

PROFESSIONAL DEVELOPMENT

FAMILY DEVELOPMENT TRAINING AND CREDENTIALING

Frontline workers in public and private health, education and human services agencies are being offered training to reorient the way they work with families. This approach emphasizes the strengths and resources of families to empower them for long-lasting change. New York State agencies and Cornell University developed the Family Development Training and Credentialing Program (FDC).

The 90-hour interactive course and portfolio development components are for home visitors, caseworkers, therapy aides, community health workers, teacher aides and other human services workers. The Family Development Credential is awarded upon successful completion of the training course, portfolio and an examination.

This 15-week program will be held on Fridays, beginning Oct. 2, 2009, 10:00 a.m.-6:00 p.m. Tuition is \$900; the fee for the credentialing exam is \$250. For additional information and permission to register, please call Phyllis Rafti, Program Coordinator, at (718) 960-8512.

EMPOWERMENT SKILLS FOR LEADERS CREDENTIALING

This professional development training program is designed for agency supervisors, directors and managers interested in using empowerment-based leadership in their organizations. The program provides an experiential and collaborative setting for leaders to share and learn from each other based on the family development principles that are the basis of the Family Development Training and Credentialing Program (FDC). The approach emphasizes the strengths and resources of families to empower them for long-lasting change.

The program consists of 33 hours of interactive classroom study and an additional 3 hours for Leadership Portfolio review. There is no exam; credentials are issued by Cornell University, developer of the curriculum, after approval of the final portfolio.

This 12-week program will be held Fridays, beginning Oct. 2, 2009, 9:00 a.m.-12:00 p.m. Tuition is \$400. The credentialing fee is \$200. For additional information and permission to register, please call Phyllis Rafti, Program Coordinator, at (718) 960-8512.

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.

Required Courses:*

EDP 07 Introduction to Microcomputing
(see page 8)

CBS 78 Microsoft Word (see page 8)

CFM 47 Microsoft Excel 2007 (see page 8)

CBS 26 Business Writing Essentials
(see page 33)

CBS 27 Speaking with Confidence
(see page 8)

CAR 01 Career Development and Your Professional Image (see page 33)

*NOTE: Students who can demonstrate proficiency in computer classes may substitute appropriate courses with coordinator's permission.

Recommended Courses:

EDP 18 Advanced Microsoft Word and Excel
(see page 9)

EDP 19 Microsoft PowerPoint (see page 8)

Certificate requirements:

Student must complete six required courses with a grade of "C" or better with 80 percent attendance in each course.

Admission requirements:

High school diploma or GED.

WEDDING PLANNER CERTIFICATE

Wedding Planner Certificate Course WPC 01/\$895*

Become a recognized Professional Certified Wedding Planner! The Wedding Planning Certification Course includes planning, coordinating and directing weddings, as well as, a study of business structure, documentation information, contracts, how to work with vendors, marketing and how to work with prospective brides and grooms. *Fee includes text book, online access in addition to classroom instruction, testing and national certification from the Wedding Planning Institute. 4.8 CEU

Tues., 6:00 p.m.-10:00 p.m., Oct. 13-Dec. 15 (10 sessions) Offered in partnership with Bronx Community College at 181st Street University Avenue campus.

WORKSHOPS & COURSES

How to Start a "Green" Business

PDW 11/\$40

Interested in starting a "green" business or making your existing business "greener?" This two-day seminar presents easy, practical and inexpensive options for creating an environmentally sensitive business. Leading "green" business owners are on-hand to answer discuss their ventures and answer your questions.

LC Tues., 7:15 p.m. - 9:15 p.m., Nov. 10, 17 (2 sessions) Les Judd, president and founder, Green Boroughs.

Notary Public Exam Preparation

NTP 10/\$85

Tuition for this course is to be paid by credit card or money order only.

(See page 25 for course description)

LC Sec. 1: Fri., 6:30 p.m.-9:15 p.m., Oct. 16, 23 (2 sessions) Terri S. Blank, Esq., notary public.

CC Sec. 2: Sat., 9:30 a.m.-3:30 p.m. (includes 30 minute break), Nov. 14 (1 session) Terri S. Blank, Esq., notary public.



PMP® Project Management Exam Prep Course On-Line \$699

(see page 37 for course description)



Non-Profit Management Courses/Certificate On-Line \$699

(see page 37 for course description)



Spanish for Health Care LSP 22/\$260

(See page 32 for course description)

CC Tues., 6:30 p.m.-9:00 p.m., Oct. 6-Dec. 8 (10 sessions) Jose Cenac, language specialist.



Spanish for Legal/Court Professionals LSP 24/\$260

(See page 32 for course description)

CC Thurs., 6:30 p.m.-9:00 p.m., Oct. 1-Dec. 10 (no class Nov. 26) (10 sessions) Jose Cenac, language specialist.

