

## ADMINISTRATIVE/EXECUTIVE ASSISTANT

**FREE CAREER INFORMATION SEMINARS**  
SATURDAY, JAN 29, 10:30 AM,  
THURSDAY, FEB 10, 6:30 PM,  
SATURDAY, MAY 7, 10:30 AM  
MUSIC BUILDING, EAST DINING ROOM

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.

### CERTIFICATE PROGRAM REQUIRED COURSES:

Effective Business Communication CBS 28  
Mastering the Computer Keyboard CBS 51  
Introduction to Microcomputing EDP 07  
Microsoft Word 2010 CBS 78  
Microsoft Excel 2010 CFM 47

### RECOMMENDED COURSES:

Advanced Microsoft Word and Excel 2010 EDP 18  
Microsoft Powerpoint 2010 EDP 19

### Effective Business Communication: Writing and Articulating for the 21st Century

CBS 28/\$285 (11 sessions) LEHC  
Sec SP: Thu 6:30-9 pm Mar 10-May 26  
Sec SU: Thu 6:30-9 pm Jun 9-Aug 18

### Mastering the Computer Keyboard

CBS 51/\$185 See page 8.

### Introduction to Microcomputing

EDP 07/\$255 See page 8.

### Microsoft Word 2010

CBS78/\$240 See page 9.

### Microsoft Excel 2010

CFM 47/\$295 See page 9.

### RECOMMENDED COURSES:

#### Advanced Microsoft Word & Excel 2010

EDP 18/\$285 See page 9.

#### Microsoft PowerPoint 2010

EDP 19/\$185 See page 9.

## TRAVEL AND TOURISM

**FREE CAREER INFORMATION SEMINAR**  
SATURDAY, JAN 29, 10:30 AM, LEHMAN MUSIC BDG EAST DINING ROOM

This 60-hour comprehensive professional program, including basic hands-on training on the SABRE computer reservation program, provides the specialized skills and technical knowledge required for a successful career in the travel and tourism industry. This exciting and ever-changing profession offers a number of career opportunities. Required for the first class meeting: Package of 40 hours of special online access and workbook. This package is available in the Lehman College Bookstore. Topics include: Air Transportation, Railroads, Cruises, and Hotels; World Geography; Reservations; Preparing and Pricing a Tour; Small Retail Agencies vs. the Corporate World; Employment in Hospitality and Tourism; Travel Agency Management; Administrative Assistants; Selling the Product.

TRT 10/\$525 (10 sessions)

Sat 9 am-3:30 pm (includes 30 minute break) Feb 26-May 7



### COMING SOON!

## WORLD INSTRUCTOR TRAINING SCHOOL FITNESS TRAINER CERTIFICATE PROGRAM

Courses are taught in Lehman's Recreation Center (APEX)

## PERSONAL TRAINER NATIONAL CERTIFICATION

Take advantage of what ABC NEWS.com states is the fourth hottest job in the US, paying a national average of \$25 an hour. A perfect new profession or compliment for those interested in fitness and health, or current health professionals. National Exam preparation is included and assistance with job placement\* provided!

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 "hand's on" component (15 hours) as well as a 30-hour internship in a health club that prepares students to actually work with clients. Lectures include, but are not limited to: anatomy, exercise physiology, nutrition, health screening. Students are also required to have certification in CPR to be certified. \*Assistance with job placement for those who pass the exam is provided.

Classes are conveniently offered on the weekend. Visit our website at [www.lehamn.edu/ce](http://www.lehamn.edu/ce) or call (718) 960-8512 for information seminars, schedules and registration! Tuition: \$750 (book fee not included)

## Wedding and Event Planner Certification

WPC 01/\$895 (11 sessions) COTC  
Sec SP: Tues 6-9:30 pm Mar 8-May 31  
Sec SU: Tues 6-9:30 pm Jun 7-Aug 16

## Green Wedding Planner On-line Certification

WPC 02/\$595 Visit [www.lehman.edu/ce](http://www.lehman.edu/ce)

## Preston Bailey: Signature Wedding and Event Planning

WPC 03/\$1195 Visit [www.lehman.edu/ce](http://www.lehman.edu/ce)

## WORKSHOPS & COURSES

<b>NEW</b> An Introduction to Advertising on the Internet: Facebook, Twitter & More See page 6.
Notary Public Exam Preparation See page 23.
<b>NEW</b> Introduction to Grant Writing for Media & the Arts WRT 27/\$70 (3 sessions) COTC Sec SP: Tue 7-9 pm Feb 15, 22, Mar 1
<b>PMP Project Management Exam Prep Course Online</b> See page 26.
<b>Non-Profit Management Courses/Certificate Online</b> See page 26.
<b>UPDATE</b> An Introduction to Spanish for Health Care Professionals See page 24.
<b>Music Business (online)</b> See page 26.
<b>Scoring for Film with Michael Bacon</b> See page 24.

## IN-DEMAND & GREEN CAREERS

### Residential Alarm Systems and Surveillance including CCTV

Visit [www.lehman.edu/ce](http://www.lehman.edu/ce) for details

### Commercial Driving License A & B and Passenger Endorsement

Visit [www.lehman.edu/ce](http://www.lehman.edu/ce) for details

### Residential Solar Design and Installation

Visit [www.lehman.edu/ce](http://www.lehman.edu/ce) for details

### Home Energy Audit

Visit [www.lehman.edu/ce](http://www.lehman.edu/ce) for details

## FAMILY DEVELOPMENT TRAINING AND CREDENTIALING

Frontline workers in public and private health, education and human services agencies are being offered training in the approach that 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 leads to the Family Development Credential awarded by the University of Connecticut. The Family Development Credential is awarded upon successful completion of the training course, portfolio and an examination offered in the fall and spring semesters, this 15-week program will be held on Fridays, March 4-July 1, 10:00 a.m.-6:00 p.m. Tuition is \$950; the fee for the credentialing exam is \$250.

## 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. There is no exam; credentials are issued by the University of Connecticut after approval of the final portfolio.

Offered in the fall and spring semesters at the beginning of March and October, this 12-week program will be held Fridays, 9 am-12 pm. Tuition is \$400. The credentialing fee is \$200.

For additional information about dates for the previous two courses and permission to register, please call Phyllis Rafti, Program Coordinator, at (718) 960-8512.

