Spring 2018

Workforce Development and Innovation

Train for a New Career

Transform Your Life

Division of Economic Development, Continuing Studies, and Government Relations

College of Staten Island
The City University of New York
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
GET SOCIAL WITH US

@csicontinuingeducation
@CSIContinuingEd
@csicontinuingeducation
Contact Us

Online
www.csi.cuny.edu/continue
*Please see page 25 for more details.

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Staten Island, NY 10314

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By Mail
College of Staten Island
Workforce Development
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Staten Island, NY 10314

Merrill Ave Campus
100 Merrill Ave
Staten Island, NY 10314

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.

To register: 718.982.2182 or www.csi.cuny.edu/continue
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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:** Tuesday and Thursday | 6:00 PM - 9:00 PM | March 1 - June 26

**ADMIN:** Tuition: $1,120 | 30 Sessions | 90 hours | No Class: March 8, April 3, April 5 and May 22

To register: 718.982.2182 or www.csi.cuny.edu/continue
SMALL BUSINESS DEVELOPMENT CENTER

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.

**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 StartUps
- Veterans’ Boots to Business
- Student / Young Entrepreneurship Programs

To make an appointment with a business advisor, please visit [www.sisbdc.org/make-an-appointment](http://www.sisbdc.org/make-an-appointment) or call/email the office. Walk-ins are accepted based on availability.

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

ADOBE DREAMWEAVER - Intro to Web Design & Development

This introduction to web design and development course will cover topics such as client interactions, case studies, marketing strategies for website design, navigation design, team projects, project planning and user testing. Build beautiful and responsive sites for any browser or device. Dreamweaver gives you faster, easier ways to design, code, and publish websites and web applications that look amazing on any size screen. With support for HTML, CSS, JavaScript, and more, designers and developers can quickly create and publish web pages almost anywhere.

Section A: Monday | 6:30 PM - 8:30 PM | 10 Sessions | 20 hours | March 12 - May 21 | No Class: April 2
ADOBEDW: Tuition: $520 (Textbook not included)

Software: Adobe Creative Suite, including most recent versions of Dreamweaver, Illustrator and Photoshop
Required: 16 GB USB Flash Drive

Develop basic skills in web design, HTML code, CSS code and JavaScript
Learn creative experimentation with images for the web
Learn how to design graphics for the web
Develop a practical and in-depth knowledge of website architecture

Coming Fall 2018!
Cisco Networking Academy

For more information email us at continuing_ed@csi.cuny.edu.

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

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)
March 17 - June 10 | No Class: March 31, April 1, April 7, April 8, May 26 and May 27

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.

Section A: Tuesday and Thursday | 5:30 PM - 9:30 PM
DA200: $2,875 (Textbooks, BLS certification and clinical supplies included)
March 20 - July 12 | No class: April 3, April 5, July 3 and July 5
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 participate in the Resume Preparation Class.
SEE CURRENT SEMESTER BLS CLASS SCHEDULE.

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

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

Section A: Saturday, March 24
Section B: Saturday, April 14
Section C: Sunday, May 6
Section D: Sunday, May 20
Section E: Saturday, June 9
Section F: Sunday, July 8
Section G: Saturday, August 4

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

CLINICAL MEDICAL ASSISTANT PROGRAM*

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

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

March 26 - August 8 | No Class: April 2, April 4, April 5, May 28, July 2, July 4 and July 5
52 Sessions | 182 hours followed by a 160-hour clinical internship** at a local medical facility

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

SEE CURRENT SEMESTER BLS CLASS SCHEDULE.

*Eligible for ITG voucher
**All students must submit a Physical Exam report prior to starting 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.
I would like to commend everyone involved with the Certified Nursing Assistant (CNA) Program at the College of Staten Island. I was recently hired as a CNA at ArchCare Carmel Richmond Nursing Home and could not have done it without this program.

I would like to thank my instructor, Marie Raia. She instilled in me the confidence to pursue this new career at this stage of my life. Anytime I had questions pertaining to the program, the staff was readily available to take the time to answer them and provide support and guidance. My instructor and staff made me feel comfortable and made the learning experience most enjoyable. They covered all of the topics of the course in a simple yet detailed fashion and did a great job in preparing me to take the state licensing exams.

I highly recommend this program to anyone interested in embarking on a career in this field.

- Karen Soriano, CNA, Fall 2016

Section A: Monday, Tuesday, and Thursday | 9:00 AM - 3:00 PM
AH100: $2,300 (Textbook, exam fee, materials, BLS certification and CSI registration fee included)
March 19 - May 8 | No Class: April 2 - April 5
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 participate in the Resume Preparation Class.

SEE CURRENT SEMESTER BLS CLASS SCHEDULE.

*Eligible for ITG voucher
**All students must submit a Physical Exam report prior to starting 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

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.

I recently completed the EKG Technician course through Workforce Development and Innovation at the College of Staten Island. What I set out to get out of this course I did, a general understanding of the heart, how it works, and how vital EKG technicians are in helping patients. I really enjoyed my time in the program over the past couple of months. It was not always easy, but definitely worth it! When I was in the process of deciding which school to take this course at, I ran the idea by a few of my friends who had taken other courses at CSI. They expressed how great the instructors were and how well the classes were taught. They all encouraged me to take this route and I am so glad that I did. All of the staff were extremely helpful and informative. I finished this program with a sense of closure and an abundance of knowledge that I did not have before. I am looking forward to using that knowledge in making a difference. The Workforce Development and Innovation program motivated me to continue my education in doing what I love, helping others! After years of hesitation due to fear and other responsibilities, this course gave me the confidence and the courage to apply to a Master’s program in Health and Hospital Law.

- Chelci Bidos, EKG, Spring 2017

Section A: Tuesday and Thursday
6:30 PM - 9:30 PM | March 20 - June 19
EKG100: $1,575 (Textbooks, exam fee and BLS certification included)

No class: April 3 and April 5

25 Sessions | 75 hours

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

SEE CURRENT SEMESTER BLS CLASS SCHEDULE.
HEALTHCARE

CERTIFIED PROFESSIONAL CODER (CPC ®)*

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

This course teaches fundamental medical coding skills for professional services (physicians, mid-level providers, etc) and prepares the student to take AAPC’s CPC exam. The course covers CPT, HCPCS and ICD-10-CM coding. Assures a broad knowledge in reviewing and assigning the correct procedure and diagnosis codes for professional (physician) services.

*CPC: MEDICAL TERMINOLOGY

Medical Terminology introduces the student to the medical terminology used in the medical coding and reimbursement profession, and covers medical terminology and anatomy from a coder’s perspective.

This course would be valuable for anyone preparing for a career in any non-clinical medical profession, and strongly recommended for anyone who is preparing for an AAPC certification examination.

40 hours
TBD

To register: 718.982.2182 or www.csi.cuny.edu/continue
While finishing my Bachelor’s degree in Business Administration, I learned about the Helena Rubinstein scholarship being offered at the College of Staten Island. I applied and was awarded the scholarship, which covered 90% of the tuition for the Medical Billing and Coding program. During my time in the program, I had instructors who taught me what I needed to know to be prepared for the field. Besides my instructors, I developed strong relationships with my fellow classmates. I am blessed to have been able to complete the program and I’m happy to announce that after completing the program, my employer transferred me to the billing side of our company. Now I am confident in saying I am well on my way to becoming the Hospital Administrator I am destined to be.

- Ebony O’Neal, Fall 2016, Medical Billing & Coding

CPC: ANATOMY

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

40 hours
TBD

For more information email us at continuing_ed@csi.cuny.edu.
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 national certification exam.

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

Section A: February 11 - March 25
Section B: May 13 - June 24

Sunday | 9:00 AM - Noon, lecture
1:00 PM - 4:00 PM, practical at a local gym
No class: March 18 and June 17

PTC100: $825 (BLS certification included)
5 Sessions | 30 hours followed by a 30 - hour internship*

*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: Thursday | 7:00 PM - 10:00 PM | March 1 - June 14 | No Class: April 5
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 participate in the Resume Preparation Class.
SEE CURRENT SEMESTER BLS 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:** February 20 - April 19 | No Class: April 3 and April 5
**Section B:** May 1 - June 21
**Section C:** July 10 - August 30
All sections are Tuesday and Thursday | 6:00 PM - 9:00 PM

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

SEE CURRENT SEMESTER BLS CLASS SCHEDULE.

**AH200:** $1,725 (Includes BLS certification; Textbook and exam fee are not included)
No Class: April 3 and April 5
16 Sessions | 48 hours followed by 120 hours of clinical experience at a SIUH facility**

*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.

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.emgndv.net or call 717.585.8473

To register: 718.982.2182 or www.csi.cuny.edu/continue | 17
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.emgnvc.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.emgnvc.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.emgnvc.net or call 717.585.8473

To register: 718.982.2182 or www.csi.cuny.edu/continue | 18
NEW YORK STATE-APPROVED MONITOR FOR INSURANCE CONTINUING EDUCATION UNITS
INS003: $50 | 1 Session

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

Call 718.982.2182 for an appointment.

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

March 9 - June 29 | No class: March 30, April 6 and May 25

INTERMEDIATE CONVERSATIONAL SPANISH

Prerequisite: Passing the Spanish Fluency Evaluation

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

March 14 - June 20
No class: April 4
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.

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.

All students are required to attend a CUNY Start information session prior to enrollment.

Section C: Tuesday and Thursday | March 6 - May 22 | 6:30 PM - 9:30 PM | No class: April 3 and April 5

PCM01: $250 | 21 Sessions | 63 hours
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.

DASA01: $110
9:00 AM - 3:00 PM | 1 Session

Section A: Saturday, January 6
Section B: Sunday, January 21
Section C: Saturday, February 3
Section D: Sunday, February 25
Section E: Sunday, March 11
Section F: Saturday, March 24
Section G: Sunday, April 15
Section H: Saturday, April 28
Section I: Saturday, May 12
Section J: Sunday, June 3
Section K: Saturday, June 23
Section L: Sunday, July 15
Section M: Saturday, July 28
Section N: Saturday, August 11

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 | 3 Sessions | 18 hours
Saturday and Sunday | 9:00 AM - 5:00 PM

Section A: March 10 and March 11 | Exam - March 12 at 1:00 PM
Section B: May 19 and May 20 | Exam - May 21 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.
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.

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 | March 24 | 1 Session
Section B: Saturday | 9:30 AM - 12:30 PM | May 19 | 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: March 10 | Section B: May 19

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 | Saturday | 12:30 PM - 2:30 PM | 1 Session
Section A: March 10 | Section B: May 19
PROFESSIONAL WORKSHOPS / SOCIAL SERVICE

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

Section A: TBD  
GRD01: TBD

*Eligible for ITG voucher

Passing of the examination and completing the 16 hours on-the-job training are required for successful completion of the course.

ADVOCACY UNLIMITED: THE PATH TO EMPOWERMENT

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

Section A: Wednesday | 11 AM - 1 PM  
February 14 - April 25  
No class: April 4 and April 11

ADVOC: $50 | 9 Sessions | 18 hours

To register: 718.982.2182 or www.csi.cuny.edu/continue | 23
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.

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.

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 A: Knowledge of Substance Abuse**
CAC 1-01: $400 (Textbook not included) | Monday | 6:30 PM - 9:30 PM
March 5 - June 18 | 14 Sessions | 40 hours | No Class: April 2 and May 28

**Section B: Substance Abuse Counseling Theory/Individual Counseling**
CAC 2-01: $400 (Textbook not included) | Thursday | 6:30 PM - 9:30 PM
March 1 - June 28 | 17 Sessions | 50 hours | No Class: April 5

**Section C: Professional and Ethical Responsibilities**
CAC 4-01: $400 (Textbook not included) | Tuesday | 6:30 PM - 9:30 PM
March 6 - June 19 | 15 Sessions | 45 hours | No Class: April 3

**Section D: Assessment Treatment Planning, Clinical Evaluation**
CAC 3-01: $400 (Textbook not included) | Monday & Thursday | 6:30 PM - 9:30 PM
July 9 - August 23 | 14 Sessions | 40 hours

**Section E: Case Management/Family and Community Education**
CAC 3-02: $400 (Textbook not included) | Tuesday | 6:30 PM - 9:30 PM
July 10 - September 11 | 10 Sessions | 30 hours

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

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

To register: 718.982.2182 or www.csi.cuny.edu/continue | 24
GENERAL INFORMATION

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

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.

*Discount applies to spouse/partner and children residing in the same household.

You can pay via check, money order, or credit card. Cash payments are not accepted.

To register: 718.982.2182 or www.csi.cuny.edu/continue | 25
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

HC4 PROGRAM

The HC4 Program can help you. Health Careers College Core Curriculum (HC4)

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

Members are enrolled in cohort (group) classes that are supported by 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.

I would not have made it through college without the HC4 Program. They really support the students.

- Ying Yu, former 1199 student, current adjunct instructor, CSI

Members benefit from no out-of-pocket expenses for tuition. Returning to college has never made more sense. For more information, call 718.982.2180.
YOU MAY BE ELIGIBLE FOR TRAINING AT NO COST
A+ Technician, Certified Medical Assistant, Certified Nursing Assistant and Unarmed Security Guard 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.

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

To register: 718.982.2182 or www.csi.cuny.edu/continue | 27
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 District Council37, 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.

To register: 718.982.2182 or www.csi.cuny.edu/continue | 29
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.

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

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

Saturday | January 27, 2018 | 10:00am
Tuesday | February 6, 2018 | 6:00pm
Saturday | February 10, 2018 | 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!