

Table of contents

SPRING & SUMMER: NEW CLASSES, CALENDAR, OFFICE HOURS, ADVISEMENT	2
FREE CAREER INFORMATION SEMINARS & OPEN HOUSE FOR LEHMAN ACADEMY: CHILDREN & TEENS PROGRAMS & CAMP	3
ADULT DEGREE PROGRAM	32
REGISTRATION, REFUND POLICY & GENERAL INFORMATION	46-47

CERTIFICATE / COURSE PROGRAMS & CATEGORIES

ALCOHOLISM & SUBSTANCE ABUSE COUNSELOR (CASAC CREDENTIAL)	19
ALLIED HEALTH • Pharmacy Technician Training • Pharmacy Tech Test Prep • Dental Assistant • Certified Clinical Medical Assistant • Home Health Aide • Certified Nursing Assistant • Nurse Technician • EKG Technician • Phlebotomy Technician • CPR/BLS/AED • Nursing Test Prep • Infection Control and Barrier Precautions for NYS Licensed Health Care Professionals	14-18
BUSINESS & FINANCE • Business Bookkeeping • Certified Financial Planner	4
CHILD CARE • Early Childhood Development Professional • Family Child Care	24
CHILDREN & TEEN PROGRAM: LEHMAN ACADEMY & CAMP • Academic Skills • Test Preparation • Computer Technology • Language • Art & Creative Learning • Music • Dance • Physical Fitness • Swimming	37-45
COMPUTER INFORMATION TECHNOLOGY • Microsoft Office Specialist • Graphic Design & Multimedia • Web Design & Programming • A+ Computer Technician • Cisco Certified Network Associate • Cisco Certified Network Associate CCNA Security course	9-13
ENGLISH AS A SECOND LANGUAGE INSTITUTE	34-35
NYS HIGH SCHOOL EQUIVALENCY DIPLOMA PREP • College and Career Readiness	25
MEDICAL CODING AND BILLING • Physician Office Billing • Medical Billing and Coding • Electronic Health Records Online	20-21
ON-LINE COURSES • ed2go • Flexstudy-AMA Courses • Mindedge Non-Profit & Project Management Courses • Electronic Health Records Online	36
PERSONAL DEVELOPMENT • Riverdale Y Classes • Languages • Writing • Business Skills • Music • Art • Photography • Dance and Physical Fitness	28-31
PROFESSIONAL DEVELOPMENT • Executive/Administrative Assistant • Family Development Credential™ (FDC) • In-Demand & Green Careers • Personal Fitness Trainer • Wedding and Event Planner Certification	22-23
PROFESSIONAL LICENSURE • Insurance Pre-Licensing • Notary Public • IRS Enrolled Agent Preparation • Real Estate	5
SMALL BUSINESS DEVELOPMENT / ENTREPRENEURSHIP • Entrepreneurship • International Trade: Import and Export Business • Beauty Techniques and the New Revolution	6-8
TEACHER CERTIFICATION WORKSHOPS	26
TEST PREPARATION • College & Career Readiness • Bridge to College • Graduate / Professional School • Nursing Test Prep	27
VETERANS WELCOME • Courses and Programs	33

Tuition Assistance

Many of our courses are eligible for vouchers, reimbursement from employers, and loans. You must apply early – it often takes several weeks for processing prior to registration.

Department of Veterans' Affairs and G. I. Bill application: submit VA Form 22-1990 www.gibill.va.gov 1-888-442-4551. For degree-seeking students, contact Barbara Thompson, Lehman VA Coordinator at 718-960-7188. For certificate program students, contact Maryann Drago-Dowling at 718-960-8077 to learn about applying your benefits. Bring eligibility letter when registering for classes.

The Rev. Edward Lehman Davis, Sr. Scholarship Fund for two Certified Nursing Assistant students per semester may reimburse up to \$300. Students must register, attend 130-hour program and apply for scholarship for reimbursement. Call for application 718-960-8512 or visit www.lehman.edu/ce

Limited Adult and Continuing Education (ACE) Scholarships are available to cover 90% tuition. Call for application 718-960-8512. Spring deadline Friday, 1/10/14. Summer deadline TBA.

New York State Educational Incentive Scholarship Program (EIP) www.tsg.suny.edu or call 1-800-295-9616 are available for students with at least 6 months of recent child care experience. Come to Child Care Career Seminar for more EIP Info. APPLY ONLINE & EARLY as process takes 3+ weeks.

VESID/ACCES-VR (Vocational and Educational Services for Individuals with Disabilities), (718)931-3500 TTY 718-828-4003 www.vesid.nysed.gov Once you have been assigned an ACCES-VR counselor, call Maryann Drago-Dowling at 718-960-8077 or email maryann.drago-dowling@lehman.cuny.edu with counselor contact information.

Workforce1 New York: Specific certificate programs may be voucher eligible. You must become a member of a Workforce1 Center. To find out more about Workforce1, visit www.nyc.gov/html/sbs/wf1. In addition, call 718-960-8077 or email maryann.drago-dowling@lehman.cuny.edu to request a Lehman College program application and for more information.

Employment vouchers may be available through your employer. Contact the Human Resources Department, Personnel or Training Departments at your place of employment.

The Sallie Mae Smart Option Student Loan is available for certificate programs. Visit www.salliemae.com to apply for a SMART LOAN-Indicate school code: 007022 98.

TESTING CENTER AT CUNY-ON-THE-CONCOURSE (COTC)

The convenience of testing where you study!

Exams including:

- Cisco Systems
- Comp TIA
- Oracle
- Novell
- Exedep
- Certiport Microsoft Office Specialist

These are just a few of those given at our Testing Center. Visit our website at www.lehman.edu/ce for up-to-date information about the exams offered.

Visit www.lehman.edu/ce

Follow us www.facebook.com/LehmanCE

NEW CLASSES

NEW OPPORTUNITIES for YOU!



Home Health Aide, Pharmacy Technician -- Participate in programs with strong job growth. Please come to the **January** Open Houses. Find out about financial aid offered to eligible participants. Must meet certain entrance requirements. *See page 14-17.*

Cisco Certified Network Associate CCNA Security Technician -- Take the next step in your IT career. Learn how to secure Cisco routers and switches. Taught through Lehman's Cisco Academy. *See page 13.*

The New GED: College & Career Readiness -- Are you ready? Learn about the new NYS High School Equivalency Diploma. *See page 25.*

CPAs and Public Accountants – Take our Courses for Continuing Professional Education Credits -- Lehman College SCPS is approved by the NYS Education Department to offer CPE credits for CPAs and public accountants. Our Personal Financial Planning courses and IRS Enrolled Agent courses will enable you to obtain your CPE credits. *See pages 4-5 for details.*

New revised Cisco Certified Networking curriculum for CCNA *See page 13.*

Create Mobile Phone Apps – Develop the next new phone app. We will give you the tools in this new course. *See page 11.*

Adobe Illustrator & InDesign – Offered for the first time as a combined course to help you maximize the graphic potential of this integrated software. *See page 11.*

Business Incubator – Grow your business start-up with Lehman College's business incubator. Executive mentoring, access to loans, courses and workshops, procurement assistance, low rent office space and much more. *See page 7.*

CALENDAR, OFFICE HOURS, ADVISEMENT & TRAINING OPTIONS

CALENDAR: HOLIDAYS

1/20:	Martin Luther King, Jr. Day No classes/Campus Closed
2/12:	Lincoln's Birthday No classes/Campus Closed
2/17:	Presidents' Day, No classes/Campus Closed
4/14-4/22:	Spring Break, No classes/Campus Open
5/26:	Memorial Day, No classes/Campus Closed
7/4-7/6:	Independence Day Weekend, No classes/ Campus Closed

OFFICE HOURS

Lehman Campus - Carman Hall 128

Gate 2-Goulden Avenue, 250 Bedford Park Blvd., Bronx, NY 10468

Mon-Thur: 9 am-6:45 pm Fri*: 9 am-4:30 pm
Sat*: 9 am-1:45 pm *Summer office hours vary; www.lehman.edu/ce

CUNY on the Concourse - 3rd floor

2501 Grand Concourse, 3rd Floor, Bronx, NY 10468

Mon-Thur: 9 am-8:45 pm Fri*: 9 am-4 pm
Sat: 9 am-3 pm *Summer office hours vary; www.lehman.edu/ce

PROGRAM / CERTIFICATE ADVISEMENT

Advisement is available on the Lehman campus in Carman Hall 128, by appointment. Certificate program coordinators are available during the Career Seminars at the start of each term. During the semester, coordinators are also available via e-mail and phone. Call 718-960-8512 or visit www.lehman.edu/ce for more campus advisement information.

ON-SITE PROFESSIONAL CUSTOMIZED TRAINING

Employee and workforce training is an important part of attracting and retaining a skilled workforce. We offer:

- Customized training
- Contextualized curriculum
- Flexible scheduling
- Affordable group rates

Courses listed in this brochure, as well as training based on your specific needs, can be arranged to be held at your location. Call Alis Zakarian at (718) 960-8512 for additional information.

DON'T WAIT IN LINE -- SIGN UP ON-LINE!

Visit our website: www.lehman.edu/ce

- Register for classes
- See office hours & calendar updates
- Find class/program descriptions, prerequisites, updates and much more....**It's easy!**



LEHMAN
COLLEGE

School of Continuing and Professional Studies

- Changing jobs? • Advancing your position? • Upgrading your skills?
- Enrolling your child in spring Saturday classes & summer camp?

FREE CAREER / INFORMATION SEMINARS!

Visit www.lehman.edu/ce for more information and updates.

SPRING 2014	SUMMER 2014
<p>Saturday, January 18, 10:30 am Wednesday, January 29, 6:30 pm Lehman Campus: Music Building East Dining Room <i>(Snow dates: Saturday 1/25 and Wednesday, 2/5)</i></p>	<p>Saturday, May 3, 10:30 am Wednesday, May 14, 6:30 pm Lehman Campus: Music Building East Dining Room</p>
<ul style="list-style-type: none"> • ALCOHOLISM & SUBSTANCE ABUSE COUNSELOR-CASAC • ALLIED HEALTH - Pharmacy Technician Training, Clinical Medical Assistant and Dental Assistant, Home Health Aide, Certified Nursing Assistant, EKG, PLB, and PCA/PCT-Nurse Technician • BUSINESS & FINANCE - Bookkeeping, Personal Financial Planning, Enrolled Agent Prep • CHILD CARE & FAMILY CHILD CARE • COMPUTER INFORMATION TECHNOLOGY - A+, CCNA, Graphic & Web Design, Microsoft Office Specialist, Healthcare IT Technician • REAL ESTATE & INSURANCE • SMALL BUSINESS DEVELOPMENT 	<ul style="list-style-type: none"> • ALCOHOLISM & SUBSTANCE ABUSE COUNSELOR-CASAC • ALLIED HEALTH - Pharmacy Technician Training • ALLIED HEALTH - Clinical Medical Assistant and Dental Assistant • ALLIED HEALTH - Home Health Aide, Certified Nursing Assistant, EKG, PLB, and PCA/PCT-Nurse Technician • BUSINESS & FINANCE - Bookkeeping, Personal Financial Planning, Enrolled Agent Prep • CHILD CARE & FAMILY CHILD CARE • COMPUTER INFORMATION TECHNOLOGY - A+, CCNA, Graphic & Web Design, Microsoft Office Specialist, Healthcare IT Technician • MEDICAL BILLING & CODING • REAL ESTATE & INSURANCE • SMALL BUSINESS DEVELOPMENT
<p>Saturday, January 11, 10:30 am* Wednesday, January 29, 6:30 pm** Lehman Campus: *Carman Hall 128/** Music E. Dining • MEDICAL BILLING & CODING</p>	
<p>Friday, January 24, 10:30 am CUNY on the Concourse: 2501 Grand Concourse 3rd fl <i>(Snow date: Friday, 2/7)</i></p> <ul style="list-style-type: none"> • ALLIED HEALTH - Home Health Aide, Certified Nursing Assistant, EKG, PLB, and PCA/PCT-Nurse Technician 	<p>Friday, May 9, 10:30 am CUNY on the Concourse: 2501 Grand Concourse 3rd fl</p> <ul style="list-style-type: none"> • ALLIED HEALTH - Home Health Aide, Certified Nursing Assistant, EKG, PLB, and PCA/PCT-Nurse Technician

Lehman Academy: Programs for Children and Teens
SPRING Saturday Program & SUMMER CAMP INFO SESSIONS

SPRING 2014	SUMMER 2014
<p>Saturday, February 15, 10:30 am Lehman Campus, Carman Hall 128 <i>(Snow date: Saturday, 2/22)</i></p>	<p>Saturday, April 12, 10:30 am <i>Call to confirm date</i> Saturday, June 14, 10:30 am <i>includes Camp Tour</i> Lehman Campus, Carman Hall 128</p>

ADULT DEGREE PROGRAM OPEN HOUSE

Saturday, March 22, 10:30 am, Carman Hall 128
 Call 718-960-8666 for more information and specific location.

Business and Finance Professional Certificate Programs

FREE CAREER INFORMATION SEMINARS:

SATURDAY, JANUARY 18, 10:30 AM *snow date: Jan 25*

WEDNESDAY, JANUARY 29, 6:30 PM *snow date: Feb 5*

SATURDAY, MAY 3, 10:30 AM

WEDNESDAY, MAY 14, 6:30 PM

LEHMAN COLLEGE MUSIC BLDG, 1ST FLOOR DINING ROOM

BUSINESS BOOKKEEPING

The knowledge and skills needed for those aspiring to become full-charge bookkeepers are provided in this program. Opportunities for employment are available in a variety of organizations and businesses.

Program certification: In order to receive a program certificate, students must complete a program application (\$25), successfully complete all course requirements listed at the time of applying, and submit a certificate request form (\$5). Visit www.lehman.edu/ce to download application, certificate request form and for more information.

CERTIFICATE PROGRAM REQUIRED COURSES:

Bookkeeping I CFM 38

Bookkeeping II CFM 37

Introduction to Individual and Business Taxation CFM 46

Applications in Accounting Using QuickBooks CFM 39

Recommended:

Effective Business Communication: Writing/Oral Skills CBS 28

Bookkeeping I

CFM 38/\$315 (10 sessions) LEHC

Sec SP Thu 7-9:30 pm Mar 6-May 15

Sec SU Mon/Wed 7-9:30 pm Jun 4-Jul 7

Bookkeeping II

CFM 37/ \$315 (10 sessions) LEHC

Sec SP Wed 7-9:30 pm Mar 5-May 14

Sec SU Tue/Thu 7-9:30 pm Jun 5-Jul 8

Introduction to Individual and Business Taxation

CFM 46/\$335 (10 sessions) LEHC

Sec SP Tue 7-9:45 pm Mar 4-May 20

Sec SU Mon/Wed 7-9:45 pm Jun 4-Jul 7

Applications in Accounting Using QuickBooks

Prerequisite: Microsoft Excel 2010 or equivalent

CFM 39/\$375 (12 sessions) LEHC

Sec SP Mon 7-9:30 pm Feb 24-Jun 2

Sec SU Mon/Wed 7-9:30 pm Jun 4-Jul 14

Effective Business Communication: Writing and Oral Skills for Business Professionals

CBS 28/\$220 (8 sessions) LEHC

Are your communication skills holding you back in your job or in business? Learn how to communicate in a clear and professional manner.



Sec SP: Sat 9:30-am-12 pm Mar 8-May 3

Sec SU: Sat 9:30-am-12 pm Jun 7-Aug 2

PERSONAL FINANCIAL PLANNER

The Certificate Program in Personal Financial Planning (PFP) presents techniques to formulate and execute comprehensive financial plans that assist clients in accumulating, conserving and transferring personal wealth.

REQUIREMENTS FOR CFP® CERTIFICATION:

Students who successfully complete the program may apply for the CFP® certification exam. In addition, passing the CFP® Certification Examination plus fulfilling experience, undergraduate degree, and ethics requirements can lead to certification by CFP board, granting the individual the right to use the CFP®, CERTIFIED FINANCIAL PLANNER™ and  certification marks. Detailed requirements for CFP certification can be found at www.CFP.net. NOTE: The certification marks and  are owned by the Certified Financial Board of Standards, Inc. Prerequisites: 60 college credits required; completed bachelor's degree preferred; functional knowledge of financial analysis techniques and a basic understanding of economics.

CERTIFICATE PROGRAM REQUIRED COURSES:

Introduction to Financial Planning PFP 60

Risk Management PFP 61

Tax Planning and Management PFP 63

Retirement Planning and Employee Benefits PFP 64

Investments PFP 62

Estate Planning PFP 65

Financial Plan Development Course (online) PFP 67

Introduction to Financial Planning

Includes mastery of the use of the financial calculator.

PFP 60/\$415 (13 sessions) LEHC

(Advisory services, 39 NYS CPE credits)

This course explores the fundamental principles of finance including the principles and analytical techniques of personal financial management.

Sec SP Thu 6:15-9:15 pm Feb 20-May 22

Risk Management

PFP 61/\$395 (12 sessions) LEHC

(Advisory services, 36 NYS CPE credits)

Sec SP Tue 6:15-9:15 pm Feb 11-May 13

Retirement Planning

PFP 64/\$395 (12 sessions) LEHC

(Advisory services, 36 NYS CPE credits)

Sec SU Tue 6:15-9:15 pm Jun 10-Aug 26

Financial Plan Development Course (online)

PFP 67/\$825*

Using financial planning software, students learn multiple approaches to identifying and planning for a client's goals and risks, applying the CFP® Board's Practice Standards. Offered in conjunction with Dalton Education, this course is a program requirement and part of the CFP Board's education requirement.

*To register, visit www.lehman.cuny.edu/cfcapstonecourse and choose Lehman-CUNY from the drop down menu or call (877)426-2373.

New York State Continuing Professional Education (CPE) Requirements for Licensed Certified Public Accountants and Public Accountants

The Lehman College School of Continuing and Professional Studies is approved by the NYS Education Department State Board for Public Accountancy to offer certified public accountants and/or public accountants mandatory CPE credits under NYS license # 002749. Noted with the courses in the Personal Financial Planning Program and the IRS Enrolled Agent Preparation Program are the number of hours of CPE credits and the CPE subject area(s) covered. Upon completion of the course, participants receive certificate(s) of completion. *Participants must inform the instructor(s) at the first class meeting that the course is being taken for mandatory CPE hours for NYS licensed accountants. For NYS CPE requirements, go to www.op.nysed.gov.*

IRS ENROLLED AGENT PREPARATION PROGRAM

An Enrolled Agent is a tax professional who has earned the privilege of representing tax payers before the Internal Revenue Service. Enrolled Agents, like attorneys and certified public accountants, are unrestricted as to which taxpayers they can represent, which types of tax matters they can handle and which IRS offices they can practice before. The program fulfills the educational requirements of the Internal Revenue Service to sit for the Special Enrollment Exam (SEE) which is a three-part examination. Those who pass both the examinations and the background check are then Enrolled Agents.

CERTIFICATE PROGRAM REQUIRED COURSES

IRS Enrolled Agent Prep, Part 1: ENR 100/1

IRS Enrolled Agent Prep, Part 2: ENR 100/2

Individual Taxation and Ethics

ENR 100/1/\$500 (16 sessions) LEHC

(Taxation, 41.5 NYS CPE credits. Note: This course is *not* recognized as a 4-hour CPE ethics course.)

Tue/Thu 7-9:35 pm Apr 24-Jun 17

Business Taxation

ENR 100/2/\$450 (14 sessions) LEHC

(Taxation, 36 NYS CPE credits)

Tue/Thu 7-9:35 pm Jul 8-Aug 21

REAL ESTATE LICENSE QUALIFYING COURSES

Real Estate Salesperson's and Broker's Courses are NY State-approved courses for individuals who are preparing for the real estate licensing examinations. *Salespersons seeking a broker's license must have completed RES 33 in addition to completing RES 35.*

Real Estate Salesperson's Course

RES 33/\$425 (25 sessions) LEHC

Sat 9:30 am-12:30 pm and Tue 6:30-9:30 pm Feb 11-May 17

Real Estate Broker's Course

RES 35/LEHC *Offered fall 2014*



PROPERTY AND CASUALTY INSURANCE

INS 35/\$1050 (34 sessions) LEHC

The Insurance Agent and Broker's Course is for individuals preparing to qualify for the New York State insurance license examination. This course, approved by the New York State Insurance Department, meets the education requirements for the New York State examination for licensing as an agent (#115 Insurance Law) and as a broker (#119 Insurance Law). Highlights of the program include: general principles; fire insurance; automobile insurance; general liability; workers' compensation; burglary; fidelity and surety bonding; the insurance law; marine insurance; miscellaneous casualty policies; and health and accident insurance policies. Textbooks must be brought to first class. 9 CEU

Tue/Thu 6:30-9:30 pm Apr 8-Jul 17 (no class 7/3) and Sat 9:30 am-12:30 pm Apr 12, 26, May 10, 31, Jun 7, 14, 28 and Jul 12.

LIFE, ACCIDENT AND HEALTH INSURANCE

These courses are approved by the New York State Insurance Department as fulfilling the pre-licensing educational requirement for taking the NYS Life Insurance Agent and Accident and Health Insurance Agent licensing examinations.

Accident & Health Insurance INS 22/\$220 (10 sessions)

Offered fall 2014

Life Insurance INS 21/\$220 COTC (10 sessions)

Offered fall 2014

NOTARY PUBLIC

Notary Public Exam Preparation

NTP 10/\$95 LEHC (1 session *includes 30 minute break*) LEHC

Sec SP1: Sat 9:30 am-3:30 pm Mar 15

Sec SP2: Sat 9:30 am-3:30 pm May 17

Sec SU: Sat 9:30 am-3:30 pm Jun 21

FREE CAREER INFORMATION SEMINARS:

SATURDAY, JANUARY 18, 10:30 AM *snow date: Jan 25*

WEDNESDAY, JANUARY 29, 6:30 PM *snow date: Feb 5*

SATURDAY, MAY 3, 10:30 AM

WEDNESDAY, MAY 14, 6:30 PM

LEHMAN COLLEGE MUSIC BLDG, 1ST FLOOR DINING ROOM

CERTIFICATE IN ENTREPRENEURSHIP

Starting your own business is a major decision, but one that can be very rewarding. The Lehman College Entrepreneurship program offers you the opportunity to gain the knowledge and acquire the skills to successfully start a new business or enhance an existing venture. Learn how to write your business plan. Find out how to access capital. Lehman's program will help you understand how to manage your business and navigate today's challenging economy. Experienced professionals guide you through the legal, financial, and day-to-day aspects of being a successful business owner.

Lehman's carefully designed coursework takes you step-by-step through the entire process. Lehman can help you build the foundation for a new business venture and continue to work with you to help it grow. Only Lehman College can offer you the comprehensive program you need to reach your goals!

The Lehman College Entrepreneurship program allows you to earn a certificate or take individual courses to learn from practitioners what it takes to be a successful entrepreneur. Entrepreneurship classes meet Mondays and Wednesdays from 6:30-8:30 pm at CUNY on the Concourse (COTC).

CERTIFICATE PROGRAM 4 REQUIRED COURSES: \$220

Starting Your Own Business SBD 75

Financing Your Small Business SBD 76

Integrated Marketing & Advertising SBD 83

Tax Essentials for Small Business CFM 54

Recommended:

Introduction to International Trade/Import and Export Business ITR 01

Program certification: In order to receive a program certificate, students must complete a program application (\$25), successfully complete all course requirements listed at the time of applying, and submit a certificate request form (\$5). Visit www.lehman.edu/ce to download application, certificate request form and for more information.



Starting Your Own Business

SBD 75/\$59 (4 sessions) COTC

This course will provide you with the tools needed to start and sustain your successful small business. Course will cover legal aspects of starting a business along with intellectual properties (copyright – patents – trademarks – domain name) etc. It will cover business plan development and an introduction to niche marketing and marketing research. The final session is a meeting with small business advisor to review your business plan and answer specific questions.

Sec SP: Mon/Wed 6:30-8:30 pm Apr 28-May 7

Financing Your Small Business

SBD 76/\$59 (4 sessions) COTC

This course provides participants with essential information necessary for starting, operating and financing a small business. Topics include financial statement projections and analysis; cash flow projections; loan structuring and loan packaging; and sources of capital to start your business. The final session includes a meeting with a small business advisor to review your business plan and financial projections and next steps for your business.

Sec SP: Mon/Wed 6:30-8:30 pm May 12-21

UPDATE Integrated Marketing & Advertising: Establishing Your “Brand” and Social Media

SBD 83/\$59 (4 sessions) COTC

One of the key factors in having a successful business is to know how to market and advertise your product or service. No matter how great your business is, if you don't let people know about it, you can't sell it! Learn how to package and price your business, target your market, and about various forms of advertising, promotion and distribution in this practical course - a must for the business owner! Learn how to utilize social media to promote your business and gain Web exposure for your enterprise.

Sec SP: Mon/Wed 6:30-8:30 pm May 28-Jun 9

Tax Essentials for Small Business

CFM 54/\$59 (3 sessions) COTC

This course reviews the rules and regulations concerning the taxation of business entities, such as individual proprietorship, partnerships and corporations. It is essential for anyone who owns/operates their own business as well as bookkeepers or accountants who are interested in learning more about business taxation.

Sec SU: Mon/Wed 6:30-8:30 pm Jun 11-18

Grow Your Business Start-Up **with Lehman College**

We are launching a new **business incubator** soon to help you grow and sustain your business.

- Executive mentoring
- Access to loans
- Courses and workshops
- Procurement assistance
- Low rent space

Call for information at
718 960-4684



Introduction to International Trade/ Import and Export Business

This comprehensive course covers the primary topics required for those seeking the Certified Global Business Professional Certification granted by NASBITE (North American Small Business International Trade Educators) such as:

- How to identify cultural, economic, political and social influences in the international business arena.
- Basic concepts of multinational financial management and the impact of foreign exchange on cash flow.
- Legal, political, and economic frameworks of international markets, including the euro and euro currencies markets.
- Key issues of international banking operations.
- Central concepts in U.S. regulation of imports and exports.
- Cross-cultural issues and key factors in import/export businesses.

ITR 01/\$79 COTC (4 sessions)

Sec SU: Tue/Thu 6:30-8:30 pm Jun 17-26

Wedding and Event Planner Certification

WPC 01/\$1075* (10 sessions) COTC



The Wedding and Event Plan Certificate course includes planning, coordinating and directing wedding, as well as a study of the business structure, documentation, information, contracts, how to work with vendors, marketing and how to work with prospective brides and grooms. *Fee includes tuition, textbook, online access in addition to classroom instruction, testing and national certification from the Wedding Planning Institute. Payment plan is available. Students interested in establishing their own businesses will be able to take advantage of Lehman's wraparound business services and advisement at no extra cost. *NO DISCOUNTS APPLY TO THIS COURSE.*

Sec SP: Wed 6-9:30 pm Mar 12-May 21

Sec SU: Tues 6-9:30 pm Jun 3-Aug 5

Register by calling 888-221-9988 or visiting:

<http://www.theweddingplanninginstitute.com/enrollLehmanCWEP>

Coming in fall: Wedding and Event Design Course

This course will allow students to experience the step-by-step processes and techniques utilized by one of the globe's leading wedding and event experts, industry pioneer Preston Bailey. This new course is a comprehensive "how-to" for the industry, providing real behind-the-scenes footage, photographs and documentation, including insights into the wizardry that can make a wedding a one-of-a-kind, magical event for a couple and their guests.

Beauty Techniques & the New Revolution

*Hairstyling & Haircutting/Skin Care/
Make-up/Manicure & Esthetics*



This program is taught by Charito Cisneros, a cosmetologist professional for 32 years and the founder/president of the New York Hispanic Cosmetology & Beauty Chamber of Commerce. She is a leader in the Hispanic community, and hosts her own television program. She has also appeared on Telemundo, Radio "La Mega" and Univision. Students may register for individual classes or complete the program. All classes are held at CUNY on the Concourse (COTC) *NOTE: These courses are conducted in English; Spanish translation available. Call 718-960-8512 for more information.*

Haircutting 1: Beginner

BIC 16/\$75 (3 sessions) Sec SP: Mon-Wed 6:30-9 pm Apr 28-30

Haircutting 2: Special Occasions

BIC 11/\$75 (3 sessions) Sec SP: Mon-Wed 6:30-9 pm May 5-7

Haircutting 3: Advanced

BIC 17/\$75 (3 sessions) Sec SP: Mon-Wed 6:30-9 pm May 12-14

Haircutting 4: Different Techniques

BIC 18/\$75 (3 sessions) Sec SP: Mon-Wed 6:30-9 pm May 19-21

Haircutting: Using a Razor (Barber): Level 1

BIC 14/\$75 (3 sessions) Sec SP: Tue-Thu 6:30-9 pm May 27-29

Haircutting: Using a Razor (Barber): Level 2

BIC 15/\$75 (3 sessions) Sec SU: Mon-Wed 6:30-9 pm Jun 2-4

Skin Care 1: Beginner

BIC 12/\$75 (3 sessions) Sec SU: Mon-Wed 6:30-9 pm Jun 9-11

Skin Care 2: Advanced

BIC 19/\$75 (3 sessions) Sec SU: Mon-Wed 6:30-9 pm Jun 16-18

Makeup for TV: Beginner

BIC 20/\$75 (3 sessions) Sec SU: Mon-Wed 6:30-9 pm Jun 23-25

Makeup for Stage: Advance

BIC 21/\$75 (3 sessions) Sec SU: Mon-Wed 6:30-9 pm Jun 30-Jul 2

Artificial Nail Beginner

BIC 13/\$75 (3 sessions) Sec SU: Mon-Wed 6:30-9 pm Jul 7-9

Artificial Nail Advanced

BIC 23/\$75 (3 sessions) Sec SU: Mon-Wed 6:30-9 pm Jul 14-16

INTRODUCTORY COURSES & WORKSHOPS

How to Use a PC (Basic)

PCW 22/\$75 (2 sessions) LEHC

Sec SP: Tue/Thu 6:30-9:30 pm Feb 11-13

How to Use a PC (Advanced)

PCW 40/\$75 (1 session) LEHC

Prerequisite PCW 22 or equivalent

Sec SP: Sat 9:30 am-4 pm Feb 15

How to Use a PC (Intensive)

PCW 41/\$165 (4 sessions) LEHC

Sec SU: Mon/Wed 6:30-9:30 pm Jun 9-18

NEW Microsoft PowerPoint 2010 Workshop

PCW 21/\$75 (2 sessions) LEHC

Prerequisites PCW 22, 40 or 41, or equivalent

Sec SU: Mon/Wed 6:30-9:30 pm Jul 21-23

NUEVO Curso de Computacion:

Desde el Basico hasta el Avanzado *en Español*

EDP 82/\$185 (5 sessions) COTC

Sec SP: Miercoles 6:30-9:30 pm Feb 26-Mar 26

Sec SU: Miercoles 6:30-9:30 pm Jun 11-Jul 9

UPDATE Social Media Marketing

PCW 31/\$59 (2 sessions) COTC

Prerequisites: PCW 22/40 Basic Computer Skills or equivalent

Sec SP: Mon/Wed 6:30-8:30 pm Jun 23-25

How to Use a Mac (Basic)

PCW 38/\$75 (1 session) LEHC

Sec SP: Sat 10 am-4:35 pm Feb 15 (*includes 35 minute break*)

How to Use a Mac (Advanced)

PCW 39/\$75 LEHC (1 session) LEHC

Prerequisite PCW 38 or equivalent

Sec SP: Sat 10 am-4:35 pm Feb 22 (*includes 35 minute break*)

How to Use a Mac (Intensive)

PCW 42/\$150 (4 sessions) LEHC

Sec SU: Mon/Wed 6:30-9:30 pm Jun 9-18

NEW Adobe Photoshop Workshop (on Mac)

PCW 43/\$150 (4 sessions) LEHC

Prerequisites PCW 38, 39, 42 equivalent

Sec SU: Mon/Wed 6:30-9:30 pm Jun 23-Jul 2

NEW Adobe Photoshop Workshop (on PC)

PCW 44/\$150 (4 sessions) LEHC

Prerequisites PCW 22, 40, 41 or equivalent

Sec SU: Mon/Wed 6:30-9:30 pm Jul 7-16



COMPUTER BASICS FOR MATURE ADULTS

Computer Basics for Mature Adults

MAT 10/\$100 (4 sessions) LEHC

Sec SP: Wed 10 am-12 pm Mar 5-26

Computers: Beyond the Basics for Mature Adults

MAT 13/\$100 (4 sessions) LEHC

Prerequisite MAT 10 or equivalent

Sec SU: Mon/Wed 10 am-12 pm Jun 16-25

Gain a solid understanding of how to use your computer to have the world at your fingertips. This course builds on skills learned in Computer Basics (above).

UPDATE Facebook & the Internet for Mature Adults

MAT 12/\$100 (4 sessions) LEHC

Prerequisite MAT 10 or equivalent

Sec SU: Mon/Wed 10 am-12 pm July 14-23

Learn to better access the Internet to keep up with the news, read movie reviews, shop and get information on almost any topic that interests you. In this class, you will set up an email account and use it to send and receive e-mail. Students also learn the basics of social media and how to set up a Facebook account.

DIGITAL PHOTOGRAPHY

Digital Photography I

EDP 70/\$155 (5 sessions) LEHC

Prerequisite PCW 22 or equivalent; bring digital camera.

Sec SP: Mon 6:30-9 pm Feb 24-Mar 24

Digital Photography II

EDP 72/\$155 (5 sessions) LEHC

Prerequisite EDP 70 or equivalent; bring digital camera.

Sec SP: Mon 6:30-9 pm Mar 31-May 12

Digital Photography Workshop (Intensive)

EDP 75/\$295 (8 sessions) LEHC

Prerequisite PCW 22 or equivalent; bring digital camera.

Sec SU: Tue 6:30-9:30 pm Jun 10-Aug 5

COURSE SUBSTITUTION / WAIVER NOTICE

Prerequisites for all courses are noted in the course information. It is recommended that students take either the Basic and Advanced MAC or PC sequence to insure competency and fulfill prerequisites before taking other IT courses. The Basic MAC or PC course prerequisite can be waived but proof of competency must be presented in the form of transcript or letter from employer. For additional information on the Computer Information Technology program visit www.lehman.edu/ce or email niyati.mehta@lehman.cuny.edu

FREE CAREER INFORMATION SEMINARS:

SATURDAY, JANUARY 18, 10:30 AM *snow date: Jan 25*

WEDNESDAY, JANUARY 29, 6:30 PM *snow date: Feb 5*

SATURDAY, MAY 3, 10:30 AM

WEDNESDAY, MAY 14, 6:30 PM

LEHMAN COLLEGE MUSIC BLDG, 1ST FLOOR DINING ROOM

MICROSOFT OFFICE SPECIALIST 2010 MOS CERTIFICATION

This program qualifies students to take the Core and Expert level certification examinations, a globally recognized standard. Earning MOS certification acknowledges that you have the expertise to work with Microsoft Office programs. MOS certified individuals report greater competence and productivity with Microsoft Office programs as well as increased credibility with their employers, coworkers, and clients. MOS certification sets you apart in today's competitive job market, bringing employment opportunities, greater earning potential and career advancement, in addition to increased job satisfaction

Microsoft Office Specialist (Core Certifications)

This program level prepares students for the Microsoft Office Specialist core certification which validates skills with the Microsoft Office 2010 suite. *Prerequisites: How to Use a PC (Basic-Advanced) (or equivalent course(s)/experience).* MOS exams are available for these office products: Word 2010, Excel 2010, and PowerPoint 2010. Email niyati.mehta@lehman.cuny.edu for test schedule and pricing. Students are advised to take PowerPoint: Part II before they take the Certiport Microsoft Office PowerPoint exam.

CERTIFICATE PROGRAM REQUIRED COURSES:

Microsoft Word 2010: Comprehensive CBS 79 or CBS 78
Microsoft Excel 2010: Comprehensive CFM 55 or CFM 47
Microsoft PowerPoint 2010: Part I EDP 19
Microsoft PowerPoint 2010: Part II EDP 128

ELECTIVE (CHOOSE 1):

Microsoft Access 2010 EDP 26
Microsoft Outlook 2010 EDP 36

Microsoft Office Specialist Expert

The Microsoft Office Specialist Expert certification validates advance skills in specific Microsoft applications. Gaining the credential requires that a candidate pass either of these exams: Word 2010 Expert or Excel 2010 Expert. *Prerequisites: How to Use a PC (Basic-Advanced) (or equivalent course(s)/experience).*

CERTIFICATE PROGRAM REQUIRED COURSES:

Microsoft Word 2010: Comprehensive CBS 79
Microsoft Excel 2010: Comprehensive CFM 55
Microsoft Excel: Advance CFM 48 or equivalent
Microsoft Access 2010 EDP 26

NEW Microsoft Word 2010: Comprehensive

CBS 79/\$290 (11 sessions) LEHC

Prerequisites PCW22, 40 or equivalent

Sec SP: Mon 6:30-9 pm Feb 24-May 19

Sec SU: Tue/Thu 6:30-9 pm Jul 8-Aug 12

NEW Microsoft Excel 2010: Comprehensive

CFM 55/\$375 (11 sessions) LEHC

Prerequisites PCW 22, 40 or 41, or equivalent

Sec SP: Thu 6:30-9:30 pm Feb 20-May 8

Sec SU: Mon/Wed 6:30-9:30 pm Jun 23-Jul 28

Microsoft Access 2010

EDP 26/\$300 (10 sessions) LEHC

Prerequisites PCW 22, 40 or 41, or equivalent

Sec SP: Wed 6:30-9 pm Mar 12-May 21

Microsoft PowerPoint 2010: Part I

EDP 19/\$125 (4 sessions) LEHC

Prerequisites PCW 22, 40 or 41, or equivalent

Sec SP: Tue 6:30-9 pm Mar 4-25

Microsoft PowerPoint 2010: Part II

EDP 128/\$125 (4 sessions) LEHC *Prereq. EDP 19 or equivalent*

Learn how to change PowerPoint settings, the ribbon, and the quick access toolbar. Photo Albums, SmartArt, linking/embedding, and effective use of tables, charts, and diagrams will be covered.

Sec SP: Tue 6:30-9 pm Apr 29-May 20

NEW Microsoft PowerPoint 2010 Workshop

PCW 21/\$75 (2 sessions) LEHC

If you don't have much time and would just like an overview of PowerPoint, this workshop is for you! *See page 9.*

TESTING CENTER

AT CUNY-ON-THE-CONCOURSE (COTC)

The convenience of testing where you study!

Test Dates: Thursday January 9 2014 at 6 pm

Friday January 17, 2014 at 2 pm

Speak to your teacher about setting up more testing dates.

Certiport Microsoft Office tests including:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

are just a few of the exams given at our Testing Center. For more information email ce@lehman.cuny.edu.



GRAPHIC DESIGN & MULTIMEDIA

This certificate program will equip the student for work as a graphic artist, creating illustrations, pictures, buttons, and other images for use in print and on the web, as well as the ability to create multimedia designs. Familiarity with computer basic skills on MAC is required.

Program certification: In order to receive a program certificate, students must complete a program application (\$25), successfully complete all course requirements listed at the time of applying, and submit a certificate request form (\$5). Visit www.lehman.edu/ce to download application, certificate request form and for more information.

CERTIFICATE PROGRAM REQUIRED COURSES :

Foundation Classes:	CORE Classes:
How to Use a Mac (Basic) PCW 38 or 42	Adobe Photoshop EDP 56
How to Use a Mac (Advd.) PCW 39	Adobe Illustrator and InDesign EDP 66
	Elective: Design Concepts EDP125

How to Use a Mac (Basic/Advanced)

PCW 38/\$75 / PCW 39/\$75 LEHC *See page 9.*

How to Use a Mac (Intensive)

PCW 42/\$150 LEHC (4 sessions) *See page 9.*

Adobe Photoshop

EDP 56/\$225 (8 sessions) LEHC

Prerequisites PCW 38, 39 or equivalent

Sec SP: Tue 7:35-9:35 pm Mar 4-May 6

NEW Adobe Illustrator & InDesign

EDP 66/\$255 (10 sessions) LEHC

Prereqs. PCW 38, 39 or equivalent

Sec SP: Wed 7:35-9:35 pm Mar 12-May 21

Discover Illustrator tools for creating, selecting, copying, transforming, and reshaping drawings and other vector graphics; layers, masks and filters; working with type; and the management of output. InDesign, Adobe's page layout program, which is tightly integrated with Photoshop and Illustrator, is used to introduce the student to the field of desktop publishing and the design of newsletters, flyers, menus and other materials suitable for print.

WEB DESIGN & PROGRAMMING

This certificate program prepares students for careers as web developers with a solid foundation in the basic technologies used to create web sites. This is appropriate for anyone working as a web professional. It provides practical skills to create web designs in addition to basic technologies provided by the web technologies courses and graphics skills provided by the web graphics and multimedia courses.

Program certification: In order to receive a program certificate, students must complete a program application (\$25), successfully complete all course requirements listed at the time of applying, and submit a certificate request form (\$5). Visit www.lehman.edu/ce to download application, certificate request form and for more information.

CERTIFICATE PROGRAM REQUIRED COURSES:

Foundation Classes:

How to Use a Mac (Basic/Advd.) PCW 38, 39 or PCW 42

CORE Classes:

Web Design I EDP 115

Web Site Design II EDP 114

Graphics for the Web EDP 116

Intro. to PHP & SQL EDP 126

Electives (Choose one)

Motion Graphics: Flash EDP 119

Create Mobile Phone Apps

EDP 129

Web Site Design I

EDP 115/\$255 (10 sessions) LEHC *Prereqs. PCW 39*

Sec SP: Thu 7:35-9:35 pm Mar 6-May 15

Web Site Design II

EDP 114/\$255 (8 sessions) LEHC *Prereqs. EDP 115*

Sec SU: Thu 6:30-9 pm Jun 19-Aug 7

Introduction to PHP & SQL

EDP 126/\$270 (7 sessions) LEHC *Prerequisite EDP 114*

Sec SP: Sat 10 am-1 pm Mar 29-May 17

Create Mobile Phone Apps

EDP 129/\$270 (7 sessions) LEHC *Prereqs. PCW 39, EDP 56, 64*

Sec SU: Mon 6:30-9:30 pm Jun 30-Aug 11

This courses introduces students to the exciting world of mobile application development on the Android platform. Mobile devices, especially smartphones and tablets, are changing the way we live. In this course, students will learn how to write applications for their Android smartphones and tablets, and how to publish those applications on the Android Play Store to make them available to the world.²⁹

NEW Video Game Design and Development ONLINE

500 hours \$1,995

For more information, see page 12.

NEW AUTOCAD TRAINING ONLINE

Many employers use AutoCAD in their computer-aided design environment and experience with this software will make you more competitive in fields such as mechanical and civil engineering, architecture, and facilities planning and management.

Auto CAD 2011

150 hours \$2,595

In this online program, you'll master basic and advanced design skills as you gain hands-on practice in using the 2D tools in AutoCAD 2011. This program contains Autodesk certified curriculum and will give you all the skills you need to prepare for the Autodesk AutoCAD 2011 Certified Associate exam. Register at careertraining.ed2go.com/lehmanance or call (877) 221-5151

AutoCAD 2011 with AutoCAD 3D

230 hours \$3,295

In this program, you'll master basic and advanced design skills as you gain hands-on practice in using the 2D commands and 3D modeling tools in AutoCAD 2011. This program contains Autodesk certified curriculum for the Autodesk AutoCAD 2011 Certified Associate exam. Register at careertraining.ed2go.com/lehmanance or call (877) 221-5151

AutoCAD 3D

80 hours \$1,695

If you've mastered AutoCAD's 2D concepts and methods, you can take your skills to a new level by adding 3D tools to your repertoire. This program contains Autodesk certified curriculum and will also help you prepare for a portion of the Autodesk AutoCAD 2011 Certified Associate exam. Register at careertraining.ed2go.com/lehmanance or call (877) 221-5151

AutoCAD 3D Software included

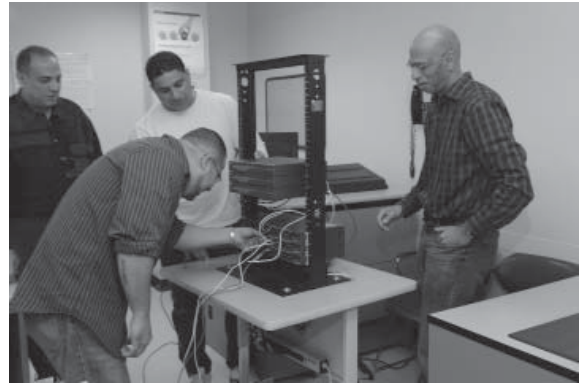
80 hours \$1,995

Same as AutoCAD 3D and with a full student AutoCAD 2011 license you will be able to use after the program. Register at careertraining.ed2go.com/lehmanance or call (877) 221-5151

NEW Video Game Design and Development ONLINE

500 hours \$1,995

This online course is the place to start if you want a career as a video game designer and developer. Learn the core programming skills needed for game development and gain an understanding of the main concepts involved in real-time 3D graphics programming. Register at careertraining.ed2go.com/lehmanance or call (877) 221-5151



A+ COMPUTER TECHNICIAN

The A+ Computer Technician Program covers the fundamentals of computer hardware and software and helps prepare students for entry-level jobs in information technology including helpdesk and technical support. It also helps prepare students for the CompTIA A+ certification examinations (see <http://www.comptia.org> for further information on the exams) and for more advanced IT-industry certifications Cisco and Microsoft.

A+ Computer Technician Preparation

CIP 120/\$750 (24 sessions) COTC

Prerequisite PCW 22/40 Basic Computer Skills or equivalent

Sec SP: Tue/Thu 6:30-9:30 pm Feb 18-May 20

Sec SU: Tue/Thu 6:30-9:30 pm Jun 3-Aug 24

HEALTHCARE IT TECHNICIAN

The recent growth in IT systems in the healthcare industry presents tremendous opportunities for IT professionals. Designed for technologists or medical practitioners seeking to gain entry into the field of healthcare information systems, this course teaches the fundamentals of healthcare IT (HIT) by using the CompTIA™ Healthcare IT Technician (HIT-001) Exam objectives as the framework. It takes an in-depth and comprehensive view of HIT by examining healthcare regulatory requirements, the functions of a healthcare organization and its medical business operations, in addition to IT hardware, software, networking, and security. This program is for those who want to learn about HIT and who desire to enter this growing field and take the CompTIA™ HIT certificate exam.

NEW Healthcare IT Technician Preparation ONLINE \$1595

Prerequisite: CIP 120: A+ Computer Technician or equivalent course/experience. Register at careertraining.ed2go.com/lehmanance or call (877) 221-5151

CISCO ACADEMY



The Cisco Certified Network Associate is the first level of Cisco's career certification. This newly revised CCNA Routing and Switching curriculum prepares students who are seeking entry-level Information and Communications Technology (ICT) jobs or plan to pursue more specialized ICT skills. The program helps students build workforce readiness skills for in-demand jobs. CCNA Routing and Switching provides comprehensive coverage of networking topics, from fundamentals to advanced applications and services, with opportunities for hands-on practical experience. The complete curriculum is approved by the Cisco Networking Academy. Students will be prepared to take the Cisco CCENT certification exam after completing CCNA 1 and 2 and the CCNA Routing and Switching certification after completing all four courses.

Prerequisite: A+ Computer Technician.



Cisco Certified Entry Networking Technician (CCENT)

Introduction to Networks: CCNA 1

CIP 225/\$695 (20 sessions) COTC

Sec SP: Mon/Wed 6:30-9:30 pm Feb 19-May 7

Routing and Switching Essentials: CCNA 2

CIP 226/\$695 (10 sessions) COTC *prerequisite CIP 225*

Offered fall 2014

Cisco Certified Networking Associate (CCNA)

Scaling Networks: CCNA 3

CIP 227/\$695 (10 sessions) COTC *prerequisite CIP 226*

Sec SP: Sat 9:30 am-4 pm Mar 1-May 10 (*includes 30-minute break*)

Connecting Networks: CCNA 4

CIP 228/\$695 (10 sessions) COTC *prerequisite CIP 227*

Sec SU: Sat 9:30 am-4 pm Jun 14-Aug 23 (*includes 30-minute break*)

NEW CISCO CERTIFIED NETWORK ASSOCIATE SECURITY COURSE

This new Cisco course provides the next step for students who want to build on their CCNA skills to meet the growing need for network security professionals. In this course you will learn the core competencies needed for the installation, trouble-shooting, and monitoring of network devices to maintain the integrity and confidentiality of data and devices. This course prepares you for entry-level security career opportunities and a Cisco CCNA Security certification.

Cisco CCNA Security Course

CIP 230/\$695 (20 sessions) COTC

Prerequisite: CIP 225 & 226 or permission of instructor.

Tue/Thu 6:30-930 pm Feb 18-May 6

TESTING CENTER

AT CUNY-ON-THE-CONCOURSE (COTC)

The convenience of testing where you study!

Exams including:

• Comp TIA • Cisco Systems • MOS • Oracle • Novell
are just a few of those given at our new Testing Center.

Call 718-960-8512 for up-to-date information about the exams offered.



Are you new to the field of pharmacy?

REGISTER FOR:

PHARMACY TECHNICIAN TRAINING PROGRAM

Our Pharmacy Technician Program combines classroom instruction with practical experience through externships in both an institutional as well as a retail setting. According to the Bureau of Labor Statistics, the occupation of Pharmacy Technician is expected to grow 32 percent from 2010 to 2020. As a Pharmacy Technician, you will assist licensed pharmacists providing medication and other health care products to patients.

You may work in a hospital, community pharmacy, outpatient clinic, nursing home or pharmaceutical organization. In institutional practice, Pharmacy Technicians prepare a variety of medications including intravenous medications. They also fill medication orders and make the rounds delivering medications to various patient care areas. In the retail setting, technicians take information from customers and health professionals in order to fill prescriptions, measure and compound medications, manage inventories accept payment for prescriptions, and process insurance claims. Lehman's program will prepare you for this exciting career and, after completion of the required courses, students will be eligible to take the Pharmacy Technician Certification Board (PTCB) credentialing examination. Having taken the program at Lehman, you will already have many hours of practical work experience and will be well on your way to advancing your career.

The course is 600 hours in total: 220 hours classroom hours, 40 hours computer lab hours and includes an externship program totaling 340 hours in both retail and institutional environments. Pending approval, this is a great opportunity for veterans, Workforce1 applicants, and other voucher candidates. *Prerequisites: Attend orientation/open house, complete program application with proof of HS/GED and essay, and documentation of basic microcomputer skills PCW 22, PCW 40 or 41, or equivalent. Candidates must pass a math pre-assessment.* Please refer to page 1 for tuition assistance.

CERTIFICATE PROGRAM:

Pharmacy Technician Training Program

\$3500* COTC

**Total program tuition does not include application, reg., book and testing fees.*

CERTIFICATE PROGRAM REQUIRED PARTS:

PART 1 SPRING 2014 1/27-4/9 \$1625 / 130 HOURS
Mon/Wed 9 am-3:30 pm and Thu 12-4:45 pm

PART 2 SUMMER 2014 DATES: TBA \$1275 / 100 HOURS
Prerequisite Part 1

PART 3 FALL 2014 DATES: TBA \$850 / 370 HOURS
Prerequisites Part 2

FREE CAREER INFORMATION SEMINARS:

SATURDAY, JANUARY 18, 10:30 AM *snow date: Jan 25*

WEDNESDAY, JANUARY 29, 6:30 PM *snow date: Feb 5*

SATURDAY, MAY 3, 10:30 AM

WEDNESDAY, MAY 14, 6:30 PM

LEHMAN COLLEGE MUSIC BLDG, 1ST FLOOR DINING ROOM

Have you worked in a pharmacy setting for a year or more? REGISTER FOR:

PHARMACY TECHNICIAN TEST PREP

PTP 110/\$800* COTC NO DISCOUNTS APPLY TO THIS COURSE
Tue/Thur 6-8:55 pm Feb 18-May 20 (24 sessions)

This 70-hour course will help prepare you to take the Pharmacy Technician Certification Board's PTCB exam. The course will review topics such as reading and interpreting prescriptions, defining drugs by generic and brand names, dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. You must attend the career seminar and pass the math assessment at orientation.

*Proof of high school/GED/NYS High School Equivalency Diploma completion required. (Note: This is not part of the new Pharmacy Technician Training Program, which includes test prep.) *The course includes the textbook, registration fee and certificate fee.*



Medical Math - Online short course
6 weeks/\$105 Register at www.ed2go.com/lehman
See page 36.

Spanish for Healthcare Professionals - Online course
6 weeks/\$105 Register at www.ed2go.com/lehman
See page 36.



ENROLL IN

- **PHARMACY TECHNICIAN**
- **HOME HEALTH AIDE TRAINING PROGRAMS**

Come to our Open Houses to learn more about these healthcare programs:

- Lehman's new Pharmacy Technician Program combines classroom instruction with practical experience through externships in both an institutional as well as a retail setting. After completion of the required courses, students will be eligible to take the Pharmacy Technician Certification Board (PTCB) credentialing examination.
- Lehman's Home Health Aide Program will give you the skills to be certified by the NYS Department of Education. This course includes the required instruction and supervised clinical experience.

Financial aid is available for these programs for eligible students.

Participate in programs with strong occupational growth.

Did you know that the Bureau of Labor Statistics (BLS) predicts:
The occupation of Pharmacy Technician is expected to grow 32 % from 2010 to 2020.

The occupation of Home Health Aide is expected to grow 69 % from 2010 to 2020

COME TO LEHMAN'S OPEN HOUSE:

Saturday, JAN. 18: 10:30 AM*
Wednesday, JAN. 29: 6:30 PM**

**Music Building
East Dining Room**

Snow dates: 1/25* or 2/5**

**Call for more information
718 960-8512**

FREE CAREER INFORMATION SEMINARS:

SATURDAY, JANUARY 18, 10:30 AM *snow date: Jan 25*

WEDNESDAY, JANUARY 29, 6:30 PM *snow date: Feb 5*

SATURDAY, MAY 3, 10:30 AM

WEDNESDAY, MAY 14, 6:30 PM

LEHMAN COLLEGE MUSIC BLDG, 1ST FLOOR DINING ROOM

CERTIFIED CLINICAL MEDICAL ASSISTANT PROGRAM

The Certified Clinical Medical Assistant program combines classroom instruction with practical experience through a 180-hour externship in a community-based medical practice or a hospital. According to the Bureau of Labor Statistics, the occupation of medical assistant is expected to grow 34 percent in five years and will become more a more integral part of the health care system. Certified clinical medical assistants provide both administrative and clinical services in private offices, ambulatory centers and hospitals. Lehman's program is approved by the National Healthcareer Association (NHA). After completion of the required courses, students will be eligible to take the NHA credentialing examination and be ready to join the workforce. The program also provides a test preparation class for the exam.

The course is 531 hours in total: 351 hours (including 253 classroom and 98 practical hours) plus an externship program of 180 hours. This is a great opportunity for Workforce1 applicants and other voucher candidates. *Prerequisites: Attend open house, complete program application with proof of HS/GED and essay, and documentation of basic microcomputer skills PCW 22, PCW 40 or 41, or equivalent.* Please refer to page 1 for tuition assistance. Come to our next open house to hear more about the program; *see schedule above.*

CERTIFICATE PROGRAM:

Full Program: Certified Clinical Medical Assistant

\$4500* COTC *Total tuition does not include application, registration fees, books and NHA testing fee.

CERTIFICATE PROGRAM REQUIRED COURSES:

SPRING 2014: APR 1-JULY 23 \$1700

Medical Terminology/Anatomy and Physiology: Part 1

MAS 01 (30 sessions) Tue 6:30-9:30 pm and Sat 1:30-4:30 pm

Medical Office Business Practice MAS 03 (30 sessions)

Thu 6:30-9:30 pm and Sat 9:30 am-12:30 pm

SUMMER 2014: DATES TBA \$1200 *prerequisite spring 2014 courses*

Medical Terminology/Anatomy and Physiology: Part 2

Fundamentals of Medical Assisting

FALL 2014: DATES TBA \$1600 *prerequisite summer 2014 courses*

Clinical Practice, Clinical Medical Assistant Externship, Job Readiness Workshop, Certification Exam Review

This program qualifies for Workforce1 ITG Vouchers. Become a member at a Workforce1 Center near you. Visit www.nyc.gov/html/sbs/wf1 for more information.



NEW INFECTION CONTROL AND BARRIER PRECAUTIONS FOR NYS LICENSED HEALTHCARE PROFESSIONALS (ONLINE)

INF 10/\$29

This course, approved by the New York State Education Department (Provider ID # IC176), provides the mandatory training at initial licensure and for every four years thereafter for dentists, dental hygienists, optometrists, licensed practical nurses, registered nurses, physicians, physician assistants and specialist assistants. It covers, at a minimum, the core curricular elements contained in the syllabus approved by the NYS Education Department and the NYS Department of Health. The online course is 3 hours in length followed by a multiple-choice question exam. The passing grade is 80%. If a student fails the test, it may be retaken twice per registration. Upon successful completion, a Certificate of Completion will be issued. Students may register beginning February 24 for the spring 2014 semester and June 9 for the summer 2014 semester.

DENTAL ASSISTANT PROGRAM

DEA 100/\$1199* COTC

Sec SP: Tue/Thu 6-9:30 pm Mar 4-May 29 (23 sessions)

Sec SU: Tue/Thu 6-9:30 pm Jun 10-Aug 26 (23 sessions)

The 80-hour Dental Assistant program prepares students for entry-level positions in dental assisting. The course familiarizes students with all areas of pre-clinical dental assisting and provides training in the professional skills required to function as an assistant in dental practices. For full description, visit www.lehman.edu/ce. *The course tuition includes textbooks, registration fee, certificate fee and materials. NO DISCOUNTS APPLY TO THIS COURSE

FREE INFORMATION SEMINARS / ORIENTATIONS

SATURDAY, JANUARY 18, 10:30 AM LEHC *snow:1/25*
FRIDAY, JANUARY 24, 10:30 AM COTC *snow:2/7*
WEDNESDAY, JANUARY 29, 6:30 PM LEHC *snow:2/5*
SATURDAY, MAY 3, 6:30 PM LEHC
WEDNESDAY, MAY 14, 6:30 PM LEHC
FRIDAY, MAY 9, 10:30 AM COTC

LEHC: LEHMAN MUSIC BLDG, 1ST FLOOR DINING ROOM
COTC: 2501 GRAND CONCOURSE 3RD FL

CREDENTIALLED HHA, CNA, EKG, PLB AND PATIENT CARE TECHNICIANS

There is an ongoing demand for qualified, certified and caring health care personnel who work directly with patients and their families. Our programs provide credentialed training for those seeking employment in hospitals, nursing homes, hospices, home health agencies and clinics. Students must complete all required courses to be eligible to take the National Healthcareer Association (NHA) credentialing examination for the EKG Technician, Phlebotomy Technician, or Nurse Technician Program. *Requirements:* must attend an orientation/career seminar (see column right). Proof of high school/GED completion and short essay required. Students may apply for certificates in following: Home Health Aide; Certified Nursing Assistant; EKG; Phlebotomy; Nurse Technician; and Certified Clinical Medical Assistant. *Students may enroll in individual courses (see pages 14-15) or complete a certificate program. Prerequisites: Attend information seminar/orientation, bring proof of HS/GED and short essay indicating reason for completing your program.*

HOME HEALTH AIDE (HHA)

Home Health Aide HHA 100

CPR: BLS with AED for Health Care Providers CPR 100

CERTIFIED NURSING ASSISTANT (CNA)

Certified Nursing Assistant CNA 100

CPR: BLS with AED for Health Care Providers CPR 100

ELECTROCARDIOGRAPHY TECHNICIAN (EKG)

EKG Technician EKG 100

CPR: BLS with AED for Health Care Providers CPR 100

PHLEBOTOMY TECHNICIAN

Phlebotomy: Part I PLB 101

Phlebotomy: Part II with Advd. Clinical Skills/Practicum PLB 102

CPR: BLS with AED for Health Care Providers CPR 100

NURSE TECHNICIAN PATIENT CARE TECHNICIAN/ASSOCIATE (PCT/PCA)

Certified Nursing Assistant CNA 100

EKG Technician EKG 100

Phlebotomy: Part I PLB 101

Phlebotomy: Part II with Advd. Clinical Skills/Practicum PLB 102

CPR: BLS with AED for Health Care Providers CPR 100

First Aid: American Heart Association Cert MAS 17 recommended

Home Health Aide (HHA)

HHA 100/\$630 COTC

Learn the skills necessary to work in this growing field! Students are provided with the necessary training to work in private homes and assisted living facilities. Must read at a 6th grade level as determined by an assessment test. Course Contact Hours - 75 hours plus 8 hours of coordinator - scheduled supervised clinical experience. This program is certified by the New York State Education Department. *Prerequisite or corequisite: CPR100: CPR for Health Care Providers or current national certification from the American Heart Association AHA. Completed physical exam documentation is due at the 1st class meeting.) Classes to be offered full-day and weekends. Call 718-960-8512 or check www.lehman.edu/ce for schedule.*

Certified Nursing Assistant (CNA)

CNA 100/\$995* COTC

A New York State Education Department-approved training for those seeking employment as CNAs in hospitals, nursing homes, hospices and home health agencies. Students must successfully complete the course and clinical to be eligible to take the New York State credentialing examination. CNAs work directly with patients and their families providing quality patient care. Duties include: helping with getting dressed; bathing; feeding; toileting; taking vital signs; catheter care; assisting with ambulation; range of motion exercises; and moving patients to bed and from bed to wheelchair. Program includes: Anatomy and Physiology (50 hours), Fundamentals of Patient Care (50 hours), Nursing Home Clinical Rotation (30 hours). (*Prerequisites: must attend a career seminar and orientation-see above.*) *Proof of high school/GED completion and short essay required. Must demonstrate fluency in English; a reading test may be given. Completed physical exam documentation is due at the 1st class meeting.*) *NOTE: \$115 required testing fee to be paid in class; uniform and textbook fee not included..

Sec SP1: Mon/Wed/Sat 9:15 am-1:45 pm Feb 15-Apr 23 (25 sessions plus 30-hour clinical dates TBA) (includes 30-minute break)

Sec SP2: Mon-Thu 6-9 pm Feb 19-Apr 28 (33 sessions plus 30-hour clinical dates: TBA)

Sec SU: Mon-Thu 9:15 am-2:45 pm Jun 4-Jul 9 (20 sessions and 30-hour clinical dates: TBA) (includes 30 minute break)

CNA Hospital Internship Option

A unique experience for CNAs to receive training in the hospital setting. Students must have completed their CNA program, have current CPR certification, and submit required health clearance forms prior to the internship.

CLR 200/\$330 Schedule TBA.



Electrocardiography

EKG 100/\$425* COTC

Electrocardiogram (ECG/EKG) technicians prepare patients for testing on ECG machines and Holter monitors and also assist physicians with ECG stress testing. They take patient histories and administer actual ECGs for physicians to interpret. ECG technicians work in a variety of medical settings including hospitals, nursing homes, physicians' offices and clinics. *Prerequisites:* Current NYS Certified Nursing Assistant (CNA) or LPN or coordinator's permission. (*Prerequisites: must attend an orientation and career seminar (see page 14) Proof of high school/GED completion and short essay required.*) *NOTE: \$105 EKG or \$149 PCA/PCT required testing fee to be paid online at NHANOW.com; white lab coat and textbook fee not included.

Sec SP1: Mon/Wed 6-9 pm Feb 19-Mar 24 (10 sessions)

Sec SP2: Mon/Wed 9:30 am-1:45 pm Feb 19-Mar 17 (8 sessions)
(includes 30-minute break)

Sec SU1: Mon/Wed 6-9 pm Jun 9-Jul 9 (10 sessions)

Sec SU2: Mon/Wed 9:30 am-1:45 pm Jul 28-Aug 20 (8 sessions)
(includes 30-minute break)

Phlebotomy Technician Certificate Program

Tuition: \$900 COTC Register for all 3 required courses and save!
Students must complete all 3 classes to achieve a Phlebotomy Technician certificate

Phlebotomy: Part I PLB 101

Phlebotomy: Part II with Advd. Clinical Skills/Practicum PLB 102

CPR: BLS with AED for Health Care Providers CPR 100

Phlebotomy: Part I

PLB 101/\$330* COTC

Phlebotomy technicians collect blood specimens for the diagnosis and treatment of patients using venipuncture. They work in a variety of medical settings including hospitals, nursing homes, blood banks, physicians' offices and clinics. (*Prerequisites: Current NYS Certified Nursing Assistant (CNA) or LPN or coordinator's permission. Requirements: must attend a career seminar and orientation (see page 14). Proof of high school/GED completion and short essay required.*) *NOTE: \$105 PLB or \$149 PCA/PCT required testing fee to be paid online at NHANOW.com; white lab coat and textbook fee not included.

Sec SP1: Tue/Thu 6-9 pm Feb 18-Mar 13 (8 sessions)

Sec SP2: Tue/Thu 9:30 am-2 pm Feb 18-Mar 6 (6 sessions) (includes 30-minute break)

Sec SU1: Tue/Thu 6-9 pm Jun 10-Jul 3 (8 sessions)

Sec SU2: Tue/Thu 9:30 am-2 pm Jul 29-Aug 14 (6 sessions) (includes 30-minute break)

Phlebotomy: Part II with Advanced Clinical Skills/Practicum

PLB 102/\$495 (Required for PLB Tech & PCT/PCA)
Prerequisites: Students must complete PLB 101 or have permission from coordinator, have or registered for current CPR certification, and submit required health clearance forms prior to the PLB 102.

Sec SP1: Mon-Thu 5-8:55 pm Mar 25-Apr 24 (13 sessions)

Sec SP2: Mon-Thu 9:30-1:30 pm Mar 18-Apr 8 (13 sessions)

Sec SU1: Mon-Thu 5-8:55 pm Jul 14-Aug 4 (13 sessions)

Sec SU2: Mon-Thu 9:30-1:30 pm Aug 18-Sep 10 (13 sessions)

CPR: Basic Life Support (BLS) with AED for Health Care Providers

(Required for CNA, EKG/PLB, PCT Tech)

CPR 100/\$100 (1 session) COTC

Sec SP1: Sat 10 am-4 pm Feb 1

Sec SP2: Sat 10 am-4 pm Mar 15

Sec SP3: Sat 10 am-4 pm Apr 26

Sec SU1: Sat 10 am-4 pm Jun 7

Sec SU2: Sat 10 am-4 pm Jul 12

First Aid - American Heart Association (AHA) Certification

MAS 17/\$35 (1 session)

Sec SP: Sat 10 am-1 pm Mar 8

Sec SU: Sat 1-4 pm Jul 19

Nurse Technician Program

\$2380 COTC

The Nurse Technician (Patient Care Technician/Associate) Program trains students for positions as advanced nursing assistants. Upon completion, students are eligible to take the National Healthcare Association (NHA) certification exam. *Prerequisites: Attend information seminar/orientation, complete program application (see below), bring proof of HS/GED and short essay indicating reason for completing your program.*

Program certification: In order to receive a program certificate, students must complete a program application (\$25), successfully complete all course requirements listed at the time of applying, and submit a certificate request form (\$5). Visit www.lehman.edu/ce to download application, certificate request form and for more information.

Certified Nursing Assistant CNA 100

EKG Technician EKG 100

Phlebotomy Technician PLB 100

CPR: BLS with AED for Health Care Providers CPR 100

Advanced Clinical Skills/Practicum CLR 110

Recommended:

First Aid: American Heart Association AHA Certification MAS 17

Nurse Technician Program for CNAs

Tuition: \$1350 COTC

Includes all courses above except for CNA 100 and MAS 17.

PRE-NURSING / NURSING TEST PREP

Pre-Nursing Assessment and Practice Test Prep: CNET
PRN 102/\$330 (11 sessions) LEHC *To Be Announced*

**Pre-Nursing Assessment and Practice Test Prep
BS Programs: HESI**
PRN 103/LEHC *To Be Announced*

NCLEX Nurse Exam Prep
PRN 10/LEHC *To Be Announced*

Credentialed Alcoholism & Substance Abuse Counselor

FREE CAREER INFORMATION SEMINARS:

SATURDAY, JANUARY 18, 10:30 AM *snow date: Jan 25*

WEDNESDAY, JANUARY 29, 6:30 PM *snow date: Feb 5*

SATURDAY, MAY 3, 10:30 AM

WEDNESDAY, MAY 14, 6:30 PM

LEHMAN COLLEGE MUSIC BLDG, 1ST FLOOR DINING ROOM

There is a great demand for credentialed alcoholism and substance abuse counselors (CASACs) who have a sound clinical foundation as well as sensitivity to the diversity of the client population. This program is designed for health and human services professionals, educators, clergy, and employee assistance personnel who wish to enter or advance in the field.

The Certificate Program

Qualifications: Satisfactory completion of education/training, supervised practical training, and documented work experience as well as passing the New York State Office of Alcoholism and Substance Abuse Services (NYS-OASAS) written examination for a the Credentialed Alcoholism and Substance Abuse Counselor (CASAC) designation. Credential applicants are required to document 350 clock hours of course work covering 4 categories of knowledge. Assistance in identifying resources for the supervised practical training hours is provided.

To earn the Lehman College Credentialed Alcoholism and Substance Abuse Counselor Certificate, students must submit a program application (\$25) and (1) complete all 9 required courses with a grade of "C" or better; (2) attend at least 80 percent of classroom instruction for each course; and (3) maintain an overall grade average of "B." A certificate of completion is awarded after satisfactory completion of each course. This training is provided under New York State OASAS Provider # AI 0157.

Spring application deadline: February 15; Summer application deadline: June 3. An interview may be required.



Overview of Alcoholism and Substance Abuse

ASC 01/\$375 (13 sessions) LEHC

Sec SP: Tue 6:30-9:35 pm Feb 18-May 27

Sec SU: Mon/Wed 6:30-9:35 pm Jun 11-Jul 24

Counseling Issues II: The Family, Relapse Prevention and Vocational Education

ASC 27/\$375 (13 sessions) *prereq. ASC 01 and ASC 02* LEHC

Sec SP: Wed 6:30-9:35 pm Feb 19- May 21

Treatment Planning, Clinical Record Keeping and Discharge Planning

ASC 31/\$285 (10 sessions) *prereq. ASC 01 and ASC 02* LEHC

Sec SP: Mon 6:30-9:30 pm Feb 24-May 12

Professional & Ethical Responsibilities and the Counselor/Client Relationship

ASC 42/\$420 (15 sessions) *prereq. ASC 01* LEHC

Sec SP: Thu 6:30-9:30 pm Feb 20-Jun 5

Diversity of Intervention and Treatment Approaches in Alcoholism and Substance Abuse

ASC 02/\$420 (15 sessions) *prereq. or coreq. ASC 01* LEHC

Sec SU: Tue/Thu 6:30-9:30 pm Jun 10-Jul 31

Human Growth and Development

ASC 26/\$285 (10 sessions) *prereq. ASC 01* LEHC

Sec SU: Mon/Wed 6:30-9:30 pm Jun 11-Jul 14

Counseling Issues III: Communicable Diseases & Special Populations

ASC 28/\$330 (12 sessions) *prereq. ASC 01* LEHC

Sec SU: Tue/Thu 6:30-9:25 pm Jun 10-Jul 17

NEW CASAC Exam Preparation Course

ASC 60/\$85 (3 sessions) LEHC *prereq. ASC 01 and ASC 02*

Call 718-960-8864 for dates.

This 9-hour course will prepare you for the New York State OASAS Credentialed Alcoholism and Substance Abuse Counselor (CASAC) exam. Topics include an explanation of the exam, areas covered in the exam, test taking skills, time management, sample questions and an assessment of preparedness/readiness. It is advised that students have at least completed most coursework and have significant CASAC direct service hours before taking this test-prep course. (This course cannot be used to fulfill the OASAS 350-hour education and training requirement.)

This comprehensive training provides students with the skills necessary to begin a career in Health Information Management. Key subjects include how to manually file claims; trace delinquent claims; appeal denied claims; monitor compliance with regulations; and to extract coding information from the medical record.

Students may apply for and complete certificate programs in Physician Office Billing; Medical Record Coder; Medical Billing and Coding; Electronic Health Records. In the coding program, students become proficient at both ICD-10CM/PCS and CPT-4 Coding. After obtaining work experience, students may be qualified to sit for the American Health Information Management Association (AHIMA) CCA (Certified Coding Associate) Exam and/or Certified Coding Specialists (CCS) exam.

Program Certification: In order to receive a program certificate, students must complete a program application (\$25), successfully complete all course requirements*, and submit a certificate request form (\$5). Visit www.lehman.edu/ce or call 718-960-8512 to download application and for more information.

CERTIFICATE PROGRAMS:

PHYSICIAN OFFICE BILLING

- MRP 80 Medical Term./Anat. & Phys./Path./Pharm. I
- MRP 81 Medical Term./Anat. & Phys./Path./Pharm. II
- MRP 50 (CORE) Medical/Surgical/Dental Office Procedures
- MRP 15 (CORE) Coding for Physician Serv.: CPT/HCPCS LEV 2
- MRP 64 (CORE) Medical Billing

MEDICAL CODER

- MRP 80 Medical Term./Anat. & Phys./Path./Pharm. I
- MRP 81 Medical Term./Anat. & Phys./Path./Pharm. II
- MRP 28/29 (CORE) ICD-10CM & PCS Coding
- MRP 15 (CORE) Coding for Physician Serv.: CPT/HCPCS LEV. 2
- MRP 31 (CORE) Coding Clinical Practicum
- MRP 97 AHIMA ICD-10 CCS Exam Prep (*highly recommended*)

MEDICAL BILLING & CODING

- MRP 80 Medical Term./Anat. & Phys./Path./Pharm. I
- MRP 81 Medical Term./Anat. & Phys./Path./Pharm. II
- MRP 28/29 (CORE) ICD-10CM & PCS Coding
- MRP 15 (CORE) Coding for Physician Serv.: CPT/HCPCS LEV. 2
- MRP 31 (CORE) Coding Clinical Practicum
- MRP 97 AHIMA ICD-10 CCS Exam Prep (*highly recommended*)
- MRP 64 (CORE) Medical Billing

ELECTRONIC HEALTH RECORDS

- EHR 10 Online Electronic Health Records
- EHR 20 Electronic Health Records Internship

*CORE requirements MUST be taken in order to obtain the Lehman College certificate/no waivers.

FREE CAREER INFORMATION SEMINARS:

- SATURDAY, JANUARY 11, 10:30 AM CARMAN 128
 - WEDNESDAY, JANUARY 29, 6:30 PM* *snow date: Feb 5*
 - SATURDAY, MAY 3, 10:30 AM*
 - WEDNESDAY, MAY 14, 6:30 PM*
- *LEHMAN COLLEGE MUSIC BLDG, 1ST FLOOR DINING ROOM

Medical Terminology/Anatomy and Physiology/ Pathophysiology/Pharmacology I

MRP 80/\$385 (13 sessions) LEHC

This course prepares those with no medical background to understand the language used by physicians and other medical professionals and provides the student with a foundation knowledge in anatomy & physiology, pathophysiology and pharmacology.

- Sec SP: Mon/Thu 6:30-9:30 pm Feb 3-Mar 13 and Tue 6:30-9:30 pm Feb 18, Mar 4 *continues in MRP81 SP2*
- Sec SU: Mon/Wed 6:30-9:30 pm Jun 9-Jul 21

Medical Terminology/Anatomy and Physiology/ Pathophysiology/Pharmacology II

MRP 81/\$385 (13 sessions) LEHC

This course, a continuation of MRP 80, provides the student with an in depth knowledge or an updated review of anatomy & physiology, diseases, drugs and other treatments required to accurately code. For those wishing to expand their knowledge or those seeking a refresher course to prepare themselves for coding using ICD-10CM and ICD 10PCS. (*prereq. MRP 80*)

- Sec SP1: Sat 11 am-2 pm Feb 8-May 10
- Sec SP2: Mon/Thu 6:30-9:30 pm Mar 24-May 15

ICD-10 International Diagnosis and Procedure Coding courses

taught by

AHIMA-Certified Trainers/Ambassadors

SPECIAL SATURDAY ICD-10 Coding intensive section starts January 18!

ICD-10CM and ICD-10PCS Coding (CORE)

Both parts (MRP 28 and MRP 29) provide in-depth explanation and training in ICD-10 CM and PCS Coding of Diseases and Conditions for those beginning coding in ICD-10 CM and PCS Coding. *MRP 28 must be taken prior to MRP 29. ICD-10 Coding manuals and textbook must be brought to first class.*

MRP 28/\$395 LEHC (35 hours) (*prereq. MRP 81 or equiv.*)

Sec SP1: Sat 9 am-3:20 pm *includes 30 minute break* Jan 18-Feb 22

(6 sessions)

Sec SP2: Mon/Wed/Thu 6:30-9:25 pm Apr 24-May 21

(12 sessions)

MRP 29/\$395 LEHC (35 hours) (*prereq. MRP 28*)

Sec SP1: Sat 9 am-3:20 pm *includes 30 minute break* Mar 1-Apr 5

(6 sessions)

Sec SP2: Mon/Wed/Thu 6:30-9:25 pm May 22-Jun 19



Coding for Physician Services: CPT/HCPSC LEVEL 2

MRP 15/\$375 (12 sessions) LEHC (CORE)

This course provides the skills necessary to code procedures for physicians' services rendered in all health care settings utilizing the latest CPT methodology and text. It is essential for all physician billing. (*prereq. MRP 81*)

Sec SP: Sat 9:30 am-12:30 pm Feb 15-May 10

Sec SU: Sat 9 am-12 pm May 31-Aug 23

UPDATE: Coding Clinical Practicum (CORE)

MRP 31/\$475 (36 hours) LEHC

Extensive experience in coding ICD-10-CM using current hard-copy medical records. (*prereqs. MRP 26 and 27 or 29; MRP15 recommended*)

Sec SP1: Mon/Wed/Thu 6:30-9:30 pm Mar 17-Apr 10
(12 sessions)

Sec SP2: Sat 9 am-12 pm and 12:30-3:20 pm Mar 15-Apr 26
(6 sessions)

Sec FA: Mon/Wed/Thu 6:30-9:30 pm Aug 25-Sep 22 (12 sessions)

AHIMA-CCS Exam Prep (Certified Coding Specialist) (CORE)

MRP 97/\$390 (12 sessions) LEHC

(*Prerequisite MRP 31, MRP15, MRP25/26/27 or MRP28/29 or equivalent experience*) To be offered fall 2014 or spring 2015

Medical/Surgical/Dental Office Procedures (CORE)

MRP 50/\$330 (11 sessions) LEHC

This course provides instruction in medical/surgical office procedures and front desk management.

Sec SP Wed 7-9:30 pm Feb 26-May 14

Medical Billing: Inpatient, Outpatient and Physicians' Offices (CORE)

MRP 64/\$370 (12 sessions) LEHC

This course provides the professional and technical skills required to confidently complete and prepare all billing forms for inpatient confinements, outpatient treatment and physicians' services. (*No prerequisites*)

Sec SP Sun 1:15-4:15 pm Feb 23-May 18

Billing Internship Off-site

Available on a voluntary basis. For more information, call 718-960-8512 or 718-960-7322. Provides personal hands-on experience with claims, patients and insurance companies in the medical billing process. (*Available ONLY to graduates of the Lehman College Medical Biller program*)

ELECTRONIC HEALTH RECORDS on-line

Have you completed the Medical Coder/Biller program or are you an experienced biller/coder who is interested in or needs to upgrade your skills in the area of electronic health records? Students who successfully complete the following on-line course through Career Tech may be eligible for National Healthcareer Association (NHA) certification in Certified Electronic Health Record specialist (CEHRS). (*Prerequisite: education or work experience in health records maintenance and requirements, physicians' office management, medical billing/coding*).

EHR 100/\$555 (100 hours) (*package includes text and instructor support*)

The on-line course provides students with the knowledge and skills required to work with electronic health records in today's rapidly changing health care environment. It provides in-depth and practical training on a widely used Electronic Health Record software program (Practice Partner). This on-line course serves as an introduction to a current medical software application and is the hands-on component to "Working with Electronic Health Records". Emphasis is placed on medical accounting records, patient scheduling, patient billing, and maintaining health records on the computer. Success in this course requires a basic level of competency with computers and word processing, spreadsheet, and database (electronic records) concepts.

Students may register for the package (\$555) or individually (\$295) per course.

Introduction to Electronic Health Records

EHR 10/\$295

Working with Electronic Health Records

EHR 20/\$295

For information on registration, visit our web site at: www.lehman.edu/ce.

Our coding courses introduce:

ICD 10 Diagnosis and Procedures Coding

that will be used in all hospitals/health care facilities throughout the USA, effective 10/1/14.

Lehman has AHIMA-certified ICD-10 Trainers and AHIMA ICD-10 Ambassadors teaching ICD-10 and converting ICD-9 Coders to coding with ICD-10.

Register today!*

**See page 20 for more information & prerequisites.*



ADMINISTRATIVE/EXECUTIVE ASSISTANT

In today's competitive job market, individuals need not only excellent computer skills, but also, the ability to write and speak well and to present a professional, polished appearance. The Administrative Assistant Certificate offers participants the opportunity to acquire these skills. *Prerequisite: high school diploma or GED.*

Program Certification: In order to receive a program certificate, students must complete a program application (\$25), successfully complete all course requirements listed at the time of applying, and submit a certificate request form (\$5). Visit www.lehman.edu/ce or call 718-960-8512 for more information.

CERTIFICATE PROGRAM REQUIRED COURSES:

Effective Business Communication CBS 28
How to Use a PC (Basic, Advanced) PCW 22/40
Microsoft Word 2010: Comprehensive CBS 79
Microsoft Excel 2010: Comprehensive CFM 55

RECOMMENDED COURSES:

Microsoft Powerpoint 2010: Part I EDP 19
Microsoft Powerpoint 2010: Part II EDP 128

Effective Business Communication: Writing and Oral Skills for Business Professionals

CBS 28/\$220 (8 sessions) *See page 4.*

How to Use a PC (Basic, Advanced)

PCW 22/\$75 and PCW40/\$75 *See page 9.*

Microsoft Word 2010: Comprehensive

CBS79/\$290 *See page 10.*

Microsoft Excel 2010: Comprehensive

CFM 55/\$375 *See page 10.*

RECOMMENDED COURSES:

Microsoft PowerPoint 2010: Part I

EDP 19/\$125 *See page 10.*

Microsoft PowerPoint 2010: Part II

EDP 128/\$125 *See page 10.*

FAMILY DEVELOPMENT CREDENTIAL™ (FDC)

Frontline workers in health, education and human services agencies are offered training in the approach that emphasizes the strengths and resources of families to empower them for long-lasting change. This 90-hour interactive course and portfolio development leads to the Family Development Credential™ (FDC) awarded by the University of Connecticut upon successful completion of the course, portfolio and an examination. This 15-week program is offered twice a year at the beginning of March and the beginning of October. The spring 2014 schedule is Fridays, March 7-June 27, 10 am- 5pm. Tuition is \$950; the fee for the credentialing exam is \$250. For additional information and permission to register, call Phyllis Rafti, Program Coordinator, at (718) 960-8512.

PROFESSIONAL DEVELOPMENT WORKSHOPS & COURSES

Notary Public Exam Preparation *See page 5.*

PMP Project Management Exam Prep Course Online *See page 36.*

Non-Profit Management Courses/Certificate Online *See page 36.*

Scoring for Film with Michael Bacon *See page 28.*

IN-DEMAND & GREEN CAREERS

Visit www.lehman.edu/ce under Certificates section for details.

Residential Alarm Systems and Surveillance including CCTV

Commercial Driving License A & B and Passenger Endorsement

Fundamentals of Locksmithing

Residential Solar Design and Installation

Home Energy Audit

PERSONAL TRAINER NATIONAL CERTIFICATION (W.I.T.S.)



REQUIRED PROGRAM ORIENTATION:

Registration Required:

Jan 9, 2014 12:00 PM EDT Register at:
<https://attendee.gotowebinar.com/register/8425849326564497664>

Feb 6, 2014 5:00 PM EDT Register at:
<https://attendee.gotowebinar.com/register/5375937112021346816>

Mar 6, 2014 12:00 PM EDT Register at:
<https://attendee.gotowebinar.com/register/2625194314814158080>

Fortune Magazine and ABC News have targeted this industry as one to thrive in. The pay for a national fitness trainers average \$34 an hour.

This 60-hour challenging and comprehensive course is offered by World Instructor Training School (W.I.T.S.) at Lehman College. The program includes both a lecture (15 hours) and hands-on component (15 hours) as well as a 30-hour internship in a health club that prepares students to actually work with clients. Topics include: biomchanics; exercise physiology, fitness testing, equipment usage, and health assessment. Students are required to have certification in CPR and AED to be certified (*see CPR 100 page 15*). This class is not included in the training program. *Students are assisted in obtaining a suitable site. Are you interested in starting your own business? Lehman provides free professional services for starting and successfully building your own business! NO DISCOUNTS APPLY TO THIS COURSE. Required textbook not included.*

PFT 01/\$875 (6 sessions includes final exam) LEHC
Sat 9-12 pm lecture: on-campus and 1-4 pm practical
plus 30 hr. internship
Sec SP: Mar 8-Apr 12

Wedding and Event Planner Certification



WPC 01/\$1075* (10 sessions) COTC

The Wedding and Event Plan Certificate course includes planning, coordinating and directing wedding, as well as a study of the business structure, documentation, information, contracts, how to work with vendors, marketing and how to work with prospective brides and grooms. *Fee includes tuition, textbook, online access in addition to classroom instruction, testing and national certification from the Wedding Planning Institute. Payment plan is available. Students interested in establishing their own businesses will be able to take advantage of Lehman's wraparound business services and advisement at no extra cost. *NO DISCOUNTS APPLY TO THIS COURSE.*
Sec SP: Wed 6-9:30 pm Mar 12-May 21
Sec SU: Tues 6-9:30 pm Jun 3-Aug 5

Register by calling 888-221-9988 or visiting:
<http://www.theweddingplanninginstitute.com/enrollLehmanCWEP>

Coming in fall: Wedding and Event Design Course

This course will allow students to experience the step-by-step processes and techniques utilized by one of the globe's leading wedding and event experts, industry pioneer Preston Bailey. This new course is a comprehensive "how-to" for the industry, providing real behind-the-scenes footage, photographs and documentation, including insights into the wizardry that can make a wedding a one-of-a-kind, magical event for a couple and their guests.

Helping New York's Small Businesses Succeed!



New York State SBDC services include:

- Business plan development
- Business expansion assistance
- Entrepreneurial training programs
- Access to funding options and sources
- Export/international trade guidance
- Procurement assistance services

For more information or to request a no-cost consultation, contact us at:



Lehman College
Carman Hall - Room 128
(718) 960-8697 or Toll-Free: (800) 732-SBDC
www.nyssbdc.org

* Funded in part through a cooperative agreement with the U.S. Small Business Administration

CHILD CARE: EARLY CHILDHOOD DEVELOPMENT PROFESSIONAL

FREE CAREER INFORMATION SEMINARS

SATURDAY, JANUARY 18, 10:30 AM *snow date: 1/25*

WEDNESDAY, JANUARY 29, 6:30 PM *snow date: 2/5*

SATURDAY, MAY 3, 10:30 AM

WEDNESDAY, MAY 14, 6:30 PM

LEHMAN COLLEGE MUSIC BLDG, 1ST FLOOR DINING ROOM

Lehman offers a program based upon the nationally recognized Child Development Associate (CDA) Competency Standards for Preschool Children. Successful completion of this program is a first step towards receiving a credential from the Council for Early Childhood Professional Recognition. Students enrolled in the program receive assistance in preparing for the assessment process leading to the CDA credential. * NOTE: In addition to the education requirement, which this certificate fulfills, students must meet a 480-hour field experience requirement to earn the CDA credential.

Requirements: Students must complete the eight required topics (125 hours) with a 70 percent average on exams and projects and attend at least 80 percent of classroom instruction for each course. Participants may start the program in any term. Classes meet twice a week on Wednesdays and Saturdays. Prerequisites: High school diploma or GED or permission of the program coordinator; writing proficiency. Tuition: \$1085 (125 hours). Tuition may be for full program or by semester. Financial aid may be available to program participants; see page 1. Those with 6 months or more recent experience in Early Childhood field may be eligible for NYS Educational Incentive Scholarship Program EIP grant www.ecetp.pdp.albany.edu or call 1-800-295-9616.

Topics include: • Principles of Child Growth and Development • Supporting Children's Social and Emotional Development • Planning a Safe, Healthy Learning Environment • Promoting Children's Physical and Intellectual Development • Establishing Productive Relationships with Families • Observing and Recording Children's Behavior • Managing an Effective Program Operation • Commitment to Professionalism and Seminar on Child Abuse (NOTE: *This seminar does not satisfy New York State requirement for Child Abuse Identification and Reporting. Refer to page 26*)

FULL PROGRAM Child Care Program

\$1085 (125 hours) COTC *Includes all 8 topics.*

SPRING SESSION Child Care Program: Part II

\$485 (56 hours) 19 sessions COTC

Includes 4 topics: CCP 80, 40, 70 and 60

Wed 6:30-9:30 pm Feb 19-Apr 30 and Sat 9:30 am-12:30 pm Feb 22-May 3

SUMMER SESSION Child Care Program: Summer

\$290 (33 hours) 11 sessions COTC *Includes 2 topics: CCP 10, 20.*

Wed 6:30-9:30 pm Jun 11-Jul 9 and Sat 9:30 am-12:30 pm Jun 7-Jul 19

FALL SESSION Child Care Program: Part I

\$600 (69 hours) COTC *Includes 4 topics.*

RECOMMENDED COURSES:

Infant/Toddler Care

CCP 11/\$35 (1 session) Sec SP: Sat 1-4 pm Apr 26



Child Abuse Identification and Reporting (online)

CAP 10/\$25 *See page 26.*

Needs of Students with Autism Workshop (online)

SWA 10/\$25 *See page 26.*

Assistant Teaching Review & Test Prep - ATAS

ATP 10/\$130 *See page 26.*

First Aid American Heart Association (AHA) Cert.

MAS 17/\$35 (1 session) *See page 18.*

CPR: BLS with AED for Health Care Providers

CPR 100/\$100 (1 session) *See page 18.*

FAMILY CHILD CARE

Go from babysitting to professional child care provider!

With the increased percentage of both parents working, child care has become an essential service. Family child care providers care for children in mixed age groups in their own homes. It is a regulated licensed service and can be a great opportunity for a small business. Lehman offers a comprehensive program that provides the basic training and preparation for certification required to start a Family Child Care business. Lehman also provides, at no cost, professional services for those who are interested in starting or expanding their Family Child Care business.

An Introduction to Family Child Care

CCP 111/\$95 (2 sessions) COTC

An overview and discussion of family child care and an explanation of the regulations and application process.

Sec SP: Sat 1-4 pm Feb 15-22

The Business of Family Child Care

CCP 112/\$100 (3 sessions) COTC

A discussion of the business side of family child care. Students will go through the step-by-step Family Child Care Provider Application process.

Sec SP: Sat 1-3:30 pm Mar 1-15

Health and Safety Certification

CCP 113 /\$160 (5 sessions) COTC

This course meets the New York State certification requirement necessary to operate a Family Child Care program. *Prerequisites: Students are urged to complete and submit a Family Child Care Provider Application prior to class start. NOTE: All health and safety training received after the application for family day care has been submitted, but prior to issuance of the registration, may be applied to the initial fifteen (15) hours of required training. Visit <http://www.nyc.gov/html/doh/html/living/childcare.shtml> for more information.*

Sec SP: Sat 1-4 pm Apr 26-May 31

The GED testing program will change in January 2014 to become more than the high school equivalency. The new test will continue to provide adults the opportunity to earn a high school credential, but it goes further by measuring career- and college-readiness skills that are the focus of today's curriculum and tomorrow's success.

Four content areas—literacy, mathematics, science, and social studies—will measure a foundational core of knowledge and skills that are essential for career and college readiness.

This means that all GED test-takers must start fresh after January 1, 2014. Old scores will no longer be carried forward. There will be more emphasis on critical thinking, more questions on science, and more writing.

We are providing the test prep for the new exams.

NEW COLLEGE & CAREER READINESS

Intensive Option: College & Career Readiness

Ideal for re-testers, for improved skills in the workplace and those seeking support for individual subjects.

*SAVE! Take all Intensive Options for \$205
(Math, Reading and Writing)*

College & Career Readiness: MATH 1

CCR 15/\$100 (6 sessions)

Students must have a grasp of basic operations in addition and subtraction and have an understanding of written English.

Sec SP1: Wed 6:30-8:30 pm Feb 19-Mar 26

Sec SP2: Sat 12-2 pm Feb 22-Mar 29

Sec SU1: Wed 6:30-8:30 pm Jun 4-Jul 9

Sec SU2: Sat 12-2 pm Jun 7-Jul 19

College & Career Readiness: READING 1

CCR 06/\$60 (6 sessions)

Materials in reading cover topics in science and social studies. This is an entry-level class. Students must have a basic understanding of written English.

Sec SP1: Mon 6:30-7:30 pm Feb 24-Mar 31

Sec SP2: Sat 9:15-10:15 am Feb 22-Mar 29

Sec SU1: Mon 6:30-7:30 pm Jun 9-Jul 14

Sec SU2: Sat 9:15-10:15 am Jun 7-Jul 19

College & Career Readiness: WRITING 1

CCR 07/\$60 (6 sessions)

Writing materials cover topics in science and social studies. This is an entry level class. Students must have a basic understanding of written English.

Sec SP1: Mon 7:45-8:45 pm Feb 24-Mar 31

Sec SP2: Sat 10:30-11:30 am Feb 22-Mar 29

Sec SU1: Mon 7:45-8:45 pm Jun 9-Jul 14

Sec SU2: Sat 10:30-11:30 am Jun 7-Jul 19

NEW NYS GED TESTING PROGRAM INFORMATION SEMINAR

Check out www.lehman.edu/ce or
www.facebook.com/LehmanCE for
date and time.



College & Career Readiness: MATH 2

CCR 16/\$100 (6 sessions)

Students should have at least a 9th grade math level, tested with a 300 or better on the GED or obtain department approval.

Sec SP1: Wed 6:30-8:30 pm Apr 2-May 14

Sec SP2: Sat 12-2 pm Apr 5-May 17

Sec SU1: Wed 6:30-8:30 pm Jul 16-Aug 20

Sec SU2: Sat 12-2 pm Jul 26-Sep 6

College & Career Readiness: READING 2

CCR 08/\$60 (6 sessions)

Materials in reading cover topics in science and social studies. Students should have at least a 9th grade reading level, tested 300 or better on the GED.

Sec SP1: Tue 6:30-7:30 pm Apr 1-May 20

Sec SP2: Sat 9:15-10:15 am Apr 5-May 17

Sec SU1: Tue 6:30-7:30 pm Jul 29-Sep 2

Sec SU2: Sat 9:15-10:15 am Jul 26-Sep 6

College & Career Readiness: WRITING 2

CCR 09/\$60 (6 sessions)

Writing materials cover topics in science and social studies. Students should have at least a 9th grade writing level, tested 300 or better on the GED or obtain department approval for this class.

Sec SP1: Tue 7:45-8:45 pm Apr 1-May 20

Sec SP2: Sat 10:30-11:30 am Apr 5-May 17

Sec SU1: Tue 7:45-8:45 pm Jul 29-Sep 2

Sec SU2: Sat 10:30-11:30 am Jul 26-Sep 6

** Does not include \$20 registration fee charged per semester. Classes may take place at either COTC or LEHC.*

Teacher Certification Preparation

TEACHER CERTIFICATION PREPARATION WORKSHOPS

Child Abuse Identification and Reporting

CAP 01/\$25 (1 session) LEHC

Sec SP1: Sat 9:30-11:30 am Feb 22

Sec SP2: Sun 9:30-11:30 am Apr 27

Sec SU: Sat 9:30-11:30 am Jun 21

Online: CAP 10/\$25

Email help@lehman-ce.org if you do **not** receive your login information *within 48 business hours after registration payment*. Visit www.lehman-ce.org to login to workshop or if you forget your password. NO REFUNDS are applicable to this online workshop.

Violence Prevention Workshop

VPW 01/\$25 (1 session) LEHC

Sec SP1: Sat 12-2 pm Feb 22

Sec SP2: Sun 12-2 pm Apr 27

Sec SU: Sat 12-2 pm Jun 21

Online: VPW10/\$25

Email help@lehman-ce.org if you do **not** receive your login information *within 48 business hours after registration payment*. Visit www.lehman-ce.org to login to workshop or if you forget your password. NO REFUNDS are applicable to this online workshop.

Needs of Students with Autism Workshop

Online: SWA 10/\$25

Email help@lehman-ce.org if you do **not** receive your login information *within 48 business hours after registration payment*. Visit www.lehman-ce.org to login to workshop or if you forget your password. NO REFUNDS are applicable to this online workshop.



Harassment, Bullying, Cyberbullying and Discrimination in Schools: Prevention and Intervention (DASA Training)

DSA 10/\$49 (1 session) LEHC *(includes 30-minute break)*

Sec SP1: Sun 9:30 am-4 pm Feb 9

Sec SP2: Sat 9:30 am-4 pm Mar 8

Sec SP3: Sat 9:30 am-4 pm Apr 12

Sec SU: Sat 9:30 am-4 pm Jun 7

This 6-hour, fact-to-face course satisfies the New York State requirement for course work or training in harassment, bullying, cyberbullying and discrimination prevention and intervention under the Dignity for All Students Act. DASA training is required for anyone applying for New York State certification on or after December 31, 2013.

INTENSIVE TEACHER CERTIFICATION EXAM PREPARATION COURSES

Register for exams at www.nystce.nesinc.com NOW! The exam requirements are being revised. You can still take the LAST if you will have completed all requirements for initial teacher certification on or before April 30, 2014 and have applied for certification on or before April 30, 2014.

This exam preparation course format includes an in-class meeting, online assignments and access to all course materials. Online activity includes a series of modules that cover all aspects of the teacher certification examination with learning assignments, sample questions and answers, essay topics and assignments. These unique courses are specifically designed to assist students to pass the New York State Certification examinations. Visit www.nystce.nesinc.com for specific exam requirements.

Intensive LAST Preparation

LAST 12/\$160 (In-person class session) LEHC

Sec SP1: Sat 9:30 am-3 pm Feb 1

Sec SP2: Sat 9:30 am-3 pm Mar 15

Intensive Multi-Subject CST Preparation

CST 12/\$160 (In-person class session) LEHC

Sec SP1: Sat 9:30 am-3 pm Jan 25

Sec SP2: Sat 9:30 am-3 pm Mar 8

ASSISTANT TEACHER TEST PREP

Assistant Teaching Review & Test Prep – ATAS

ATP 10/\$130 (3 sessions) LEHC

Sec SP: Sat 10 am-2 pm Feb 15-Mar 1 *(includes 20-minute break)*

Sec SU: Sat 10 am-2 pm Jun 14-28 *(includes 20-minute break)*

FOR SUMMER SESSION ONLY:

UNDERSTANDING & PREPARING FOR NATIONAL BOARD CERTIFICATION

This course, developed in partnership with Lehman's School of Education and the United Federation of Teachers, helps teachers gain an overview of the National Board process and the skills and commitment required for pursuing National Board Certification. It provides a continuum of learning and support structure for all teachers, novice to veteran, by introducing them to the principles of accomplished teaching as defined by the National Board for Professional Teaching Standards. To provide evidence to reflect the standards, teachers will describe, analyze, and reflect on their work as learners and collaborators and with families and communities. For more information, please contact elvani.pennil@lehman.cuny.edu, 718-960-8004

TBC 01/\$150 (8 sessions)

Sec SU: Tue/Wed/Thu 2-4:30 pm Jul 8-23

HIGH SCHOOL

Test Preparation for NYC Specialized HS (Math)

Test Preparation for NYC Specialized HS (English)

Chemistry Regents Preparation

Living Environment Regents Preparation

See page 40.

COLLEGE

SAT Preparation for grades 11, 12 (Math ONLY)

SAT Preparation for grades 11, 12 (English ONLY)

See page 40.

GRADUATE SCHOOL

Graduate Record Examination (GRE) Preparation

*Textbook, GRE Victory 9th Ed. is required. May be purchased at the Collegiate Bookstore-efollett.com or visit www.cambridgeed.com/store.php and enter school code: LEH. *NOTE: A proctored sample GRE is administered at the 1st session. The instructor will meet with class starting in the second session.*

GRE 12/\$365 (11 sessions) LEHC

Sec SP: Wed 6:30-9:30 pm Feb 26-May 14

Sec SU: Wed 6:30-9:30 pm Jun 11-Aug 20

Graduate Management Admission Test (GMAT) Preparation

*Textbook, GMAT Victory 8th Ed. is required. May be purchased at the Collegiate Bookstore-efollett.com or visit www.cambridgeed.com/store.php and enter school code: LEH. *NOTE: A proctored sample GMAT is administered at the 1st session. The instructor will meet with class starting in the second session.*

GMA 10/\$365 (11 sessions) LEHC

Sec SP: Mon 6:30-9:30 pm Feb 24-May 19

Sec SU: Mon 6:30-9:30 pm Jun 9-Aug 18

PROFESSIONAL TEST PREP

Notary Public Exam Preparation

NTP 10/\$95 LEHC (1 session) LEHC *See page 5.*

PMP Project Management Exam Prep Course Online *See page 36.*

PRE-NURSING TEST PREP *See page 18.*

BRIDGE TO COLLEGE:

Your Path to Success

PREPARE FOR CUNY ASSESSMENT TEST

An integrated comprehensive skills program designed to assist adult learners as they transition into a college degree program. The primary emphasis of this program is to provide a review and test preparation for the CUNY Assessment exams required for admission to The City of New York/Lehman Adult Degree Program.

PROGRAM COURSES:

Reading/Writing Study Skills Review CBP 51

ACT Math BOOT-CAMP: Math Review CBP 52

Elementary Algebra Math Review MAT 030

Reading/Writing Study Skills Review

CBP 51/\$145 (10 sessions) LEHC

The primary emphasis of this 25-hour course is to provide a review and test preparation for the CUNY Assessment Reading and Writing exams. Through in-class reading materials, writing assignments and homework, students are introduced to time management, note-taking, and good study habit techniques, as well as other concepts to help them maximize their success.

Sec SP: Tue 6:30-9 pm Feb 18-May 6

Sec SU: Tue 6:30-9 pm May 27-Jul 29

ACT Math BOOT-CAMP: Math Review

CBP 52/\$200 LEHC

This course reinforces pre-algebra skills through intensive drills, assignments and classroom activities. It is open only to Adult Degree Program (ADP) students who did not pass Part 1 of the CUNY Assessment Test in Math. Once you pass the course, you will be admitted to MAT030: Elementary Algebra. You will need permission of your ADP advisor to take this course.

Sec SP: Mon/Wed 6-8:30 pm Jan 27-May 5 (24 sessions)

Sec SU: Mon/Tue/Thu 6-8 pm May 27-Aug 4 (30 sessions)

Elementary Algebra: Math Review

MAT 030/\$200 LEHC

This course emphasizes algebra skills through intensive drills, assignments and classroom activities. It is only open to Adult Degree Program (ADP) students who did not pass Part 2 of the CUNY Assessment Test in Math or who completed CBP52 (Boot-Camp) with a passing grade. You will need permission of your ADP advisor to take this course if you have not already passed CBP52..

Sec SP1 Mon/Wed 8:50-11:20 am Jan 27-May 5 (24 sessions)

Sec SP2 Mon/Wed 6-8:30 pm Jan 27-May 5 (24 sessions)

Sec SU1 Mon/Tue/Thu 8:50-10:50 am May 27-Aug 4 (30 sessions)

Sec SU2 Mon/Tue/Thu 6-8 pm May 27-Aug 4 (30 sessions)

Personal Development



COURSES AT THE RIVERDALE Y



The following art classes are held at the Riverdale Y, 5625 Arlington Avenue, Riverdale, NY 10471. To register, call 718-960-8512 or visit www.lehman.edu/ce. Visit riverdaley.org for directions.

Circle of Reading

RIY 33/\$105*

Sec SP: Wed 7-9 pm Feb 19-Mar 26 (6 sessions)

Travel the world through reading! We will be reading *The New York Times* bestseller, *State of Wonder* by Ann Patchett and the award-winning historical novel, *The Sojourn* by Andrew Krivac. These books will be discussed in a friendly and comfortable environment. Italy, Australia and Brazil are on our itinerary with these great works of fiction.

NEW Microsoft Office Basics

RIY 80/\$199*

Sec SP: Mon 7-9 pm Feb 24-Mar 31 (6 sessions)

Do you need to learn Word, Excel and PowerPoint quickly? In this short format, basic and intermediate skills are taught for personal and business applications. Participants are required to have a working knowledge of the personal computer.

6-Hour Art Major

RIY 09 /\$95*

Sec SP: Tue 6:30-9:30 pm Mar 11-18 (2 sessions)

This engaging yet highly informative seminar offers mini-versions of basic courses included in a typical art history major. In addition, there are hands-on drawing exercises that demonstrate the thought processes and techniques behind making a piece of art. No previous art education or training is required.

*Tuition does not include a \$20 non-refundable registration fee. Students may register with a credit card (MasterCard, Discover or VISA only) by phone: 718-960-8512; online: www.lehman.edu/ce; by mail or in-person (personal check, money order, MasterCard, Discover or VISA): Lehman College, School of Continuing and Professional Studies, 250 Bedford Park Blvd, W., Carman Hall, Room 128, Bronx NY 10468. For additional information students should call: 718-960-8512, Monday-Thursday 9:00 am – 6:30 pm, Friday 9:00 am-4:30 pm, or Saturday 9:15 am-1:30 pm.

ART

The Use of Art for the Developmentally Challenged

STA 85/\$40 (2 sessions) LEHC

This seminar, designed for parents/guardians/teachers, explores the significance of the visual arts in providing the developmentally challenged with a structured, participatory process that enriches their capacity for focus, imagination, problem solving, continuity, and the opportunity to capitalize on their individuality and creativity.

Sec SP: Sat 10 am-12 pm May 10 and 17

Creative Drawing & Painting

STA 26/\$155 (7 sessions) LEHC

Find the artist in you. This course encourages artistic ability while providing step-by-step approaches to the elements of color, composition, design and perspective coupled with individual and group demonstrations.

Sec SP: Sat 12:30-2 pm Mar 8-Apr 26

MUSIC

Piano I

PFA 50/\$110 (6 sessions) LEHC

Sec SP1: Sat 10:45-11:45 am Mar 1-Apr 5

Sec SP2: Sat 10:45-11:45 am Apr 12-May 31

Sec SU: Sat 10:45-11:45 am Jul 12-Aug 16

Playing Guitar I

PFA 54/\$125 (6 sessions) COTC

Sec SP1: Sat 10:45 am-12 pm Mar 1-Apr 5

Sec SP2: Sat 10:45 am-12 pm Apr 12-May 31

Sec SU: Sat 10:45 am-12 pm Jul 12-Aug 16

Scoring for Film with Michael Bacon

Prerequisite: Instructor approval is required.

PFA 80/\$425 (14 sessions) LEHC

An exciting course for serious music students who are interested in pursuing or exploring a career in this genre. This comprehensive college-level course is being offered by the School of Arts and Sciences to students in Continuing Education as a non-credit course. By the end of the course the student should be able to score a 5-10 minute short film; use a sequencing platform (DP, Logic, Pro Tools) and use Finale or Sibelius as a tool for musical notation. *Prerequisites: A basic proficiency with Digital Performer, Logic, or Pro Tools; Proficiency in importing pictures and audio; and understanding MIDI; be able to read and write music; and have a basic understanding of music theory and basic orchestration. Meets with MMS 352*

Sec SP: Tue 2-4:40 pm Jan 28-May 20

PHOTOGRAPHY

Digital Photography See page 9.

LANGUAGES

American Sign Language

ASL 10/\$150 (8 sessions) LEHC

Sec SP: Sat 10:30 am-12 pm Mar 8-May 3

Sec SU: Wed 6:30-8 pm Jun 11-Jul 30

Practical Conversational Spanish I

LSP 20/\$150 (8 sessions) LEHC

Sec SP: Sat 9:30-11 am Mar 8-May 3

Sec SU: Tue 6:30-8 pm Jun 10-Jul 29

Practical Conversational Spanish II

LSP 21/\$150 (8 sessions) LEHC

Sec SP: Sat 11:15 am-12:45 pm Mar 8-May 3

Sec SU: Thu 6:30-8 pm Jun 5-24

WRITING / COMMUNICATION

English Grammar Review

For students whose native language is English.

BCS 10/\$185 (8 sessions) LEHC

Correct grammar is essential for success on the job, in school and in personal life. This course covers the essentials of grammar, punctuation and spelling.

Sec SP: Thu 6:30-9 pm Mar 6-May 1

Sec SU: Thu 6:30-9 pm Jun 12-Jul 31

Creative Writing

WRT 16/\$155 (8 sessions) LEHC

Through the study of stories and essays by accomplished writers, students receive a grounding in the elements of the writing craft and learn how to generate their own creative works, including short stories and longer fiction pieces.

Sec SP: Thu 7-9 pm Mar 6-May 1

College Writing

WRT 20/\$225 (8 sessions) LEHC

Build for success in college and beyond. Learn the skills needed for writing college-level essays, reports and research papers. Through lectures and hands-on work on computers, you will learn the structure of various forms of writing, how to conduct research and the style requirements of different disciplines.

Sec SP: Mon 6:30-9 pm Mar 10-May 12

Sec SU: Mon 6:30-9 pm Jun 9-Jul 28

BUSINESS SKILLS

Effective Business Communication: Writing and Oral Skills for Business Professionals

CBS 28/\$220 (8 sessions) LEHC

Are your communication skills holding you back in your job or in business? Learn how to communicate in a clear and professional manner.

Sec SP: Sat 9:30-am-12 pm Mar 8-May 3

Sec SU: Sat 9:30 am-12 pm Jun 7-Aug 2

Notary Public Exam Preparation

NTP 10/\$95 LEHC (1 session *includes 30 minute break*) LEHC

Sec SP1: Sat 9:30 am-3:30 pm Mar 15

Sec SP2: Sat 9:30 am-3:30 pm May 17

Sec SU: Sat 9:30 am-3:30 pm Jun 21

Resume Writing Workshop - Online short course

6 weeks \$115

Register at www.ed2go.com/lehman. See Page 36.

12 Weeks to a Successful Interviewing

Online short course

6 weeks \$115

Register at www.ed2go.com/lehman. See Page 36.





PHYSICAL FITNESS

T'ai Chi Chuan

PES 46/\$150 (8 sessions) LEHC

Build endurance and improve mind-body awareness, balance, flexibility, and coordination while strengthening the body with these non-impact, moderately aerobic exercises for people of all ages.

Sec SP: Sun 9:15-10:30 am Mar 9-May 4

Sec SU: Sun 9:15-10:30 am Jun 8-Aug 3

Hatha Yoga for Beginners

PES 37/\$130 (8 sessions) LEHC

Develop balance, grace, strength and confidence with simple and fun moves that are easy to learn. Look better, feel better and think better. Loose-fitting clothing and towel required. Bring your own yoga mat for best results.

Sec SP: Sun 10:45 am-12 pm Mar 9-May 4

Sec SU: Sun 10:45 am-12 pm Jun 8-Aug 3

Hatha Yoga II

PES 67/\$130 (8 sessions) LEHC

This course builds on the basics learned in Hatha Yoga for Beginners course. You can consolidate and deepen your practice. Suitable for those still learning the headstand.

Sec SP: Sun 12:15-1:30 pm Mar 9-May 4

Tennis for Beginners

Classes are outdoors. Rain date: generally meets next day-Sunday.

PES 10/\$160 (4 sessions) LEHC

Sec SP: Sat 10 am-12 pm May 3-31

Sec SU: Sat 10 am-12 pm Jun 7-28

Happy and Healthy Pregnancy - Online short course

6 weeks \$115

Register at www.ed2go.com/lehmance. See Page 36.

DANCE

Dance-Fit: Zumba!

PES 14/\$95 LEHC (8 sessions)

This program is the only Latin-inspired dance-fitness Zumba program that blends red-hot international music. It's an exhilarating, effective, easy-to-follow, Latin-inspired, calorie burning dance fitness-party™ that's moving millions of people toward joy and health.

Sec SP1: Thu 6:30-7:30 pm Feb 20-Apr 10

Sec SP2: Thu 6:30-7:30 pm Apr 24-Jun 12

Sec SU: Thu 6:30-7:30 pm Jun 19-Aug 7

Dance-Fit: Zumba for Families

YPA 147/\$125 LEHC (1 Adult/1 Child ages 6-16 (8 sessions)

\$25 additional per added child; up to 3 children in total)

Sec SP: Sat 11-12 pm Mar 8-May 3

Sec SU: Sat 11-12 pm Jun 21-Aug 16

An Introduction to Belly Dancing

PES 18/\$79 (6 sessions) LEHC

A great way to exercise those abs and hips. This class is for new students with no background in this dance technique.

Sec SP: Sat 9:55-10:55 am Mar 8-Apr 12

Sec SU: Sat 9:55-10:55 am Jun 7-Jul 19

Salsa Dancing

PES 17/\$95 (5 sessions) LEHC

Dance the exciting "New York" "nightclub" style of salsa! Hit the floor, have a great time and look awesome! Learn music timing, body isolation.

Sec SP: Sat 12:05-1:35 pm Mar 8-Apr 5

Salsa Dancing II

PES 30/\$75 (4 sessions) LEHC

Sec SP: Sat 12:05-1:35 pm Apr 12-May 17



The following students MUST have this photo I.D.:

Students, both adults and children, enrolled in classes held in the APEX.

CUNYCards must be validated each semester. The schedule to obtain the CUNYCard is available on-line at www.lehman.edu or in the Office of Continuing Education or call Public Safety at (718) 960-8593. Bring current registration receipt and photo I.D. to old Gym 002.

POOL CLASSES*

Swimming for Beginners

PES 50/\$125 (6 sessions) LEHC

WINTER WEDNESDAY section SP1 starting Jan. 15

- Sec SP1: Wed 5:15-6:15 pm Jan 15-Feb 26
- Sec SP2: Mon 6:20-7:20 pm Feb 24-Mar 31
- Sec SP3: Fri 6:20-7:20 pm Mar 7-Apr 11
- Sec SP4: Sat 8:10-9:10 am Mar 8-Apr 12
- Sec SP5: Sun 9:10-10:10 am Mar 9-Apr 13
- Sec SP6: Wed 6:20-7:20 pm Apr 2-May 14
- Sec SP7: Fri 6:20-7:20 pm Apr 25-May 30
- Sec SP8: Mon 6:20-7:20 pm Apr 28-Jun 9
- Sec SU1: Wed 6:20-7:20 pm Jun 4-Jul 9
- Sec SU2: Fri 6:20-7:20 pm Jun 13-Jul 25
- Sec SU3: Mon 6:20-7:20 pm Jun 23-Jul 28
- Sec SU4: Sat 8:10-9:10 am Jul 19-Aug 23
- Sec SU5: Sun 9:10-10:10 am Jul 20-Aug 24

Advanced Beginner Swimming

PES 51/\$125 (6 sessions) LEHC

Review and continue to develop beginner swimming skills including floating, front crawl and comfort in deep water.

- Sec SP1: Mon 7:25-8:25 pm Feb 24-Mar 31
- Sec SP2: Fri 7:25-8:25 pm Mar 7-Apr 11
- Sec SP3: Sun 10:15-11:15 am Mar 9-Apr 13
- Sec SP4: Wed 7:25-8:25 pm Apr 2-May 14
- Sec SP5: Mon 7:25-8:25 pm Apr 28-Jun 9
- Sec SU1: Wed 7:25-8:25 pm Jun 4-Jul 9
- Sec SU2: Fri 7:25-8:25 pm Jun 13-Jul 25
- Sec SU3: Mon 7:25-8:25 pm Jun 23-Jul 28
- Sec SU4: Sun 10:15-11:15 am Jul 20-Aug 24

Synchronized Swimming

PES 58/\$200 (7 sessions) LEHC

- Sec SP: Thu 7-8:30 pm Feb 27-Apr 10
- Sec SU: Thu 7-8:30 pm Jun 12-Jul 24

*Note: Pool classes are periodically held during LC 1/2 pool swim meets.

LEHMAN CENTER
FOR THE PERFORMING ARTS



LEHMAN
COLLEGE



Program Subject to Change.
Box Office Service Fees Apply

THE O'JAYS



THE O'JAYS

Saturday, January 11th, 2014 - 8PM

LEGENDS OF DOO WOP

Featuring **Fred Parris & The 5 Satins**, **The Belmonds**, former lead singer of the Shirelles, **Shirley Alston Reeves**, **Larry Chance & The Earls**, **Chiffons**, and **Danny & The Juniors**.

Saturday, January 18th, 2014 - 8PM

GROUNDING AERIAL

Saturday, January 25th, 2014 - 8PM

**HAIFA SYMPHONY
ORCHESTRA OF ISRAEL**

Thursday, February 6th, 2014 - 8PM

SHARON ISBIN

Sunday, February 9th, 2014 - 3PM

SOWETO GOSPEL CHOIR

Saturday, February 15th, 2014 - 8PM

**KRASNOYARSK NATIONAL
DANCE COMPANY OF SIBERIA**

Sunday, February 23rd, 2014 - 6PM

FOREVER FREESTYLE 8

Featuring **Stevie B**, **Lisa Lisa**, **TKA/K7**, **Safire**, **Cynthia**, and **Johnny O**.

Saturday, March 1st, 2014 - 8PM

SLEEPING BEAUTY

Sunday, March 16th, 2014 - 4PM

DUELO DE EXITOS

Tito Rojas and **Lalo Rodríguez**
Saturday, March 15th, 2014 - 8PM

TAO

Sunday, April 6th, 2014 - 4PM

DON QUIXOTE

Sunday, April 13th, 2014 - 4PM

B.B. KING

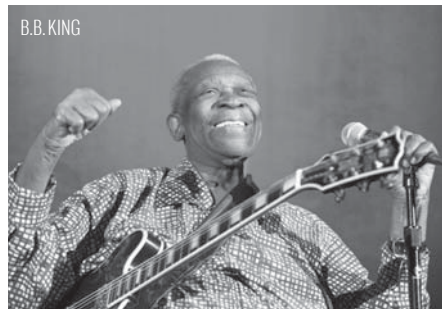
Saturday, April 19th, 2014 - 8PM

JOSÉ FELICIANO

Saturday, May 10th, 2014 - 8PM

**INVINCIBLE: A GLORIOUS
TRIBUTE TO THE KING OF POP**

Saturday, June 21st, 2014 - 8PM



250 Bedford Park Boulevard West, Bronx, NY 10468

Box Office **718.960.8833** Online tickets and full season schedule www.LehmanCenter.org



For course descriptions or to register, visit www.lehman.edu/ce or call 718-960-8512

FROM COLLEGE DEGREES TO JOBS: Are you looking to advance or secure your job?



The **Adult Degree and Professional Studies Program** can accelerate your path towards a bachelor's degree. Take advantage of a number of educational options that can help you complete your degree in a timely and well-supported manner:

- ▶ **Affordable and high quality education**
- ▶ **Financial aid for part-time and full-time study**
- ▶ **Ability to choose from among 50 majors or do an individualized major**
- ▶ **Flexibility to take courses to suit your schedule (day, evening, weekend or online)**
- ▶ **Professional degrees for professional careers**
- ▶ **Distinguished and attentive faculty**
- ▶ **Personalized academic advising**
- ▶ **Credit for prior learning from experience**
- ▶ **Credit for U.S. Military service**
- ▶ **Tutoring Services**

▶ **FOR MORE INFORMATION AND APPLICATION**

- **Attend** the Adult Degree Program Open House: Sat., March 22, 10:30 am-12:30 pm
- **Visit** the Adult Degree Program office, School of Continuing and Professional Studies, Carman Hall 128 on Monday-Thursday, 9 am-6 pm and Fri., 9 am-4 pm
- **Email:** adult.degree@lehman.cuny.edu
- **Online:** www.lehman.edu/adultdegree

▶ **IMPORTANT DATE**

Applications for Fall 2014 must be submitted by Thursday, July 10, 2014.

Veterans Welcome: A Great Place to Study!



Thank you for your service to our country.

Through our Continuing Education programs, Lehman College offers a quality education that is convenient and affordable for individuals getting back into the civilian workforce. You can take advantage of non-degree and certificate programs conveniently located on our main campus or at our workforce training center at Fordham Road and the Grand Concourse. Our programs can help you advance your career, or start a new one, by helping you learn new skills, expand your knowledge base, and expose you to new concepts. And if you are using the coursework to start your own business, we will assist you with advisement from the Small Business Development Center located on campus. We are a one-stop shop for veterans!

Lehman offers several VA-approved noncredit classroom-based that are eligible for funding. These include:

- Business Bookkeeping
- Personal Financial Planning
- Insurance: Property and Casualty; Life, Accident and Health
- Real Estate Salesperson
- Alcoholism and Substance Abuse Counselor
- Microsoft Applications and Advanced Microsoft Applications
- Child Care CDA
- Medical Coder and Biller

and more to come.....



English as a Second Language Institute

The Lehman College ESL Institute has offered **high-quality affordable classes** to non-native speakers of English since 1989. Students from over 30 countries come to Lehman for their language training and go on to study in undergraduate and graduate degree programs.

A GREAT PLACE TO STUDY!

- **Testing and progress report services**
- **Academic Counseling**
- **Guidance to Lehman degree programs**
- **Admission to Lehman without taking the TOEFL**

ESL coursework can qualify you for admission to Lehman College's undergraduate degree programs without taking the TOEFL test.

- **Visa information for international full-time ESL students**

If you are applying for a student visa (F-1), you need to send us a completed application so we may process a Certificate of Eligibility (I-20) for you. Lehman will issue the I-20 after we review your documents to make certain you meet the eligibility requirements. All the forms are available to download at www.lehman.edu/academics/international-programs/student-resources.



Placement testing for ESL programs and classes

All new students must take a placement test and pay a non-refundable \$20 testing fee, which will be applied to the registration fee at the time of registration. **The testing fee can be applied to any Continuing Education course for a period of one year from the date of payment.** For more information, please call 718-960-8512.

Spring A

Wednesday, January 22—5:30 pm

Friday, January 24—10:30 am

Saturday, February 1—10:30 am

Spring B

Wednesday, March 19—10:30 am

Saturday, March 29—10:30 am

Summer

Tuesday, June 3—5:30 pm

Saturday, June 7—10:30 am

Registration Information: In person: • Lehman College: Carman Hall, room 128 • CUNY on the Concourse, 3rd floor, 2501 Grand Concourse near Fordham Road • **By phone:** 718-960-8512 • **Online:** www.lehman.edu/ce

FULL-TIME & PART-TIME / DAY & EVENING COURSES

FULL-TIME ESL PROGRAM

ESL14 & 15 (56 sessions) Tuition cost: \$925

(AM and PM sessions may be taken separately; Tuition: \$475)

ESL 14: 28 AM sessions: Grammar/Reading/Writing

ESL 15: 28 PM sessions: Listening/Speaking

Location: Lehman Campus

Mon-Thu 9:30 am-2 pm

This 18-hour per week ESL program provides instruction in all skills and **meets the requirements for international students with F-1 visas.** Our program is designed for committed learners of all levels of proficiency who are determined to advance fast. The classes meet four days a week: Monday through Thursday. Students are placed in two courses—Grammar/Reading/Writing and Listening/Speaking—based on their levels of proficiency which are determined by the placement test.

Spring A: Feb 4-Mar 25

Spring B: Apr 2-May 20

Summer: Jun 11-Jul 29

PART-TIME EVENING ESL PROGRAM

ESL 11 (16 sessions) Tuition cost: \$265

Location: CUNY on the Concourse

Tue/Thu 7-9 pm

This program is ideal for busy, working students who need balanced instruction in all skills. Each class provides practice in grammar combined with reading, writing, listening, and speaking. The combination of skills promotes learning. The classes meet twice a week on Tuesday and Thursday. The courses are offered in all levels of proficiency. New students need to take a placement test to determine their initial placement.

Spring: Feb 27-May 1

Summer: Jun 10-Jul 31



Our **specialized courses** help students improve in specific areas. They are offered to all new and continuing students who meet the proficiency requirements.

WRITING COURSES

The following courses are designed for students who are planning to start college and need to work on academic English skills. Each course emphasizes specific skills, although other related skills are integrated into the course.

Grammar and Writing Workshop

Levels 4-5

CLD 29 (10 sessions) \$195

Location: Lehman Campus

Tue 7:15-9:15 pm

This course is offered to intermediate students who want to improve their grammar and writing.

Spring: Feb 4-Apr 8

Summer: Jun 10-Aug 12

Hybrid Reading/Writing Course

Level 5 and higher

CLD 38 (7 in-class sessions; unlimited time online) \$300

Location: Spring: Lehman Campus & online

Summer: CUNY on the Concourse & online

Sat 9:30-11:30 am

Whether you are planning to take a college placement test or simply want to improve your reading and writing skills, this course is for you! The hybrid format of this course allows students to work with the instructor both in class and online. The entire course, you will be immersed in academic English. Take the challenge!

Spring: Apr 5-May 24 *no class April 29*

Summer: Jun 28-Aug 9

Private ESL Lessons

CLD 100 (1.5 hr. lesson minimum) \$100 per hour

Do you prefer one-on-one instruction? Private lessons can be arranged by Lehman College with our highly-trained English as a Second Language teachers. Focus on exactly the skills you need. For more information, call (718) 960-8512.

SPEAKING & COMMUNICATION COURSES

These courses are designed to help students develop their oral communication skills. They are offered in two stages to meet the needs of students at beginning through advanced levels of proficiency.

First Steps in Communication

Levels 1 & 2

CLD 60 (10 sessions) \$250

Location: CUNY on the Concourse

Mon/Wed 7-9 pm

Learn the basics and prepare yourself for the next level. This course covers all fundamental language structures which are studied with emphasis on communication skills.

Spring: Jan 27-Mar 3

Summer: Jun 23-Jul 23

English Pronunciation & Speaking Skills

Stage 1: Levels 4 & 5

CLD 51 (12 sessions) \$205

Location: CUNY on the Concourse

Thu 7-9 pm

This course is designed to help students improve their pronunciation and intonation while building speaking fluency and communication skills. The students are engaged in high-interest group discussions, active listening, reading, and vocabulary activities. This course provides tips and strategies to reduce accent and helps the students speak with confidence!

Spring: Feb 6-Apr 24 *class meets April 17*

Summer: Jun 12-Aug 28

Customized ESL for Workforce

English courses in different professional fields (e.g., business, health care, etc.) can be designed for groups of students per request from employers. For more information, please call 718-960-8924.



LEARN FROM THE COMFORT OF HOME

OVER 250 ED2GO ON-LINE COURSES

- Art, History, Psychology, & Literature
- Business Administration
- Courses for Teaching Professionals
- Database Management & Programming
- Entertainment Industry
- Grant Writing & Nonprofit Management
- Health Care Continuing Education
- Law & Legal Careers
- Math, Philosophy & Science
- Personal Finance & Wealth Building
- Sales & Marketing
- The Internet
- Web & Computer Programming
- Writing & Publishing & much more...

For courses, descriptions and a full listing of over 250 on-line courses visit www.ed2go.com/lehman. Tuition for most classes is \$115 (registration fee not included). Six-week, twelve-session classes begin on Wednesdays: Jan. 15, Feb. 19, Mar. 19, Apr. 16, May 21, Jun. 18, Jul. 16, Aug. 20, Sep. 17 and more. Students take part in on-line discussions and receive live instructor support. Certificates are awarded (website downloaded) to students who successfully complete their courses. REFUND POLICY FOR ed2go COURSES: A 100% refund, less registration fee, may be issued for courses dropped by student prior to third on-line session. Students must drop in writing by emailing ce@lehman.cuny.edu prior to the third on-line session. For more information or to register, visit: www.ed2go.com/lehman

AMERICAN MANAGEMENT ASSOCIATION (AMA) FLEXSTUDY COURSES

- Fair, Square, and Legal: A Manager's Guide To Safe Hiring, Managing & Firing Practices
- Fundamentals for Budgeting for Nonfinancial Managers
- How to Manage your Priorities
- How to Plan and Manage your Company Budget
- How to Prepare a Financial Forecast
- How to Write a Marketing Plan
- Interpersonal Communication in the Workplace
- Keeping Customers for Life
- Leadership Skills for Managers

Tuition for the classes is \$95 (registration fee not included). Classes are self-paced; start at any time and finish within a 3-month period. Certificates are awarded to students who successfully complete their courses. REFUND POLICY FOR flexstudy AMA COURSE: A 100% refund, less registration fee, may be issued PRIOR to first login to the course(s). Students must drop in writing by emailing ce@lehman.cuny.edu prior to the first login to the course(s). For more information or to register, visit: www.flexstudy.com/lehman

NON-PROFIT MANAGEMENT & PROJECT MANAGEMENT MINDEDGE COURSES

Non-Profit Management Courses/Certificate On-Line

Courses are available for Certified Fund Raising Executive (CFRE) International Continuing Education Points and combine interactive exercises, real world examples, web-references, audio/video and focused readings to help learners quickly retain knowledge. Students can either register for courses individually, or register for the entire suite to earn a Certificate in Non-Profit Management and to save. Individual courses range from \$70-\$150. Refer to web site <http://www.lehman.edu/academics/continuing-education/online-programs.php> for more information.

PMP® Project Management Courses/Certificate On-Line

These comprehensive PMBOK® based courses are in an easy to learn, self-paced learning format and are ideally suited for busy professionals looking for a convenient and affordable way to train and prepare for the PMP® Exam, or just earn PDUs to maintain PMP® certification. Each course combines text, graphics, interactive exercises, case studies and practice exams and are available for 3.5 to 38 Professional Development Units (PDUs). Individual courses range from \$70-\$150. Refer to web site for more information. REFUND POLICY FOR MindEdge COURSES: You may request a refund (minus 10% cancellation fee) up to 5 days from the start date. No refunds will be issued after 5 days from the start date of purchase. Refer to web site <http://www.lehman.edu/academics/continuing-education/online-programs.php> for more information.

NEW HEALTHCARE IT TECHNICIAN PREPARATION See page 12.

NEW INFECTION CONTROL AND BARRIER PRECAUTIONS FOR NYS LICENSED HEALTHCARE PROFESSIONALS See page 16.

ELECTRONIC HEALTH RECORDS ONLINE See page 21.

LICENSED BY THE
NYC DEPARTMENT OF HEALTH



MORE THAN A CAMP

OPEN HOUSE

Saturdays 10:30 am - 12 pm

February 15, April 12
and June 14

Carman Hall 128



All Activities ON-CAMPUS

- ▣ Qualified & Experienced Instructors
- ▣ 1 Counselor to Every 8 Students
- ▣ Swimming in Olympic-size pool
- ▣ Souvenir T-Shirt for each camper
- ▣ Free lunch provided to all campers



Tuition:

Pre-camp: Full-Day \$395 AM only \$250 PM only \$145
 July camp.: Full-Day \$1130 AM only \$700 PM only \$430
 Aug camp.: Full-Day \$1130 AM only \$700 PM only \$430

Deposit:

Only \$50 for Pre-camp & half-day or \$250 for full-day
(\$50 is non-refundable)

Discount:

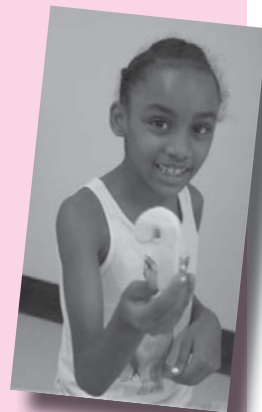
Up to \$30 off when you sign up for all three

Dates:

Pre-Camp—July 7 - 11 (5 days)
 July Package—July 14—August 1 (3 weeks)
 August Package—August 4—22 (3 weeks)

Time:

Full Day: 8 am—6 pm
 AM: 8 am—1 pm / PM 1—6 pm



CALL to Register

718-960-8512

Activities:

- Swimming
- Basketball
- Performing Arts—Dance, Acting
- Computers—Making movies
- Community Projects
- Zumba & Much More

All July & August Afternoon packages include
English Language Arts & Math

Lehman Academy: Programs for Children and Teens



INFORMATION SESSIONS

Saturdays, Feb. 15
 April 12 and June 14, 10:30 am sharp
 Call 718-960-8512 to confirm location

**DISCOUNT
 &
 COMBO***
 PRICING !!!!!**

OUR SPRING SATURDAY ENRICHMENT COURSES ARE BACK!

Jr. ACADEMY *Page 39*

- Fun with English for Ages 4-5
- Fun with Math for Ages 4-5
- Junior Gym for Ages 4-5



ACADEMIC SKILLS *Page 39-40*

- English Language Arts for Grades 1-2, 3-4, 5-6, 7-8
- Math Improvement for Grades 1-2, 3-4, 5-6, 7-8
- Pre-College English/Creative Writing for HS Students



ART, ASL & CREATIVE LEARNING *Page 41*

- On-Stage!
- Acting Workshop
- American Sign Language for Ages 9-15
- Comic Book Making for ages 6-12
- Go Green: Arts & Crafts for Ages 6-8
- My ArtStory for Ages 9-12
- Sculpting with Clay



COMPUTERS *Page 40*

- Computer Explorations for Grades 1-3
- Making Movies on PC



MUSIC & DANCE *Page 42*

- Piano for Young People
- Guitar I and II for Ages 9-15
- Dance & Creative Movement for Ages 9-15
- Dance-Fit: Zumba for Families



TEST PREP *Page 40*

- SAT Test Prep
- Test Prep for NYC Specialized High Schools
- Integrated Algebra Review
- Chemistry Regents Prep
- Living Environments Regents Prep



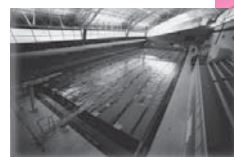
PHYSICAL FITNESS & SPORTS *Page 43*

- Hoop Time, Basketball, Tennis and Flag Football
- Rhythmic Gymnastics



SWIMMING & AQUATIC AEROBICS *Page 44-45*

- Aquatic Aerobics
- Swimming I, II, and III for ages 6-8. 9-15
- Pre-Team Swimming I, II, and III for ages 8-15



*****EARLY REGISTRATION & COMBO DISCOUNTS* AS EASY AS A-B-C!!!**

DISCOUNT A: \$10 Register one or more children in 2 classes by 2/15/14.

DISCOUNT B: \$20 Register one or more children in 3 or more classes by 3/1/14 .

DISCOUNT C: \$5/\$10 Register one or more children *after* 3/1/14 in 2 classes and receive a \$5 discount or in 3 or more classes and receive a \$10 discount. *ONLY one discount applies. This discount excludes all other discounts as listed on page 46.

SPRING 2014 COURSES	CODE	SEC	TUITION	DAY	BEGIN DATE	END DATE	START	END	SESS
FUN WITH ENGLISH LANGUAGE ARTS FOR AGES 4-5: PART 1	YPP116	SP	\$50	Sat	3/1/2014	3/22/2014	11:15 AM	12:00PM	4
FUN WITH MATH FOR AGES 4-5: PART 1	YPP115	SP	\$50	Sat	3/1/2014	3/22/2014	10:15 AM	11:00 AM	4
FUN WITH ENGLISH LANGUAGE ARTS FOR AGES 4-5: PART 2	YPP213	SP	\$50	Sat	4/5/2014	5/3/2014	11:15 AM	12:00PM	4
FUN WITH MATH FOR AGES 4-5: PART 2	YPP214	SP	\$50	Sat	4/5/2014	5/3/2014	10:15 AM	11:00 AM	4

SPRING 2014 COURSES	CODE	SEC	TUITION	DAY	BEGIN DATE	END DATE	START	END	SESS
ENGLISH LANGUAGE ARTS GR 1, 2	YPP124	SP	\$120	Sat	3/1/2014	4/5/2014	9:15 AM	10:30 AM	6
ENGLISH LANGUAGE ARTS GR. 3, 4	YPP158	SP	\$120	Sat	3/1/2014	4/5/2014	9:15 AM	10:30 AM	6
ENGLISH LANGUAGE ARTS GR. 5, 6	YPP159	SP	\$120	Sat	3/1/2014	4/5/2014	9:15 AM	10:30 AM	6
ENGLISH LANGUAGE ARTS GR. 7, 8	YPP161	SP	\$120	Sat	3/1/2014	4/5/2014	9:15 AM	10:30 AM	6
MATH IMPROVEMENT GR 1, 2	YPP169	SP	\$120	Sat	3/1/2014	4/5/2014	10:45 AM	12:00 PM	6
MATH IMPROVEMENT GR 3, 4	YPP162	SP	\$120	Sat	3/1/2014	4/5/2014	10:45 AM	12:00 PM	6
MATH IMPROVEMENT GR. 5, 6	YPP163	SP	\$120	Sat	3/1/2014	4/5/2014	10:45 AM	12:00 PM	6
MATH IMPROVEMENT GR. 7, 8	YPP165	SP	\$120	Sat	3/1/2014	4/5/2014	10:45 AM	12:00 PM	6
MATH IMPROVEMENT FOR HS	YPP179	SP	\$120	Sat	3/1/2014	4/5/2014	9:15 AM	10:30 AM	6

SUMMER 2014 COURSES	CODE	SEC	TUITION	DAY	BEGIN DATE	END DATE	START	END	SESS
ENGLISH LANGUAGE ARTS GR 1, 2	YPS124	SU1	\$120	Tue/Thu	07/15/14	07/31/14	2:15 PM	3:30 PM	6
ENGLISH LANGUAGE ARTS GR 1, 2	YPS124	SU2	\$120	Tue/Thu	07/15/14	07/31/14	3:45 PM	5:00 PM	6
ENGLISH LANGUAGE ARTS GR 1, 2	YPS124	SU3	\$120	Tue/Thu	08/05/14	08/21/14	2:15 PM	3:30 PM	6
ENGLISH LANGUAGE ARTS GR 1, 2	YPS124	SU4	\$120	Tue/Thu	08/05/14	08/21/14	3:45 PM	5:00 PM	6
ENGLISH LANGUAGE ARTS GR 3, 4	YPS158	SU1	\$120	Tue/Thu	07/15/14	07/31/14	2:15 PM	3:30 PM	6
ENGLISH LANGUAGE ARTS GR 3, 4	YPS158	SU2	\$120	Tue/Thu	07/15/14	07/31/14	3:45 PM	5:00 PM	6
ENGLISH LANGUAGE ARTS GR 3, 4	YPS158	SU3	\$120	Tue/Thu	08/05/14	08/21/14	2:15 PM	3:30 PM	6
ENGLISH LANGUAGE ARTS GR 3, 4	YPS158	SU4	\$120	Tue/Thu	08/05/14	08/21/14	3:45 PM	5:00 PM	6
ENGLISH LANGUAGE ARTS GR 5, 6	YPS159	SU1	\$120	Tue/Thu	07/15/14	07/31/14	2:15 PM	3:30 PM	6
ENGLISH LANGUAGE ARTS GR 5, 6	YPS159	SU2	\$120	Tue/Thu	07/15/14	07/31/14	3:45 PM	5:00 PM	6
ENGLISH LANGUAGE ARTS GR 5, 6	YPS159	SU3	\$120	Tue/Thu	08/05/14	08/21/14	2:15 PM	3:30 PM	6
ENGLISH LANGUAGE ARTS GR 5, 6	YPS159	SU4	\$120	Tue/Thu	08/05/14	08/21/14	3:45 PM	5:00 PM	6
ENGLISH LANGUAGE ARTS GR 7, 8	YPS161	SU1	\$120	Tue/Thu	07/15/14	07/31/14	2:15 PM	3:30 PM	6
ENGLISH LANGUAGE ARTS GR 7, 8	YPS161	SU2	\$120	Tue/Thu	07/15/14	07/31/14	3:45 PM	5:00 PM	6
ENGLISH LANGUAGE ARTS GR 7, 8	YPS161	SU3	\$120	Tue/Thu	08/05/14	08/21/14	2:15 PM	3:30 PM	6
ENGLISH LANGUAGE ARTS GR 7, 8	YPS161	SU4	\$120	Tue/Thu	08/05/14	08/21/14	3:45 PM	5:00 PM	6
PRE-COLLEGE ENGLISH /WRITING	YPS167	SU1	\$120	Mon/Wed	7/14/14	7/30/14	3:45 PM	5:00 PM	6
PRE-COOLLEGE ENGLISH WRITING	YPS167	SU2	\$120	Tue/Thu	08/05/14	08/21/14	2:15 PM	3:30 PM	6

NOTE: Summer 2014: Academic Skills continues on page 40.

Lehman Academy: Programs for Children and Teens

ACADEMIC SKILLS

SUMMER 2014 COURSES	CODE	SEC	TUITION	DAY	BEGIN DATE	END DATE	START	END	SESS
MATH IMPROVEMENT FOR HS	YPS179	SU1	\$120	Tue/Thu	07/15/14	07/31/14	3:45 PM	5:00 PM	6
MATH IMPROVEMENT FOR HS	YPS179	SU2	\$120	Mon/Wed	08/04/14	08/20/14	2:15 PM	3:30 PM	6
MATH IMPROVEMENT GR 1, 2	YPP189	SU1	\$120	Mon/Wed	07/14/14	07/30/14	2:15 PM	3:30 PM	6
MATH IMPROVEMENT GR 1, 2	YPP189	SU2	\$120	Mon/Wed	07/14/14	07/30/14	3:45 PM	5:00 PM	6
MATH IMPROVEMENT GR 1, 2	YPP189	SU3	\$120	Mon/Wed	08/04/14	08/20/14	2:15 PM	3:30 PM	6
MATH IMPROVEMENT GR 1, 2	YPP189	SU4	\$120	Mon/Wed	08/04/14	08/20/14	3:45 PM	5:00 PM	6
MATH IMPROVEMENT GR 3, 4	YPS162	SU1	\$120	Mon/Wed	07/14/14	07/30/14	2:15 PM	3:30 PM	6
MATH IMPROVEMENT GR 3, 4	YPS162	SU2	\$120	Mon/Wed	07/14/14	07/30/14	3:45 PM	5:00 PM	6
MATH IMPROVEMENT GR 3, 4	YPS162	SU3	\$120	Mon/Wed	08/04/14	08/20/14	2:15 PM	3:30 PM	6
MATH IMPROVEMENT GR 3, 4	YPS162	SU4	\$120	Mon/Wed	08/04/14	08/20/14	3:45 PM	5:00 PM	6
MATH IMPROVEMENT GR 5, 6	YPS163	SU1	\$120	Mon/Wed	07/14/14	07/30/14	2:15 PM	3:30 PM	6
MATH IMPROVEMENT GR 5, 6	YPS163	SU2	\$120	Mon/Wed	07/14/14	07/30/14	3:45 PM	5:00 PM	6
MATH IMPROVEMENT GR 5, 6	YPS163	SU3	\$120	Mon/Wed	08/04/14	08/20/14	2:15 PM	3:30 PM	6
MATH IMPROVEMENT GR 5, 6	YPS163	SU4	\$120	Mon/Wed	08/04/14	08/20/14	3:45 PM	5:00 PM	6
MATH IMPROVEMENT GR 7, 8	YPS165	SU1	\$120	Mon/Wed	07/14/14	07/30/14	2:15 PM	3:30 PM	6
MATH IMPROVEMENT GR 7, 8	YPS165	SU2	\$120	Mon/Wed	07/14/14	07/30/14	3:45 PM	5:00 PM	6
MATH IMPROVEMENT GR 7, 8	YPS165	SU3	\$120	Mon/Wed	08/04/14	08/20/14	2:15 PM	3:30 PM	6
MATH IMPROVEMENT GR 7, 8	YPS165	SU4	\$120	Mon/Wed	7/14/14	7/30/14	3:45 PM	5:00 PM	6

TEST PREP

SPRING 2014 COURSES	CODE	SEC	TUITION	DAY	BEGIN DATE	END DATE	START	END	SESS
MATH TEST PREP-NYC SPECIAL HS	YPP190	SP1	\$85	Sat	3/15/2014	4/5/2014	9:15 AM	11:15 AM	4
VERBAL TEST PREP-NYC SPECIAL HS	YPP191	SP1	\$85	Sat	3/14/2014	4/5/2014	11:30 AM	1:30 PM	4
SAT PREPARATION-MATH GR. 11, 12	YPP192	SP	\$110	Mon	3/10/2014	4/28/2014	4:10 PM	6:10 PM	6
SAT PREPARATION-VERBAL GR. 11, 12	YPP193	SP	\$110	Wed	3/12/2014	4/23/2014	4:10 PM	6:10 PM	6
INTEGRATED ALGEBRA REVIEW	YPP84	SP	\$150	Sat	3/15/2014	5/10/2014	12:15 PM	1:30 PM	8
CHEM REGENTS PREP	YPP88	SP	\$150	Sat	3/15/2014	5/10/2014	9:15 AM	10:30 AM	8
LIVING ENVIR. REGENTS PREP	YPP91	SP	\$150	Sat	3/15/2014	5/10/2014	10:45 AM	12:00 PM	8
SUMMER 2014 COURSES	CODE	SEC	TUITION	DAY	BEGIN DATE	END DATE	START	END	SESS
MATH TEST PREP-NYC SPECIAL HS	YPP190	SU1	\$85	Tue	7/8/2014	7/29/2013	4:30 PM	6:30 PM	4
VERBAL TEST PREP-NYC SPECIAL HS	YPP191	SU1	\$85	Thu	7/10/2014	7/31/2014	4:30 PM	6:30 PM	4
SAT PREP FOR GR 11 & 12 - MATH	YPP192	SU1	\$110	Mon	7/7/2014	8/11/2014	4:10 PM	6:10 PM	6
SAT PREP FOR GR 11 & 12 - VERBAL	YPP193	SU1	\$110	Wed	7/9/2014	8/13/2014	4:10 PM	6:10 PM	6

COMPUTER

SUMMER 2014 COURSES	CODE	SEC	TUITION	DAY	BEGIN DATE	END DATE	START	END	SESS
COMPUTER EXPLORATIONS AGES 6-8	YPP188	SU1	\$95	Mon/Wed	7/14/2014	7/30/2014	9:15 AM	10:15 AM	6
COMPUTER EXPLORATIONS AGES 6-8	YPP188	SU2	\$95	Mon/Wed	8/4/2014	8/20/2014	9:15 AM	10:15 AM	6
LEARN TO TYPE GRADES 6-HS	YPS177	SU	\$95	Mon/Wed	7/14/14	7/30/14	11:45 AM	12:45 PM	6
MAKING MOVIES ON PC AGES 9-12	YPP100	SP	\$125	Sat	3/1/2014	4/26/2014	12:15 PM	1:30 PM	8
MAKING MOVIES ON PC AGES 9-12	YPS100	SU	\$95	Mon/Wed	8/4/2014	8/20/2014	11:45 AM	12:45 PM	6
MAKING MOVIES ON PC AGES 13-15	YPP195	SU1	\$95	Mon/Wed	7/14/2014	7/30/2014	9:15 AM	10:15 AM	6
MAKING MOVIES ON PC AGES 13-15	YPP195	SU2	\$95	Mon/Wed	8/4/2014	8/20/2014	9:15 AM	10:15 AM	6



SPRING 2014 COURSES	CODE	SEC	TUITION	DAY	BEGIN DATE	END DATE	START	END	SESS
AMERICAN SIGN LANGUAGE AGES 9-15	YPP106	SP	\$125	Sat	3/1/2014	04/26/14	12:15 PM	1:30 PM	8
COMIC BOOK MAKING FOR AGES 9-12	YPP13	SP	\$130	Sat	3/1/2014	4/26/2014	10:45AM	12:15PM	8
ON STAGE! FOR AGES 6-8	YPP27	SP	\$125	Sat	3/1/2014	4/26/2014	10:45 AM	12:00 PM	8
SUMMER 2014 COURSES	CODE	SEC	TUITION	DAY	BEGIN DATE	END DATE	START	END	SESS
ACTING WORKSHOP FOR AGES 9-15	YPP26	SU	\$95	Sat	6/21/2014	8/2/2014	12:30 PM	1:30 PM	6
ACTING WORKSHOP FOR AGES 13-15	YPP173	SU	\$95	Mon/ Wed	7/14/2014	7/30/2014	10:30 AM	11:30 AM	6
AMERICAN SIGN LANGUAGE AGES 6-8	YPS129	SU1	\$95	Mon/ Wed	0714/2014	7/30/2014	10:30 AM	11:30 AM	6
AMERICAN SIGN LANGUAGE AGES 9-15	YPS129	SU2	\$95	Mon/ Wed	7/14/2014	7/30/2014	9:15 AM	10:15 AM	6
AMERICAN SIGN LANGUAGE AGES 9-15	YPS129	SU3	\$95	Mon/ Wed	8/4/2014	8/20/2014	9:15 AM	10:15 AM	6
AMERICAN SIGN LANGUAGE AGES 9-15	YPS129	SU4	\$95	Mon/ Wed	8/4/2014	8/20/2014	10:30 AM	11:30 AM	6
ART PORTFOLIO FOR AGES 13-15	YPS107	SU1	\$95	Tue/ Thu	7/15/2014	7/31/2014	9:15AM	10:15AM	6
ART PORTFOLIO FOR AGES 13-15	YPS107	SU2	\$95	Tue/ Thu	8/5/2014	8/21/2014	9:15 AM	10:15 AM	6
ART PORTFOLIO FOR AGES 9-12	YPP187	SU1	\$95	Tue/ Thu	7/15/2014	7/31/2014	11:45 AM	12:45 PM	6
ART PORTFOLIO FOR AGES 9-12	YPP187	SU2	\$95	Tue/ Thu	8/5/2014	8/21/2014	11:45 AM	12:45 PM	6
COMIC BOOK MAKING FOR AGES 6-8	YPP212	SU1	\$95	Tue/ Thu	7/15/2014	7/31/2014	9:15 AM	10:15 AM	6
COMIC BOOK MAKING FOR AGES 6-8	YPP212	SU2	\$95	Tue/ Thu	8/5/2014	8/21/2014	9:15 AM	10:15 AM	6
MY ARTSTORY-EXPRESS	YPP02	SU	\$75	Mon- Fri	7/7/2014	7/11/2014	11:45 AM	12:45 AM	5
ON-STAGE! FOR AGES 6-8	YPS27	SU	\$95	Mon/ Wed	8/4/2014	8/20/2014	10:30AM	11:30 AM	6
SCULPTING WITH CLAY-EXPRESS	YPP133	SU1	\$75	Mon- Fri	7/7/2014	7/11/2014	10:30 AM	11:30 AM	5
SCULPTING WITH CLAY-EXPRESS	YPP133	SU2	\$75	Mon- Fri	7/7/2014	7/11/2014	9:15 AM	10:15 AM	5
WRITING COMMUNITY-EXPRESS	YPP211	SU	\$95	Mon- Fri	7/7/2014	7/11/2014	2:15 PM	3:30 PM	5

Lehman Academy: Programs for Children and Teens

MUSIC

SPRING 2014 COURSES	CODE	SEC	TUITION	DAY	BEGIN DATE	END DATE	START	END	SESS
PIANO FOR AGES 9-12	YPP125	SP1	\$100	Sat	3/1/2014	4/5/2014	12:15 PM	1:15 PM	6
PIANO FOR AGES 9-12	YPP125	SP2	\$100	Sat	4/12/2014	5/31/2014	12:15 PM	1:15 PM	6
PLAYING GUITAR I FOR AGES 9-15 COTC	YPP120	SP	\$100	Sat	3/1/2014	4/5/2014	12:15 PM	1:15 PM	6
PLAYING GUITAR II FOR AGES 9-15 COTC	YPP121	SP	\$100	Sat	4/12/2014	5/31/2014	12:15 PM	1:16 PM	6
SUMMER 2014 COURSES	CODE	SEC	TUITION	DAY	BEGIN DATE	END DATE	START	END	SESS
PIANO FOR AGES 9-12	YPP125	SU	\$100	Sat	7/12/2014	8/16/2014	12:15 PM	1:15 PM	6
PLAYING GUITAR I FOR AGES 9-15 COTC	YPP120	SU	\$100	Sat	7/12/2014	8/16/2014	12:15 PM	1:15 PM	6



DANCE

SPRING & SUMMER 2014 COURSES	CODE	SEC	TUITION	DAY	BEGIN DATE	END DATE	START	END	SESS
DANCE TIME: PRE-TEEN AGES 6-13	YPA150	SP	\$95	Sat	3/1/2014	4/5/2014	1:45 PM	2:45 PM	6
DANCE-FIT: ZUMBA FOR FAMILIES*	YPA147	SP	\$125	Sat	3/8/2014	5/3/2014	11:00 AM	12:00 PM	8
DANCE-FIT: ZUMBA FOR FAMILIES*	YPA147	SU	\$125	Sat	6/21/2014	8/16/2014	11:00 AM	12:00 PM	8
DANCE & CREATIVE MOVEMENT AGES 9-15	YPA20	SU1	\$95	Tue/Thu	7/15/2014	7/31/2014	10:30 AM	11:30 AM	6
DANCE & CREATIVE MOVEMENT AGES 9-15	YPA20	SU2	\$95	Tue/Thu	7/15/2014	7/31/2014	9:15 AM	10:15 AM	6
DANCE & CREATIVE MOVEMENT AGES 9-15	YPA20	SU3	\$95	Tue/Thu	8/5/2014	8/21/2014	10:30 AM	11:30 AM	6
DANCE TIME - PRE-TEEN	YPA150	SU	\$95	Tue/Thu	8/5/2014	8/21/2014	9:15 AM	10:15 AM	6
DANCE TIME - TEENS	YPA151	SU1	\$95	Tue/Thu	7/15/2014	7/31/2014	10:30 AM	11:30 AM	6
DANCE TIME - TEENS	YPA151	SU2	\$95	Tue/Thu	8/5/2014	8/21/2014	10:30 AM	11:30 AM	6

* 1 adult/1 child ages 6-16. Additional children \$25 per extra; up to 3 children per 1 adult. 1 adult ONLY \$95 tuition. Tuition charged to adult. Call 718-960-8512 to register by phone or in-person.

SPRING 2014 COURSES	CODE	SEC	TUITION	DAY	BEGIN DATE	END DATE	START	END	SESS
BASKETBALL FOR AGES 9-12	YPA40	SP	\$125	Sat	3/1/2014	4/26/2014	09:15AM	10:30AM	8
BASKETBALL ACADEMY FOR AGES 13-15	YPA69	SP	\$125	Sat	3/1/2014	4/26/2014	10:45AM	12:00PM	8
FLAG FOOTBALL FOR AGES 9-12	YPA75	SP	\$95	Sat	4/12/2014	5/17/2014	12:15PM	01:30PM	6
RHYTHMIC GYMNASTICS**	YPA29	SP	\$95	Sat	3/1/2014	4/26/2014	2:00 PM	3:00 PM	6

*** This is not a traditional gymnastics class using bars and beams. This course is designed to develop children's fitness through dance experience and the ability to handle rhythmic equipment such as balls, ribbons, ropes and hoops.*

SUMMER 2014 COURSES	CODE	SEC	TUITION	DAY	BEGIN DATE	END DATE	START	END	SESS
BASKETBALL ACADEMY-EXPRESS	YPA134	SU	\$85	Mon-Fri	7/7/2014	7/11/2014	9:15 AM	10:15 AM	5
BASKETBALL ACADEMY FOR AGES 9-12	YPR40	SU1	\$95	Tue/Thu	7/15/2014	7/31/2014	2:15 PM	3:15 PM	6
BASKETBALL ACADEMY FOR AGES 9-12	YPR40	SU2	\$95	Tue/Thu	8/5/2014	8/21/2014	10:30 AM	11:30 AM	6
BASKETBALL ACADEMY FOR AGES 13-15	YPR69	SU1	\$95	Tue/Thu	7/15/2014	7/31/2014	11:45 AM	12:45 PM	6
BASKETBALL ACADEMY FOR AGES 13-15	YPR69	SU2	\$95	Tue/Thu	8/5/2014	8/21/2014	11:45 AM	12:45 PM	6
HOOP TIME-EXPRESS	YPA12	SU1	\$85	Mon-Fri	7/7/2014	7/11/2014	11:45 AM	12:45 AM	5
HOOP TIME-EXPRESS	YPA12	SU2	\$85	Mon-Fri	7/7/2014	7/12/134	10:30 AM	11:30 AM	5
HOOP TIME	YPA76	SU	\$85	Tue/Thu	7/15/2014	7/31/14	3:45 PM	4:45 PM	6
STRUCTURED RECREATION-EXPRESS	YPA15	SU	\$50	Mon-Fri	7/7/2014	7/11/2014	3:45 PM	5:00 PM	5



VISIT WWW.LEHMAN.EDU/CE FOR COURSE UPDATES, NEW CLASSES, SECTIONS, DESCRIPTIONS! CHECK OFTEN!

Lehman Academy: Programs for Children and Teens

SWIMMING

The following students **MUST** have this photo I.D.:

Students, both adults and children, enrolled in classes held in the APEX.

CUNYCards must be validated each semester. The schedule to obtain the CUNYCard is available on-line at www.lehman.edu or in the Office of Continuing Education or call Public Safety at (718) 960-8593. Bring current registration receipt and photo I.D. to old Gym 002.

SPRING 2014 COURSE	CODE	SEC	TUITION	DAY	BEGIN DATE	END DATE	START	END	SESS
CHILD/PARENT SWIMMING	YPA39	SP1	\$125	Sat	3/8/2014	4/12/2014	11:20 AM	12:20 PM	6
CHILD/PARENT SWIMMING	YPA39	SP2	\$125	Wed	4/2/2014	5/14/2014	5:15 PM	6:15 PM	6
SWIMMING I FOR AGES 6-8	YPA32	SP1	\$125	Mon	2/24/2014	3/31/2014	5:15 PM	6:15 PM	6
SWIMMING I FOR AGES 6-8	YPA32	SP2	\$125	Fri	3/7/2014	4/11/2014	5:15 PM	6:16 PM	6
SWIMMING I FOR AGES 6-8	YPA32	SP3	\$125	Sat	3/8/2014	4/12/2014	12:20 PM	1:20 PM	6
SWIMMING I FOR AGES 6-8	YPA32	SP4	\$125	Sat	3/8/2014	4/12/2014	3:35 PM	4:35 PM	6
SWIMMING I FOR AGES 6-8	YPA32	SP5	\$125	Sun	3/9/2014	4/13/2014	11:20 AM	12:20 PM	6
SWIMMING I FOR AGES 9-15	YPA57	SP1	\$125	Sat	3/8/2014	4/12/2014	10:15 AM	11:15 AM	6
SWIMMING I FOR AGES 9-15	YPA57	SP2	\$125	Sat	3/8/2014	4/12/2014	1:25 PM	2:25 PM	6
SWIMMING I FOR AGES 9-15	YPA57	SP3	\$125	Sun	3/9/2014	4/13/2014	12:25 PM	1:25 PM	6
SWIMMING I FOR AGES 9-15	YPA57	Sp4	\$125	Mon	4/28/2014	6/9/2014	5:15 PM	6:15 PM	6
SWIMMING II FOR AGES 9-15	YPA62	SP1	\$125	Sat	3/8/2014	4/12/2014	9:10 AM	10:10 AM	6
SWIMMING II FOR AGES 9-15	YPA62	SP2	\$125	Fri	4/25/2014	5/30/2014	5:15 PM	6:15 PM	6
SWIMMING III FOR AGES 9-15	YPA65	SP	\$125	Sat	3/8/2014	4/12/2014	2:30 PM	3:30 PM	6
PRE-TEAM I SWIMMING	YPA101	SP	\$160	Sat	1/25/2014	4/12/2014	9:00 AM	10:00 AM	10
PRE-TEAM II SWIMMING	YPA102	SP	\$160	Sat	1/25/2014	4/12/2014	10:05 AM	11:05 AM	10
PRE-TEAM III SWIMMING	YPA103	SP	\$160	Sat	1/25/2014	4/12/2014	11:10 AM	12:10 PM	10



Note: Some swim classes may be held during LC swim meets/competitions; very limited bleacher seating.



SUMMER 2014 COURSE	CODE	SEC	TUITION	DAY	BEGIN DATE	END DATE	START	END	SESS
AQUA AEROBICS AGES 6-8-EXP	YPA13	SU1	\$115	Mon-Fri	07/07/14	07/11/14	9:15 AM	10:15 AM	5
AQUA AEROBICS AGES 6-8-EXP	YPA13	SU2	\$115	Mon-Fri	07/07/14	07/11/14	11:45 AM	12:45 AM	5
AQUA AEROBICS AGES 9-15	YPA14	SU	\$115	Mon-Fri	07/07/14	07/11/14	10:30 AM	11:30 AM	5
CHILD/PARENT SWIMMING	YPA39	SU	\$125	Sat	7/19/2014	8/23/2014	11:20 AM	12:20 PM	6
SWIMMING I FOR AGES 6-8	YPA32	SU1	\$125	Wed	6/4/2014	7/9/2014	5:15 PM	6:15 PM	6
SWIMMING I FOR AGES 6-8	YPA32	SU2	\$125	Fri	6/13/2014	7/25/2014	5:15 PM	6:15 PM	6
SWIMMING I FOR AGES 6-8	YPA32	SU3	\$125	Mon/Wed	7/14/2014	7/30/2014	3:45 PM	4:45 PM	6
SWIMMING I FOR AGES 6-8	YPA32	SU4	\$125	Sat	7/19/2014	8/23/2014	12:20 PM	1:20 PM	6
SWIMMING I FOR AGES 6-8	YPA32	SU5	\$125	Sat	7/19/2014	8/23/2014	3:35 PM	4:35 PM	6
SWIMMING I FOR AGES 6-8	YPA32	SU6	\$125	Sun	7/20/2014	8/24/2014	11:20 AM	12:20 PM	6
SWIMMING I FOR AGES 9-12	YPA57	SU1	\$125	Mon/Wed	7/14/2014	7/30/2014	2:15 PM	3:15 PM	6
SWIMMING I FOR AGES 9-12	YPA57	SU2	\$125	Sat	7/19/2014	8/23/2014	10:15 AM	11:15 AM	6
SWIMMING I FOR AGES 9-15	YPA57	SU3	\$125	Sun	7/20/2014	8/24/2014	12:25 PM	1:25 PM	6
SWIMMING I FOR AGES 9-15	YPA57	SU4	\$125	Mon/Wed	8/4/2014	8/20/2014	10:15 AM	11:15 AM	6
SWIMMING II FOR AGES 9-15	YPA62	SU1	\$125	Mon	6/23/2014	7/28/2014	5:15 PM	6:15 PM	6
SWIMMING II FOR AGES 9-15	YPA62	SU2	\$125	Sat	7/19/2014	8/23/2014	9:15 AM	10:15 AM	6
SWIMMING III FOR AGES 9-15	YPA65	SU	\$125	Sat	7/19/2014	8/23/2014	2:30 PM	3:30 PM	6
PRE-TEAM I SWIMMING	YPA101	SU	\$160	Sat	5/31/2014	8/9/2014	9:00 AM	10:00 AM	10
PRE-TEAM II SWIMMING	YPA102	SU	\$160	Sat	5/31/2014	8/9/2014	10:05 AM	11:05 AM	10
PRE-TEAM III SWIMMING	YPA102	SU	\$160	Sat	5/31/2014	8/9/2014	11:10 AM	12:10 PM	10

Note: Some swim classes may be held during LC swim meets/competitions; very limited bleacher seating.

Registration Information

Registration Policy

Full payment for tuition and fees payable by check, money order, MasterCard, Visa or Discover (credit card accepted for class tuition \$35 and above) is required at the time of registration, prior to attending class(es). NO CASH PAYMENTS ACCEPTED.

It's Easy to Register!

- Visit www.lehman.edu/ce for fastest service. Please indicate current contact information including at least two phone numbers and email address.
- Call (718) 960-8512 during office hours (see page 2).
- Fax completed registration form to (718) 960-8727 with (MasterCard, VISA or Discover info).
- Send completed registration form with current contact and payment information to: Lehman College, Office of Continuing Education, Carman Hall, room 128, 250 Bedford Park Blvd. West, Bronx, NY 10468. Make check or money order payable to "Lehman College."
- Visit Lehman College, address above, or CUNY on the Concourse, 2501 Grand Concourse.
- It is strongly recommended that prospects register *at least* 3 business days prior to class start to guarantee a spot.

Note: Students registering by phone, mail or fax will be sent a tuition receipt. All others pick up receipts at the location at which they registered, Lehman College or CUNY on the Concourse. *Please review your receipt carefully.* Call 718-960-8512 if you need to make changes to update your address, phone(s) or email information, etc.

Room Location & Cancellations: If location is not listed on receipt, call (718) 960-8512 during regular business hours prior to the first class meeting or see posting outside Carman 128. In the event a course is cancelled, we attempt to notify students; however, students are advised to verify the status of courses by calling (718) 960-8512 no earlier than 24 hours prior to the first class meeting.

Fees (Non-Refundable)

\$20	Registration fee (payable each semester)
\$ 5	Transcript or Certificate fee
\$25	Application for certificate programs
\$16.25	Returned checks
\$ 5	Replacement of lost Real Estate or Teacher cert.
\$10	Replacement of lost CUNYCard
\$ 3	Replacement of lost tuition receipt
\$ 2+	Carman IT Center Printing fees (fee depends on # copies)

Discounts

Discounts are given toward the tuition of one course per semester on a space available basis. Discounts are given on tuition only. Registrants must provide current I.D. proof in-person. There are no discounts given on courses \$100 or less; \$300 or more; online courses; and specific courses as noted in the brochure. Note: only one discount may be applied.

- 15% Senior citizens (62 years and older)
- 15% Lehman College current degree students / alumni and 1 child
- 10% CUNY employees
- 25% Lehman College employees
- 15% Children of Lehman College employees

Financial Assistance See page 1 or visit www.lehman.edu/ce.



If you wish to inquire about **disability services** please contact the Continuing Education Registrar, Maryann Drago-Dowling at 718-960-8077, to discuss your individual needs. Requests for accommodations must be accompanied by documentation of disability. Please submit requests and documentation well in advance of class start date to ensure that reasonable accommodation requests can be processed in a timely manner.

On-site Course Refunds Requests for refunds must be made in writing and received before the date of the first class for 100% refunds and before the second class for 50% refunds.

100% refund if course is cancelled by the College

100% refund, *less the registration fee*, prior to 1st class

50% refund, *less the registration fee*, prior to 2nd class

No refunds after the second class meeting; after the start of classes for courses of less than four weeks duration. Refunds are made by credit card or check, depending on form of payment used for registration.

Note: The refund process may take up to 8 weeks.

Allied Health Class Refunds Students who fail to complete physical exam documentation required for clinical prior to the 2nd class meeting will receive only a partial tuition refund if they withdraw.

Online Course Refunds CAP 10, VPW 10 and SWA 10 Workshops are non-refundable. Online PFP 66: A 100% refund, less registration may be issued within five days of registration for the course. For other online courses, see page 36 or visit www.lehman.edu/ce.

Course Substitutions for Certificate Program Courses Course substitutions need permission of the program coordinator(s). Students must complete a Waiver of Course form available in the Office of Continuing Education or at www.lehman.edu/ce.

Grades and Transcripts Grades - Grade reports are mailed at the conclusion of each semester. Transcripts - Students should complete a Transcript Request form. Include \$5 (check or money order). Call (718) 960-8512 or visit www.lehman.edu/ce - support links - general information - forms.

Certificate Requests Students satisfactorily completing a Continuing Education Course or Program* may request a Certificate for \$5 (check or money order). *Exceptions: No fee required for Dental Assistant, Infection Control, DASA Training, Credentialed Alcoholism and Substance Abuse Counselor (CASAC) courses, English as a Second Language Institute courses, and children's courses. **For Program Certificates, students must submit a program application \$25, before registering for 2nd class requirement, and certificate request form \$5.** Download forms at www.lehman.edu/ce or call 718-960-8512.

Certificate Programs To earn a program certificate, students must apply for and be accepted into a program and successfully complete program requirements. Students must have a high school diploma or GED to be admitted. Please refer to specific program as some require additional education or degrees. Basic computer skills are recommended. To apply:

1. Request a Certificate Program Application: call (718) 960-8512 or visiting www.lehman.edu/ce - support links - general information - forms.
2. Attach a photocopy of high school diploma or GED or official copy of proof of highest level of education attained or transcript.
3. Mail with a \$25 check or money order payable to "Lehman College" to Maryann Drago-Dowling, Registrar, Lehman College, Office of Continuing Education, 250 Bedford Park Boulevard West, Bronx, NY 10468-1589.

Those planning to complete a certificate program may enroll in a maximum of 2 courses without being formally admitted. *Certificate requirements are those in effect at the time a student's application is accepted.*

STUDENTS MAY REGISTER FOR INDIVIDUAL COURSES UNLESS OTHERWISE SPECIFIED.

Continuing Education Units A CEU represents a nationally recognized instrument for documenting participation in non-credit programs. One CEU equals 10 hours of class participation. Continuing education credits may not be transferred to a degree-bearing program.

Snow or Emergency Closings

The following radio stations and/or Web sites are authorized to announce closings for The City University of New York: Radio/TV Stations: WCBS 880 AM, WINS 1010 AM, NY1 Channel 1, WNBC-TV Channel 4, WNYW FOX Channel 5, CBS2News Channel 2. Web sites: www.lehman.edu/ce, the Continuing Education Web site, will have specific information about classes in the Continuing Education program and ESL program. Other general information Web sites: www.lehman.edu, www.newyork.cbclocal.com, www.1010wins.com, www.NY1.com and www.wcbsny.com.

To find out if Lehman College is closed or will delay opening, visit www.lehman.edu or the college main number at (718)960-8000. To find out if individual Continuing Education classes have been cancelled, visit www.lehman.edu/ce or call 718-960-8512.



Lehman College Photo I.D.s There is no fee for the CUNY-Card (Lehman photo I.D.) unless lost -\$10 fee.

The following students **MUST** have this photo I.D.:

- Students enrolled in Computer Information Technology or other courses in the IT Center.
- Children and teens enrolled in computer classes in the IT Center.
- Students, both adults and children, enrolled in classes held in the APEX.
- Students who plan to use the library or Computer Information Technology facilities.

CUNYCards must be validated each semester. The schedule to obtain the CUNYCard is available on-line at www.lehman.edu or in the Office of Continuing Education or call Public Safety at (718) 960-8593. Bring current registration receipt and photo I.D. to old Gym 002.

Students enrolled in classes *only* at CUNY on the Concourse *do not* need a CUNYCard. Students must have their receipt and photo I.D. to enter.

Textbooks For classes at Lehman College, textbooks may be pre-ordered / purchased at the Lehman College Bookstore, Goulden Avenue, Gate 2, (718) 960-8144 or (718) 220-3059 online at www.lehmancollege.bkstr.com as well as at various online Web sites. E-mail ce@lehman.cuny.edu for book information or call 718-960-8512

Lehman College Parking

Metered Parking: Parking at muni-meters may be available on Goulden Avenue and on Bedford Park Boulevard West. Parking proximity cards: **Limited parking** is available on Goulden Avenue in the North Lot, Mon.-Fri., 9 am-6:30 pm. After 6:30 pm, parking is available in the South Lot. Both lots are open on weekends. The spring 2014 (2/1-5/31/14) parking proximity card costs \$55 and the summer 2014 (6/1-8/31/14) proximity card costs \$25 (check or money order payable to Lehman College; MC/VI \$2.20 additional fee charge) and requires a Continuing Education registration receipt. Limited parking proximity cards may be purchased in person on a first-come, first-served basis in Shuster Hall, Room 078, Monday-Friday, 9 am-4:45 pm. Mail-in requests for parking stickers require a copy of the Continuing Education registration receipt, vehicle information including license plate number and make/year/color of car, the sticker fee (*see above*), plus a self-addressed stamped envelope. Mail requests to: Lehman College, Shuster Hall, Room 078, Parking Sticker Request, 250 Bedford Park Blvd. West, Bronx, New York 10468-1589. You may also purchase proximity card on-line at www.lehman.edu/administration/business-office/campus-activities/parking.php with a MC/VI.

CUNY on the Concourse Parking

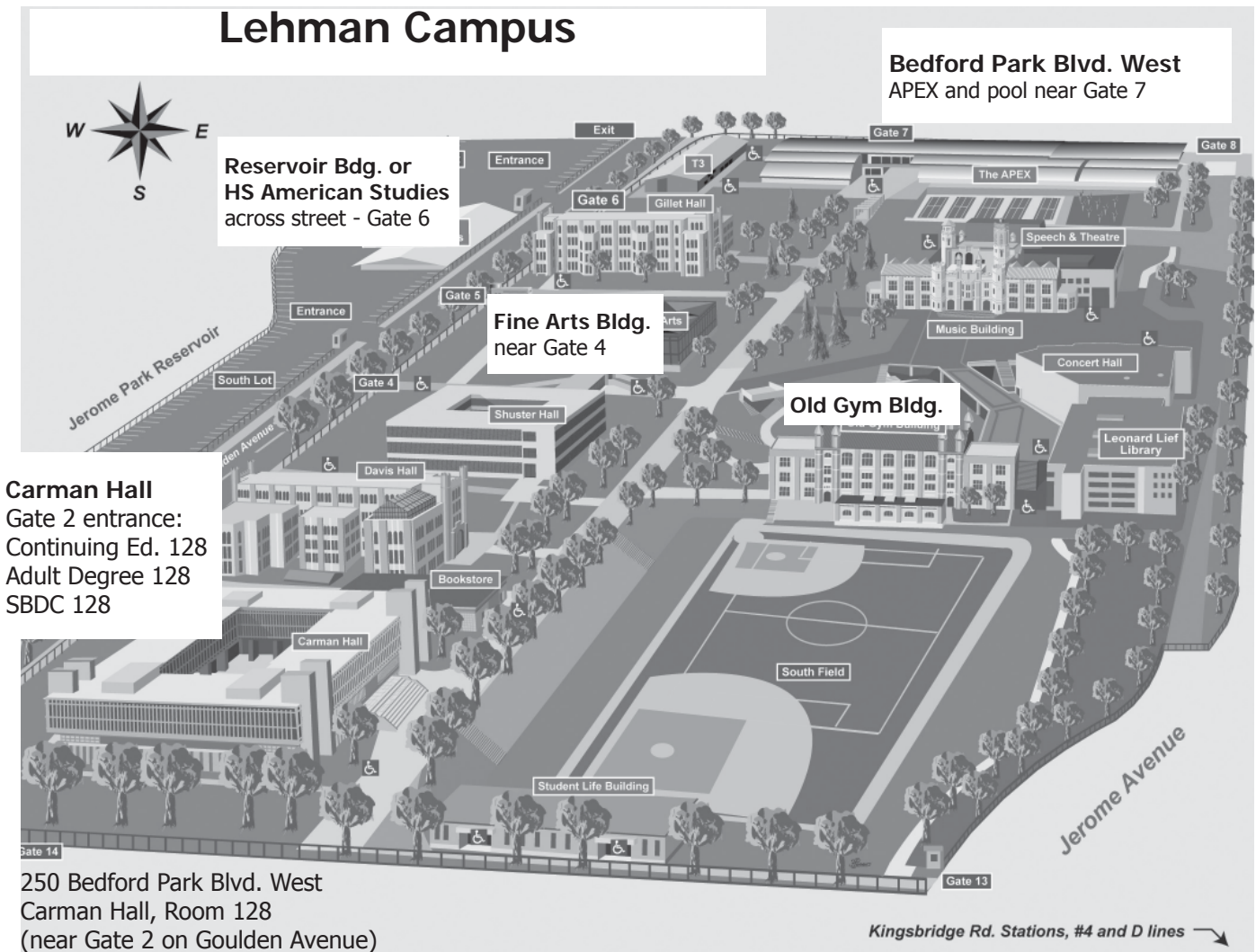
Street parking, both metered and non-metered, may be available within close walking distance to CUNY on the Concourse. Fee-based parking is available at the Municipal Parking Garage at Jerome Avenue and 190th Street. For current rates call: Jerome-190th Street Municipal Garage (718) 329-1186.

Code of Conduct Students should refer to the Lehman College Student Handbook online at www.lehman.edu.

Notice

The college reserves the right to cancel courses, adjust curricula and hours, close facilities, substitute instructors, change locations, substitute equipment or limit enrollment without notice. For the latest course and schedule information, please call (718)960-8512 or visit www.lehman.edu/ce.

Lehman Campus



Carman Hall
 Gate 2 entrance:
 Continuing Ed. 128
 Adult Degree 128
 SBDC 128

Reservoir Bdg. or
 HS American Studies
 across street - Gate 6

Fine Arts Bldg.
 near Gate 4

Old Gym Bldg.

Bedford Park Blvd. West
 APEX and pool near Gate 7

250 Bedford Park Blvd. West
 Carman Hall, Room 128
 (near Gate 2 on Goulden Avenue)

Kingsbridge Rd. Stations, #4 and D lines

Getting to Lehman College
By Car: Major Deegan Expressway (I-87) to Van Cortlandt Park South exit; Bronx River Parkway or Saw Mill (Henry Hudson) Parkway to Mosholu Parkway exit.

By Bus: Bronx: #1, #2, #9, #10, #22, #25, #26, #32; Bronx/Manhattan #4A or #4B express to Bedford Park Boulevard; Westchester: #20, #20X, #4.

By Train: IRT 4 or IND "D" or "B" to Bedford Park Boulevard. Metro North's Harlem line to Botanical Gardens station then Bronx bus #25 or #26 to College; or Fordham station then Bronx bus #9 to Jerome Avenue or #22 to Goulden Avenue.



CUNY on the Concourse

2501 Grand Concourse near corner of Fordham Road, 3rd Floor

Getting to CUNY on the Concourse
By Car: Major Deegan Expressway (I-87) or Bronx River Parkway to Fordham Rd. exit. Continue on Fordham Rd. to the corner of the Grand Concourse.

By Bus: Bronx: #1, #2, #12, #22, #24, #28, #32, #34 to Fordham Rd. and Grand Concourse. Westchester: #60, #61 to Valentine Ave.

By Subway: IRT 4 to Fordham Rd., or IND "D" or "B" to Fordham Rd.