. The Community Health Worker Certificate Training Program provides learners with the skills and knowledge to enter into the workplace as a CHW, Advocate, Navigator, Outreach or Resource Coordinator. CHWs are frequently employed in community based organizations and are emerging in healthcare settings. Upon completing training, students receive a certificate issued by the City University of New York.

CERTIFIED RECOVERY PEER ADVOCATE (CRPA)

Certified Recovery Peer Advocates (CRPAs) are individuals who have lived experience with substance use disorder and who are certified to provide non-clinical coaching, support, information, guidance and motivation to those seeking or sustaining recovery from a substance use disorder. Training includes Advocacy, Mentoring/Education, Recovery/Wellness Support and Ethical Responsibility. Upon successful program completion, students are eligible for paid work under the provisional CRPA credential (CRPA-P). After completing 500 CRPA-P paid or volunteer hours, students are then eligible to sit for the New York State Peer Recovery Certification Exam, which will entitle them to full CRPA certification.

Please call 718.982.2182 to be added to a CHW or CRPA waitlist.

“I’ve been looking for a career change where I can help people make positive changes in their own lives, and the Peer role excites me. This program is great because we learn about various work environments, hear from guest speakers, and have great instructors. I’ve started using many of the techniques I’ve learned during training in my everyday life.”

– Charlette Scott

SOCIAL WORK WORKSHOPS

The College of Staten Island, Office of Continuing Education and Professional Development, is recognized by the New York State Education Department’s State Board for Social Work as an approved provider of continuing education for licensed social workers #SW-0165

Please visit our website for new workshop dates.
TECHNOLOGY

COMPTIA A+
CERTIFIED INFORMATION TECHNOLOGY PROFESSIONAL*

The CompTIA A+ Certification is a foundational credential and the first step to begin a career in the field of information technology. This course trains students to build a desktop computer, and learn how to upgrade, optimize, troubleshoot, and repair personal computer systems. The class activities also prepare students to provide technical support for mobile devices, tablets, laptops, desktops, printers, and basic computer networks.

SECTION A
AT100
Tuition: $2,025
(includes textbooks, CSI registration fee and exam fee)
Saturday and Sunday
10:00am—4:00pm
March 28—June 14
No Class: April 11,
April 12, May 23
and May 24
20 Sessions | 120 Hours

I enrolled in the A+ course because I want a career in IT that I will enjoy. The class has been very helpful in building my confidence to work on technology and computers and to apply for jobs. My instructor is knowledgeable and my classmates are friendly and supportive.

– Daniel Soto

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

*This course is eligible to be paid with an ITG voucher—See page 28 for more information.
TECHNOLOGY

CISCO NETWORKING ACADEMY
COMING SOON

No other information technology roles are more vital to business operations than network administrators and engineers. Cisco Networking Academy courses prepare students for Cisco Certification and other industry recognized certification exams. These courses help students develop basic information technology skills into advanced credentials. Both national and international employers recognize Cisco-certified employees as valuable assets to companies in various industries.
TECHNOLOGY

CSI TECHNOLOGY INCUBATOR

The College of Staten Island (CSI) Tech Incubator provides opportunity for technological innovation to current and aspiring tech entrepreneurs and is transforming Staten Island into a leading hub for creativity, applied research, entrepreneurship and growth. 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.

Incubation
Innovation
Community and College-based Tech Programming Economic Development Growth and Expansion

“Our Economic Development program helps businesses succeed, creates jobs and supports the local community.”
-National Grid

“The seeds of an innovation system have been planted by the success of the CSI Tech Incubator.”
-Campus Tech

“Akin to a Tesla coil sparking everything within touching distance.”
-Forbes

“Staten Island could be the next frontier for New York tech.”
-Tech:NYC

www.csitechincubator.com
646.766.9554
csitechincubator@csi.cuny.edu

@techincubatorsi
facebook.com/csitechnologyincubator
LinkedIn.com/CSItechIncubator
@techincubatorsi
FINANCIAL ASSISTANCE

1199SEIU MEMBERS

As an 1199SEIU member, you may be eligible to receive reimbursement for Workforce Development Programs. To obtain reimbursement for a Workforce program, you must submit a completed application with all supporting documents to the Training and Upgrading Fund within 90 days of completing the course. Please consult with an 1199SEIU Training and Upgrading Fund Education Counselor prior to starting any program.

FOR MORE INFO
Email Training@1199Funds.org or call 212.284.9200.

ACCES—VR

(Approximate and Continuing Education Services—Vocational Rehabilitation)

FOR MORE INFO
Call 718.816.4800 or visit www.acces.nysed.gov/vr.

CAREER SUCCESS SCHOLARSHIP
(FORMERLY HELENA RUBINSTEIN SCHOLARSHIP)

The Career Success Scholarship fund was created through an endowment from the Helena Rubinstein Foundation in 2011, and is aimed at supporting 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 to pay for tuition and fees. The scholarship pays up to 90% of Workforce Development tuition. Each fall and spring semester, the College’s Career Success Liaison hosts Information Sessions providing interested candidates an overview of the application process and support for completing supplementary requirements. Scholarship awards must be used within one CUNY financial year.

Covers up to 90% of tuition only. Does not cover the costs of books, materials, equipment or other course-related expenses.

TO APPLY
Http://www2.cuny.edu/academics/cpe/helena-rubinstein-scholarship/

FOR MORE INFO
Please contact the CSI’s Career Success Liaison at 718.982.2182 or continuing_ed@csi.cuny.edu.

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 participate in the Tuition Voucher Program.

TO APPLY
Use School Code 337 and visit https://www.nyscseapartnership.org/

FOR MORE INFO
Please call 518.473.1982.
FINANCIAL ASSISTANCE

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 $5,000 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: https://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 should have a copy of their DD-214 form.

FOR MORE INFO
Regarding Veteran Tuition Awards, please see page 29.

DEPARTMENT COUNCIL 37 MEMBERS

Many courses are reimbursable for New York City employees who are members of District Council 37.

FOR MORE INFO
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 provide tuition assistance and reimbursement benefits for employees. Talk with your employer or union representative to find out what tuition benefits may be available to you. The College can provide required documentation verifying training completion to employers and unions.

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.
FINANCIAL ASSISTANCE

INDIVIDUAL TRAINING GRANTS
YOU MAY QUALIFY FOR FREE TRAINING*

Individual Training Grants are available for Workforce1 members who are seeking to develop the occupational skills needed to pursue careers in healthcare and computer technology, as A+ Technicians, Certified Nurse Aides (CNAs), and Clinical Medical Assistants (CMAs).

You may be eligible for FREE training under an ITG Training Grant if you:
- **Have** at least a high school diploma or high school equivalency
- **Are** actively looking for employment or are currently employed and earning less than $63,928/year
- **Have** 12 months of work experience in technology, healthcare, or related industry
- **Are** at least 18 years old
- **Have** an updated resume available electronically (Resume Workshops are available)
- **Are** ready to work immediately after training
- **Are** registered at a Workforce1 Career Center

HOW CAN I APPLY FOR AN INDIVIDUAL TRAINING GRANT?

Register online: Go to [https://www1.nyc.gov/site/sbs/careers/access-training.page](https://www1.nyc.gov/site/sbs/careers/access-training.page)
Indicate the College of Staten Island as your referring organization
The application process typically takes six to eight weeks and includes a skills test
*Meeting these prerequisites and completing an application does not guarantee receipt of an ITG voucher.

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.
Military Friendly® is the standard that measures an organization’s commitment, effort, and success in creating sustainable and meaningful benefits 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. For 2019-2020, the College of Staten Island ranked #2 among large public universities.

VETERANS TUITION AWARDS

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.

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.

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 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
GENERAL INFORMATION

INFORMATION OF 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.

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, visa or mastercard. Cash payments are not accepted.

*No Registration Fee waivers: online certificates, online courses, DASA training, CPR, Food Handler’s Certification, Language Courses, WITS Fitness Training courses, NY State-mandated Workshops, Professional Workshops, Summer Camps and American Academy of Clinical Electrodiagnosis.

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, Social Work Workshops, New York State-mandated Workshops, Professional Workshops, Summer Camps, and American Academy of Clinical Electrodiagnosis.

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 issued 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.

ID CARDS

All students attending classes for more than one night must obtain a student ID. Please bring your official confirmation letter received upon class registration 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 five sessions in succession, require a parking decal available for a fee in Building 3A, Room 106. Call 718.982.2294.

TEXTBOOKS

Unless otherwise specified, textbooks are not included in course tuition.
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 solution-oriented programs. We can design customized educational programs for businesses, non-profits, and other community organizations, based on your specific needs, in order to help your employees grow and business thrive.

WE DELIVER:

Training specific to your business environment
Skills training targeted to specific fields and tasks
Courses to keep you in compliance within your changing industry.

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.

Before you place a help-wanted advertisement, contact us at 718.982.2182 to discuss your hiring needs.

• Reduce your advertising cost
• Save time looking for qualified candidates
Start a new career in healthcare, technology, or social services through CSI’s Office of Workforce Development.

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

Learn about programs at an Information Session Building 1P – West Lounge, 2nd Floor.

2800 Victory Boulevard
Staten Island, NY 10314
Office of Workforce Development and Innovation

Wednesday,
February 26th at 6:00 pm

Saturday,
February 29th at 10:00 am

Please visit www.csi.cuny.edu/continue for more info.