Train for a New Career | Transform Your Life

Spring 2019

Workforce Development & Innovation

The City University of New York
College of Staten Island

Division of Economic Development, Continuing Studies & Government Relations
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,

Dr. William J. Fritz
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 for Economic Development, Continuing Studies, and Government Relations
Meet the Workforce Development & Innovation Team

Jasmine Cardona
Executive Director
Economic Development, Continuing Studies and Government Relations

Suzanne A. Toma
Director
Workforce Development and Professional Programs

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Urban Policy Analyst and GIS Specialist

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Assistant Director
Administration

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Program Development

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Workforce Development

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College Assistant
Workforce Development

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College Assistant
Workforce Development

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College Assistant
Workforce Development

Catherine McLaughlin
Curriculum Developer
Program Development

Niluka Udugampola
Project Coordinator
Program Development

To register: 718.982.2182 or wwwcsi.cuny.edu/continue | 2
Learn about all our short-term career training programs and meet instructors at one of our upcoming open houses*.

- Thursday, February 7th
  2:30pm—4:30pm
- Friday, February 8th
  6pm—8pm
- Saturday, February 9th
  11am—1pm

*Open Houses will be held in Building 1P—Atrium.
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**Certified Administrative Assistant**

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

**Section A:**
Tuesday and Thursday
6pm—9pm | MAR 5—JUN 20

**No Class:**
APR 23, APR 25

**Admin:**
Tuition: $1,120
30 Sessions | 90 hours

A four-gigabyte flash drive is recommended. A computer at home or some other location that has Microsoft Office 2016 installed is necessary for assignments and reinforcing the lessons covered in class. By completing all four course modules and the capstone project, you will earn an Administrative Assistant with Microsoft Office 2016 Certificate.

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**Introduction to Microsoft Office—Word 2016**
- Create, format, edit, and proof documents, tables, lists, forms, graphics, images
- Create templates: Résumé writing and memos
- Mail merge documents
- Desktop publishing
- Create and use macros

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

**Microsoft Office—PowerPoint 2016**
- Build and format a presentation using text boxes, charts, clip art, audio, etc.
- Create dynamic presentations using transitions and animations
- Deliver presentations in different settings

**Microsoft Office—Access 2016**
- Create & design databases
- Tables
- Queries
- Forms
- Reports
Prepare to take the PMP® exam from the Project Management Institute (PMI)® to attain PMP® certification. The PMP® is one of the most valuable professional credentials available anywhere, instantly recognized around the entire world. A PMP certification validates your Project Management skill set at the highest level, demonstrating your experience in the field and signaling to employers and colleagues alike that you possess the knowledge and competencies to bring in any project on time and on budget. With the letters “PMP” after your name, you will see how your resume is noticed, and how lucrative and rewarding job opportunities become available to you in the growing field of Project Management. In this course, you will be prepared for the PMP® exam sponsored by the Project Management Institute. This course will cover the 5 process groups, 10 knowledge areas, and 47 processes.**

- Analyzing Risks
- Planning Risk Response
- Closing the Project
- Controlling the Project
- Developing Project Schedules
- Cost Estimates & Budgets
- initiating a Project
- Planning Project Procurement
- Planning Project Quality
- Staffing & Communications
- Planning Your Work
- Working the Plan
- Work Breakdown Structure

Perfect for Working Professionals

**SECTION A:**
Saturday
9am—4pm
MAR 2—APR 13

**PMP100:**
Tuition: $1,800
(textbook fee not included)
7 Sessions | 42 hours

*This class includes practice tests using the Project Management Simulator by OSP International
**Students also receive one on one support with the PMI Application.
If you’re looking to start your own business or need help with your existing business, the Staten Island Small Business Development Center is the go-to network for small business. The New York SBDC provides customized solutions through advisement, education, research and advocacy for Entrepreneurs, Innovators and the Small & Medium Enterprise community. By providing customized solutions through advisement, education, research and advocacy, the SBDC encourages start-up entrepreneurs and engages established businesses to reach their full potential.

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

The SBDC is a program supported by the U.S. Small Business Administration and is extended to the public on a non-discriminatory basis. SBA cannot endorse any products, opinions or services of any external parties or activities.

Working with the SBDC and Ed as my advisor has been a great experience. In a sea of negativity from various people I’ve spoken to over the last year about the prospect of opening a business, it was refreshing to have someone in my corner besides family.

– Tiffany Saldibar, Owner

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BLOWOUTS • MAKEUP • STYLING

To register: 718.982.2182 or www.csi.cuny.edu/continue | 8
HEALTHCARE

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

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

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

- **SECTION A:** Saturday, MAR 23
- **SECTION B:** Saturday, APR 13
- **SECTION C:** Sunday, MAY 5
- **SECTION D:** Sunday, MAY 19
- **SECTION E:** Saturday, JUN 8
- **SECTION F:** Sunday, JUL 14
- **SECTION G:** Saturday, AUG 3

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

CERTIFIED PROFESSIONAL CODER (CPC®)

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

**CPC100:**
Tuition: $3,100 (Includes textbooks, CSI registration fee and exam fee)

- **SECTION A:** Anatomy/Physiology and Medical Terminology (Prerequisite)
- **SECTION B:** Certified Professional Coder (CPC®)*

Next cohort will be held in the Fall 2019 semester.

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

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

Next cohort will be held in the Fall 2019 semester.

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

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

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

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

Certified Nurse Aides help patients in hospitals and residents of long-term care facilities, such as nursing homes. The Certified Nurse Aide program provides instruction in the fundamentals 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 completion of the program, you will take the NYS Certified Nurse Aide Exam.

AH100:
Tuition: $2,310 (Includes textbooks, exam fee, BLS certification, materials and CSI registration fee)

SECTION A
Monday—Friday
9am—5pm | JUN 3—JUN 27
19 Sessions | 135 hours which includes a 30-hour clinical** practicum in a local long-term care facility

The program was fantastic! The classroom experience on both theory and practice was easy to understand and grasp. I was very impressed with the instructor and the rest of the staff who helped me have a smooth transition back into school because I went many years without being in a classroom setting. The instructor was very detailed and broke down very complicated information by making it easy to understand. My favorite part of the training was the internship because I received valuable on-the-job training. Next, I loved the fact that the program helped everyone get a job right after passing the CNA exam. Currently, I am a part-time CNA at a reputable healthcare facility on Staten Island. Without a doubt, I would recommend this training to anybody!

—Ishiya Isack , Certified Nurse Aide

Students must register for Basic Life Support Class and participate in the Resume Preparation Class. See current semester BLS class schedule.

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

I was a retail manager for over 15 years. After losing my job I knew it was time for a career change. It wasn’t easy going back to school after so many years but I had great support from staff, teachers and fellow classmates. After I completed the program, I was placed in a doctor’s office for my externship and was lucky enough to find a job right away. I am currently employed by an Allergy, Asthma Specialist as a Medical Assistant and I love it.

—Dabo Berete, Clinical Medical Assistant
**DENTAL ASSISTANT**

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

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

**SECTION A:**
Monday and Wednesday
5:30pm—9:30pm | MAR 18—JUL 15
30 Sessions | 120 hours and a 40-hour clinical internship* at a local dental office during the semester

**NO CLASS:**
APR 22, APR 24, MAY 27, JUL 1, JUL 3

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**EKG TECHNICIAN**

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

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

**SECTION A:**
Monday and Wednesday
6:30pm—9:30pm | MAR 18—JUN 19
25 Sessions | 75 Hours

**NO CLASS:**
APR 22, APR 24, MAY 27

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*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.

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**What I set out to get out of this course I did, a general understanding of the heart, how it works, how vital EKG technicians are in helping patients. 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!**

—Chelci Bidos, EKG Technician

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

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To register: 718.982.2182 or www.csi.cuny.edu/continue | 13
**PERSONAL TRAINER***

This challenging course is for candidates wanting live instruction with in-depth, hands-on practical labs to master their career skills & knowledge. Workforce Development and Innovation is partnering with World Instructor Training (WITS), whose veteran teachers share all the do's and don'ts in working with clients. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage and health assessments. The best part of the course is the 15 hours of hands-on practical training labs. You will role play with assessing clients, programming, performing proper exercises, presentation skills and more. Register today in one of the hottest growing professions in North America.

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**PTC100:**
Tuition: $835 (Includes BLS certification)

**SECTION A:**
Sunday
MAR 17—MAY 5
9am—12pm | Lecture
1pm—4pm | Practical at local gym
6 Sessions | 30 hours

**NO CLASS:** APR 21, APR 28

*Students can work right after 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.

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**PHARMACY TECHNICIAN**

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

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

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

**SECTION A:**
Thursday
7pm—10pm | MAR 7—JUN 20
15 Sessions | 45 hours followed by a 120-hour internship** at a local Pharmacy

**NO CLASS:**
APR 25

**SECONDARY**

**ALL STUDENTS MUST SUBMIT A DRUG TEST AND BACKGROUND CHECK PRIOR TO STARTING YOUR CLINICAL HOURS. CLINICAL HOURS ARE SCHEDULED BY THE COORDINATOR AND MAY VARY BASED ON THE CLINICAL SITES BUSINESS HOURS, ONE TO FIVE DAYS A WEEK. A PASSING GRADE IN THIS COURSE IS REQUIRED TO ATTEND INTERNSHIPS.**

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

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To register: 718.982.2182 or www.csi.cuny.edu/continue | 14
**PHLEBOTOMY TECHNICIAN**

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

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

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

**SECTION A:**
Tuesday and Thursday
6pm—9pm | FEB 19—APR 11

**SECTION B:**
Tuesday and Thursday
6pm—9pm | APR 30—JUN 20

**SECTION C:**
Tuesday and Thursday
6pm—9pm | JUL 9—AUG 29

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

**All students must submit a Physical Exam report prior to starting your Clinical hours. Clinical hours are scheduled by the coordinator and take place between the hours of 6am and 4pm, one to three days a week.
To register: 718.982.2182 or www.csi.cuny.edu/continue

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

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

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

CONTINUING EDUCATION UNITS

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

**16 CEUs available for chiropractors in all states through the University of Western States.

EMG/NCV SPECIALIST* | $7,100

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 lectures & 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.

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.

FOR INFORMATION:
WWW.EMGNCV.NET
717.585.8473

INTERPRETATION OF EMG/NCV** | $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.

3 CEUs for physical therapists in New York State.

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

CERTIFICATES AVAILABLE FROM THE AMERICAN ACADEMY OF CLINICAL ELECTRODIAGNOSIS AND CSI
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, matriculations into appropriate majors and referral to support services
- Support services include, tutoring and workshops to assist with college-level work

The HC4 Program can help you

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

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

―Hannah Palmer, 1199 HC4 Student
INTRODUCTION TO CONVERSATIONAL SPANISH

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

SP100:
Tuition: $250

SECTION A:
Friday
6:30pm—8:30pm | MAR 8—JUN 21
14 Sessions | 28 Hours

NO CLASS:
APR 19, APR 26

INTERMEDIATE CONVERSATIONAL SPANISH

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

SP200:
Tuition: $250

SECTION A:
Wednesday
6:30pm—8:30pm | MAR 13—JUN 19
14 Sessions | 28 Hours

NO CLASS:
APR 24

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

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

INS003:
Tuition: $50

Call 718.982.2182 for an appointment.
Online Learning

- Online Career Training Programs
  - Arts and Design
  - Business
  - Career Online High School
  - Computer Applications
  - Computer Programming
  - Construction and Trades
  - Health and Fitness
  - Hospitality
  - Information Technology
  - Language
  - Legal
  - Teacher Professional Development
  - Writing

- Instructor-Led Online Courses
  - Accounting and Finance
  - Business
  - College Readiness
  - Computer Applications
  - Design and Composition
  - Healthcare and Medical
  - Language and Arts
  - Law and Legal
  - Personal Development
  - Teaching and Education
  - Technology
  - Writing and Publishing

Online Career Training Programs

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

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

Visit our website for program details careertraining.ed2go.com/csicuny

Instructor-Led Online Courses

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

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

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

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

- Advocacy: The Path to Empowerment
- NYS-Approved Autism Workshop: The Needs of Children with Autism
- DASA—Harassment, Bullying, Cyberbullying, and Discrimination in Schools
- Food Protection Course
- Grant Writing Workshop: The Essentials to Getting Your Project Funded
- Individual Resume Preparation
- NYS-Approved Recognizing and Reporting Child Abuse
- NYS-Approved School Violence Prevention and Intervention
- Real Estate Salesperson Course

ADVOCACY

The Path to Empowerment

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

SPEAK UP
BE HEARD
YOU MATTER!

ADVOC:
Tuition: $50

SECTION A:
Wednesday
11am—1pm | FEB 20—APR 17
9 Sessions | 18 Hours

NYS-APPROVED AUTISM WORKSHOP

The Needs of Children with Autism

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

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

SECTION A: Saturday, MAR 9
SECTION B: Saturday, MAY 11

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

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

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

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

**NYS-Approved Recognizing and Reporting Child Abuse***

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

CC860:
Tuition: $50
**Section A:** Saturday, MAR 9
10am—12pm
1 Session | 2 Hours

**NYS-Approved School Violence Prevention and Intervention***

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

VP100:
Tuition: $50
**Section A:** Saturday, MAR 9
12:30pm—2:30pm
1 Session | 2 Hours

**Section B:** Saturday, MAY 11

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

**ELIGIBLE WORKSHOPS:**
- The Needs of Children with Autism
- DASA
- Recognizing and Reporting Child Abuse
- School Violence Prevention and Intervention

To register: 718.982.2182 or www.csi.cuny.edu/continue | 21
**Food Protection Course**

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

**Section A:** MAR 9—MAR 10  
**Exam:** MAR 11 at 1pm

**Section B:** MAY 18—MAY 19  
**Exam:** MAY 20 at 1pm

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

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

**Individual Resume Preparation**

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

**CE010:**  
**Tuition:** $125  
2 Sessions  
For an appointment call:  
**718.982.2182**
REAL ESTATE SALESPERSON LICENSING COURSE & EXAM PREP

Your career in Real Estate Sales and Consumer Representation begins with obtaining your salesperson’s license. Without it, you cannot legally represent buyers and sellers in a real estate transaction, or collect a fee. CSI’s salesperson class provides an overview of the real estate industry from license law, investments, property and other tax incentives to ownership, types of ownership, contracts and leases and much more. This course is designed to help students prepare for the final exam, state exam and overall knowledge of the subject material. If you enjoy marketing, being self-employed, are great at interacting with people, and love looking at houses and properties, then real estate is the career for you.

REALTOR: 80 Hours
Coming in April. Please check our website www.csi.cuny.edu/continue for more information. You may also call 718.982.2182 to be added to the class list.

GRANT WRITING WORKSHOP
THE ESSENTIALS TO GETTING YOUR PROJECT FUNDED

Excellent writing, especially grant writing, is critical to the success of your campaign or project. It is imperative that the grant application presents your organization’s unique strengths and the case for need in the most succinct, comprehensive and accurate light. This class will provide you with an overview of how to write a standard project proposal to a potential funder. Our focus is to provide our participants with the skills needed to research, write and manage successful proposals while ensuring our tools and techniques are not only applicable but beneficial to your grant. We understand your goals to acquire funding for critical projects and programs in your organization. This course also includes a grant writing clinic in which each student will be able to spend an hour with the instructor for consultation on their proposal. This course will be taught at the foundational to intermediate level.

GRANTS: 80 Hours
Coming in April. Please check our website www.csi.cuny.edu/continue for more information. You may also call 718.982.2182 to be added to the class list.
These classes meet the educational requirements established by the NYS Office of Alcoholism and Substance Abuse Services (OASAS) for individuals who wish to prepare for a career in substance abuse counseling and those who are looking to obtain a CASAC-T.

This education requirement is comprised of four sections that are divided into eight modules. All CASAC courses may be taken individually, and in any sequence. Please note: It would be beneficial to the perspective student to meet or speak with the coordinator of the program prior to enrolling in classes to gain an understanding of the scope of work in the classes, OASAS’s credentialing process, and other essential information for someone who is considering a career in addiction counseling.
SECTION I: MODULE 1
Knowledge and Substance Abuse

CAC 1-01: Tuition: $500 (Textbook not included)
Monday 6pm—9pm
MAR 4—JUN 17
14 Sessions | 40 Hours
No Class: APR 22, MAY 27

SECTION II: MODULE 1
Substance Abuse Counseling Theory / Individual Counseling

CAC 2-01: Tuition: $500 (Textbook not included)
Thursday 6pm—9pm
FEB 28—JUN 27
17 Sessions | 50 Hours
No Class: APR 25

SECTION III: MODULE 1
Assessment Treatment Planning, Clinical Evaluation

CAC 3-01: Tuition: $500 (Textbook not included)
Monday and Thursday 6pm—9pm
JUL 8—AUG 22
14 Sessions | 40 Hours

SECTION III: MODULE 2
Case Management Family and Community Education

CAC 3-02: Tuition: $500 (Textbook not included)
Tuesday 6pm—9pm
JUL 9—SEP 10
10 Sessions | 30 Hours

*SECTION II: MODULE 3 will be held on the South Shore at Staten Island University Hospital South

SECTION IV: MODULE 1
Professional and Ethical Responsibilities

CAC 4-01: Tuition: $500 (Textbook not included)
Tuesday 6pm—9pm
MAR 5—JUN 18
15 Sessions | 45 Hours
No Class: APR 23

Students taking their final module must register for Resume Preparation at the start of the semester. All 8 modules must be completed for graduation from the program.

For further information concerning the credentialing process, please call 800.482.9564.
COMMUNITY HEALTH WORKER (CHW) TRAINING

Community Health Workers (CHWs) are front-line public health workers who help individuals and families connect to healthcare/social resources that will further 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.

Please call 718.982.2078 to be added to a waitlist if interested in participating in this program.

CERTIFIED RECOVERY PEER ADVOCATE (CRPA) TRAINING

Certified Recovery Peer Advocates (CRPAs) are individuals who have lived experience with substance use disorder and who have been 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, and Recovery/Wellness Support and Ethical Responsibility. In order to complete the certification process, learners will need to complete 500 hours of paid or volunteer work experience as a Recovery Peer Advocate and take the New York State Peer Recovery Certification Exam after completing training.

Please call 718.982.2078 to be added to a waitlist if interested in participating in this program.

SOCIAL WORK WORKSHOPS

DRUGS AND ALCOHOL 101

SUD, SIGNS & SYMPTOMS OF USE AND DRUG INFORMATION*

DRUGS101:
Saturday, March 30
Tuition: $50
10am—1pm
1 Session | 3 Hours

*Licensed Master Social Workers and Licensed Clinical Social Workers will earn 3 NYS-Approved CE Credits upon completion

WHAT RECOVERY LOOKS LIKE

UNDERSTANDING RECOVERY THROUGH A PERSON CENTERED LENS**

RECOVERY:
Saturday, May 4
Tuition: $100
9am—2:30pm
1 Session | 5 Hours

**Licensed Master Social Workers and Licensed Clinical Social Workers will earn 5 NYS-Approved CE Credits upon completion

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
No other IT role is more vital to business operations than networking administrators and engineers. Start with the basics or accelerate your career with advanced skills and certifications. Cisco Networking Academy courses are designed to prepare you for Cisco Certification and other industry recognized certification exams. Cisco Certifications are recognized by employers globally, and the skills span across multiple industries: medical, legal, food and beverage and more.
Leverage yourself as a job-ready full-stack software developer through CSI’s Full Stack Web Development Academy, offered through CSI’s Tech Incubator and Workforce Development. Full Stack Developers design complete apps and websites. They work on all facets of development, from frontend, to backend, to database and even debugging and testing. They can handle all aspects of development, and it can result in a more seamlessly created product. Starting from frontend development, the learner will slowly progress to other aspects of development including backend, database, debugging, version control and other essential technologies that are helpful for a developer.

To register: 718.982.2182 or www.csi.cuny.edu/continue | 28

**NEW SIGNATURE COURSE**

**FULL STACK WEB DEVELOPER**

How Do You Know if You’re Right for the Course?

- You want to learn frontend and backend programming
- You want to learn web development in a small classroom environment
- You feel comfortable with technology and are ready to learn real-world coding skills
- You are willing to work on hands-on technology projects and real-world scenarios

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**Night Time Intensive 10-Month Course**

**Section A:**
Monday—Thursday
6:30pm—9:30pm
APR 29—MAR 10, 2020

**FSWD100:**
Tuition: $9,000
(includes all materials and registration fee)
163 Sessions | 489 hours

**No Class:**
MAY 27, JUL 4, SEP 2, OCT 1,
OCT 8, OCT 9, OCT 14, NOV 28,
DEC 23—JAN 2, JAN 20, FEB 12,
FEB 17

For each section of the program, you will work on functional projects with the help of the instructor.
COMP TIA A+

CERTIFIED INFORMATION TECHNOLOGY PROFESSIONAL*

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

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

SECTION A:
Saturday and Sunday
10am—4pm | MAR 16—JUN 9
20 Sessions | 120 Hours

NO CLASS:
APR 20, APR 21, APR 27, APR 28, MAY 25, MAY 26

*ELIGIBLE FOR ITG VOUCHER

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

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

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

Since joining the CSI Tech Incubator, CUNY has provided us the opportunity to test our assumptions with a world-class faculty and validate our science with one of the most diverse populations in the nation. Objective, reliable culture assessment is what differentiates us in the corporate marketplace and having an environment which nurtures innovation and science has been critical to our continued success. University leadership has encouraged us to think beyond corporate solutions and provided us the unique opportunity to adapt our instruments to make a real social impact within an academic setting.

GREG REYNOLDS
CEO & Co-Founder

COMING SPRING 2019

FOR MORE INFO CONTACT
ISMAEL HASAN AT
ISMAEL.HASAN@CSI.CUNY.EDU
OR 646.766.9554

girls who code

www.csitechincubator.com  646.766.9554  csitechincubator@csi.cuny.edu
1199SEIU Members

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

ACCES—VR

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

Career Success Scholarship—Covers up to 90% of Tuition*

(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 students in continuing education certificate programs. It is open to individuals who seek to advance their careers through education and training—especially those who are unemployed or seeking a career change, and who do not have access to other sources of funding that can pay for tuition and fees.

To Apply:
http://www2.cuny.edu/academics/cpe/helena-rubinstein-scholarship/

For More Info:
Please contact the Workforce Development and Innovation main office at 718.982.2182 or continuing_ed@csi.cuny.edu.

*The Scholarship:
♦ Covers up to 90% of tuition only (students are responsible for all fees, exam fees, and other expenses)
♦ Is awarded for programs that prepare individuals for jobs where there are currently open positions
♦ Expires at the end of each CUNY financial year (June 30)
♦ Does not cover the costs of books, materials, equipment or other course-related expenses.
The Tuition Benefits Program provides educational benefits to CSEA-represented New York State employees, enabling them to achieve greater career mobility, qualify for promotional opportunities, improve job skills, and prepare for future state workforce needs. The College of Staten Island and the Office of Workforce Development and Innovation participates in the Tuition Voucher Program. To apply online, use School Code 337 and visit www.nysceapartnership.org/TuitionCatalogs/2018/AppForm2018-19.pdf. For more info, please call 518.473.1982.

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

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: www.ocfs.ny.gov/main/ddps/adolescent/etv.asp

You may be eligible for VA Education Benefits under the GI Bill. All veterans interested in obtaining information from the VA regarding their eligibility for funding need to have a copy of their DD-214 form. For info regarding Veteran Tuition Awards, please see page 34.

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

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

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

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

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

**How can I apply for an Individual Training Grant?**

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

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

**Loans**

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

**MyCAA Scholarship**

The My Career Advancement Account (MyCAA) Scholarship is a workforce development program that provides up to $4,000 of financial assistance to eligible military spouses who are pursuing a license, certification, or Associate’s degree in a portable career field and occupation.
If you served in the Armed Forces, you may be eligible for benefits to take any of our career training programs.

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

#1 Military Friendly Large Public University

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

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

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

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

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, State-mandated Workshops, Professional Workshops, 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 given after the course has begun. Please allow four to six weeks for processing. Email your request for a refund to: continuing_ed@csi.cuny.edu.

TEXTBOOKS

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

STATEMENT OF NON-DISCRIMINATION

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

CLASS CANCELATIONS

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

ID CARDS

All students attending classes for more than one night must obtain a student ID. Please 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 5 sessions in succession, require a parking decal available for a fee in Building 3A, Room 106. Call 718.982.2294.
CUSTOM TRAINING

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

WE WILL DELIVER:

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

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

FIND QUALIFIED EMPLOYEES

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

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

Before you place a help-wanted advertisement, contact us at 718.982.2182 to discuss your hiring needs.
Continue to check our website at www.csi.cuny.edu/continue for new class additions and dates!

Get the Training You Need To Get the Job You Want

Workforce Development & Innovation

Open House
Building 1P – Atrium
Thursday, February 7th at 2:30pm
Friday, February 8th at 6pm
Saturday, February 9th at 11am

Career & Internship Fair
Building 1R – Sports & Recreation Center
Thursday, April 11th at 2pm – 5pm

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