Continuing & Professional Education Center

Technology is the Future
And the Future is Here!

Also includes Health Professions, Business Certifications, Home Improvement, Academic Prep and Summer Camp!

Payment plans are available

Spring 2018
www.startatyork.com
The Future is Here!

From Income Tax Preparation to Home Improvement, Bookkeeping to Payroll, Web Development to Data Analysis and beyond, the York College Continuing and Professional Education Center is leading the way in career advancement and employee training. All right here in Jamaica, Queens! Consider these and various other courses in business, technology, employee readiness and construction to prepare for today's in-demand, high paying careers.

New York State’s technology sector has grown at an incredible pace, making it the state with the third largest tech sector in the U.S. by number of jobs. And the New York City tech sector has grown faster than any other sector since 2010, meaning that the number of firms and jobs outpaced all other industries. Plus, total wages paid to tech workers since 2010 has recently reached $19 billion. Start a Lucrative Career Today!

A Future in Technology

Certified Associate in Project Management (CAPM) $999
3/7/18-5/9/18  6:30pm-9:30pm  Wed
10 sessions  30 hrs.  8330006  11553

Certified Web Developer $2,599
2/3/18-9/15/18  Tue & Thur.  6:30pm-9:30pm
Sat: 9:00am-5:00pm
93 sessions  420 hrs.  8330001  11554
Learn the skills needed to become a web developer with this hands-on course. Students will also create a portfolio of projects that can be shown to any prospective employer.

Certified IT Security Specialist $2,299
3/5/18-4/25/18  6:30pm-8:30pm  Mon & Wed
16 sessions  32 hrs.  8330004  11557
This course is targeted toward an Information Technology (IT) professional who has networking and administrative skills in Windows-based TCP/IP networks and familiarity with other operating systems, such as OS X, Unix, or Linux, and who wants to further a career in IT by acquiring a foundational knowledge of security topics; prepare for the CompTIA Security+ Certification examination; or use Security+ as the foundation for advanced security certifications or career roles.

Data Analysis I* $1,250
3/24/18-5/19/18  11:00am-4:00pm  Sat
8 sessions  40 hrs.  8330008  11555
Data analysts translate numbers into plain English. Every business collects data, whether it’s sales figures, market research, logistics, or transportation costs. A data analyst’s job is to take that data and use it to help companies make better business decisions. This could mean figuring out how to price new materials for the market, how to reduce transportation costs, solve issues that cost the company money, or determine how many people should be working on Saturdays.

Data Analysis II* $2,500
6/2/18-8/18/18  11:00am-4:00pm  Sat
12 sessions  60 hrs.  8330008  11556
Continuation of topics covered in Part I of Data Analysis course.

*Both Sections 1 and 2 must be taken to qualify for Certified Associate Data Management Professional.

ONLINE COURSE

CompTIA Advanced Security Practitioner (CASP) CAS-002 $599
8330007  11948
This certification course covers the technical knowledge and skills required to conceptualize, design, and engineer secure solutions across complex enterprise environments. It involves applying critical thinking and judgment across a broad spectrum of security disciplines to propose and implement solutions that map to enterprise drivers, while managing risk.

All Business Certification courses require a High School or Equivalency Diploma.
Individual Tax Preparation-Level I  
$449  
2/24/18-4/7/18  9:00am-4:00pm  Sat  
6 sessions  36 hrs.  790003  11611  
This course is designed for students with minimal or no knowledge of tax law and tax preparation. They will become familiar with the 1040 series, the 1040 long form and various aspects of the tax law and the tax formula as it relates to the preparation of basic individual income tax returns. Students will prepare federal tax returns manually and using a computerized tax preparation software.

Individual Tax Preparation-Level II  
$449  
4/14/18-5/19/18  9:00am-4:00pm  Sat  
6 sessions  36 hrs.  790004  11612  
Tax law and the tax forms for preparing comprehensive tax returns with multiple schedules.

Notary Public  
$125  
3/14/18-3/28/18  7:00pm-9:00pm  Wed  
3 sessions  6 hrs.  790006  11613  
Prepare for the Department of State Notary Public Exam and for commission as a Notary Public. 18+ years and Valid SSC.

Paralegal Certificate Program (In-Person)  
$1,995  
4/17/18-6/28/18  6:30pm-9:30pm  Tue, Wed & Thur  
33 sessions  99 hrs.  790008  11561  
This course provides an introduction to the function and sources of American law (including the U.S. Constitution), the American legal system, and legal practice, focusing on the role of the paralegal. 18+ years and Some College.

Register online anytime!  
www.startatyork.com  
Questions? Email conted@york.cuny.edu
A Future in Business

Construction Related Careers

Basic Electrical $295*
2/3/18-2/24/18 10:00am-5:00pm Sat
3 sessions 21 hrs. 8170001 11484

6/23/18-7/7/18 10:00am-5:00pm Sat
3 sessions 21 hrs. 8170001 11572
This course introduces the fundamental concepts of “AC” current Emphasis is placed on “AC” circuits, components and operation, testing equipment; and other related topics.

Basic Plumbing $295*
3/3/18-3/17/18 10:00am-5:00pm Sat
3 sessions 21 hrs. 8170002 11487

7/14-7/28/18 10:00am-5:00pm Sat
3 sessions 21 hrs. 8170002 11573
This course introduces you to the plumbing trade, providing you with the opportunity to learn basic skills. The course includes work in the classroom and workshop type environment.

Plastering/Drywalls $295*
3/24/18-4/18/18 10:00am-5:00pm Sat
3 sessions 21 hrs. 8170003 11574
Plastering is a highly useful skill and for those who are fully qualified a highly lucrative trade. In addition to the fundamentals of mixing and applying plaster.

Wall and Floor Tiling $295*
4/21/18-5/5/18 10:00am-5:00pm Sat
3 sessions 21 hrs. 8170006 11575
This course covers the basics in handling materials, problem solving, protecting surrounding areas, preparation of surfaces, filling and degreasing and preparing timber, metal and cement surfaces.

Bathroom and Kitchen Installations $295*
5/12/18-6/2/18 10:00am-5:00pm Sat
3 sessions 21 hrs. 8170005 11576
Take your skills to the next level! Learn the fundamentals of bathroom and kitchen installation, using the most common fixtures and elements of plumbing to help you build confidence.

NYC Home Improvement Contractor Licensing Exam Prep (Department of Consumer Affairs) $295*
8/2/18-8/17/18 6:30pm-9:30pm Thur & Fri
6 sessions 18 hrs. 8170010 11571
Get training to become a licensed home improvement contractor with the NYC’s Department of Consumer Affairs. Learn from a qualified instructor on running a professional business, avoid liability, and become a successful entrepreneur. This course will prepare students to take the test and to complete all necessary paperwork.

*$50 materials fee required for each class. Must be 18 years or older.

ONLINE COURSE
Professional Certification in Digital Marketing $1,965
8330012 11985
The Professional Certification in Digital Marketing is ideal for anyone involved in the planning, implementation or measurement of digital strategies - or anyone who would like to pursue a career in this area. The Professional Certification in Digital Marketing course is a rounded introduction to all the core digital marketing disciplines, and will prepare students to take up a more specialist role within the overall marketing domain.

ONLINE COURSE
CIW Social Media Strategist $399
810002 11991
This course teaches the foundations of social media technologies, communication methods and how to engage consumers using various tools. You will learn how social media is used in a business setting, and how to use social media to boost brand recognition and achieve organizational goals.

ONLINE COURSE
Marketing Tools and Tips for Success $299
810003 11879
Become more productive and boost the impact of your marketing efforts with our “Marketing Tools & Tips for Success”. Help build your community, track engagement, measure analytics, generate brand awareness, or help you accomplish other marketing goals. The “Marketing Tools & Tips for Success” course contains the following topics: Bitly, Woobox, HootSuite, Storify, Social Media “Rules” and Tips.

Artist and Arts Organization Management

Coming Summer 2018
Fundamentals of Project Management -
Optional certification in CompTIA Project+
$425
2/10/18-3/10/18  9:00am-1:00pm  Sat
4 sessions  16 hrs.  660002  11565
This course is designed around the CompTIA Project Certification. Each day, students will cover two modules and complete practical assignments, such as case studies and class exercises, thus applying the skills learned.

Fundamentals of Management -
Optional certification from the Institute of Certified Professional Managers
$425
3/17/18-4/14/18  9:00am-1:00pm  Sat
4 sessions  16 hrs.  660003  11566
In this course you will acquire an in-depth understanding of the basic concepts and theories of management while exploring the manager’s operational role in all types of organizations. Students will also gain insight into the manager’s responsibility in planning, organizing, leading, staffing and controlling within the workplace.

Effective Management Communication
$425
4/21/18-5/12/18  9:00am-1:00pm  Sat
4 sessions  16 hrs.  610002  11567
This workshop emphasizes workplace communication in regards to active listening, clarifying, and using feedback to insure understanding. It also introduces powerful communication techniques that students can easily implement.

Writing With Confidence
$175
3/20/18-4/10/18  6:30pm-8:30pm  Tue & Thur
7 sessions  14 hrs.  610004  11569
You will be given the chance to build upon your professional and personal reading and writing experiences, as well as prepare to read and write confidently and effectively in a college or workplace setting.

Winning Interview Techniques & Employment Readiness
$175
4/17/18-5/8/18  6:30pm-8:30pm  Tue & Thur
7 sessions  14 hrs.  610005  11570
Interview skills are critical, but they are not innate - they come with experience and taught techniques. In this class, you will be provided with the tools needed to succeed in the interview and win over potential employers. As well as Resume drafting, editing, and Cover Letter preparation.

Effective Public Speaking and Presenting
$175
2/20/18-3/13/18  6:30pm-8:30pm  Tue & Thur
7 sessions  14 hrs.  610003  11568
Our Effective Public Speaking courses are designed to make public speaking positive and enjoyable. Regardless of the occasion, you will build your confidence to deliver impactful messages that maintain your audience’s interest. This course will train you on how to deliver effective presentations and speeches that reflect positively on you.

CPEC Placement Exam Test Prep
$100
1/24/18-2/14/18  6:30pm-8:30pm  Wed
4 sessions  8 hrs.  700002  11609
2/24/18-3/17/18  10am-12pm  Wed
4 sessions  8 hrs.  700002  11610
This class is designed for those who have previously taken the placement exam, but did not successfully pass. Additionally, those who have not taken the exam, but anticipate difficulty with the content (i.e. reading comprehension and computational math), may find the course to be useful as well. On the last day of class, students will sit for the actual placement exam. Please note that any student who misses this final class/exam day will need to reschedule their exam and pay an additional $10 fee.

Register online anytime!
www.startatyork.com
Questions? Email conted@york.cuny.edu

Business Certification courses require a High School or Equivalency Diploma.
A Future in Healthcare

Administrative Careers

Medical Coding & Billing Specialist Certification
Taking these courses can lead to certification as a medical coding and billing specialist and earn an average salary of $39k!

Medical Coding Specialist
$3,995
2/26/18-8/29/18 6:30pm-9:30pm Mon & Wed
52 sessions 160 hrs. 950009 11578
Medical Coding Specialists rely on their knowledge of medical terminology, diseases and medications to assign a diagnostic or procedural code to each entry in a patient’s record. To choose the most appropriate codes, these specialists review the patient’s history and test results, and at times, talk to the patient’s doctor to uncover missing information. Upon completion of this course you will have thorough knowledge of medical terminology, anatomy and physiology, ICD-10, CPT-4, and HCPCS. This is a blended learning course where you will have weekly teacher-directed classes and 24/7 web access to all information presented and assignments.

ONLINE COURSE
Professional Medical Coding and Billing with Applied PCS
$3,495
950019 12135
The Professional Medical Coding and Billing with Applied PCS program prepares students for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certifications. Students develop a healthcare knowledge base and train on current and advanced code sets. Enrollment includes ebooks, codebooks, and a certification exam voucher. Enrollment Duration: 12 months online access.

Certified Medical Administrative Assistant
$1,299
3/10/18-6/30/18 9:00am-1:00pm Sat
15 sessions 60 hrs. 950002 11579
Prepares students to function in an administrative/clerical capacity in the healthcare industry.

ONLINE COURSE
Medical Transcription Editor
$2,995
950020 12136
Approved by the Association for Healthcare Documentation Integrity (AHDI), the Medical Transcription Editor program prepares students for medical transcription and editing careers. Topics studied include documentation, biomedical sciences, and editing theory. Enrollment includes ebooks, a transcription foot pedal, an AHDI membership, and a voucher to take the RHDS exam. Enrollment Duration: 12 months online access.

Clinical Careers

ONLINE COURSE
Medical Transcription Editor (ASHP/ACPE)
$2,995
950018 12134
The Pharmacy Technician program prepares students for the Pharmacy Technician Certification Board (PTCB) Exam. The course, currently pending ASHP accreditation, connects students with an externship partner so they can fulfill graduation requirements. In addition to one-on-one instructor support, students will receive a lab kit, ebooks, and an exam voucher. Enrollment Duration: 12 months online access.

Pharmacy Technician
$1,399
3/6/18-5/10/18 6:30pm-9:00pm Tue & Thur
20 sessions 50 hrs. 950010 11582
This comprehensive 50 hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names.

COMING SOON
Surgical Technologist
Surgical techs are members of the medical teams that work in operating rooms. Their duties often include the following tasks: Preparing the operating room for surgery, setting up the surgical instruments and equipment, maintaining sterile condition, monitoring the patient and equipment during surgery, and preparing patients and transport them to and from surgery.

Health Certification courses require a High School or Equivalency Diploma.
Clinical Careers

Taking these courses can lead to certification as a Certified Patient Care Technician and earning an average salary between $40-$50k!

Certified Nursing Assistant
3/4/18-6/24/18 9:00am-4:00pm Sun
15 sessions 100 hrs. 950001 11583
This course prepares students for entry-level positions in the healthcare industry. Students will learn necessary patient care skills including feeding, bathing, grooming, dressing, exercise and movement, as well as answering patient call signals. Students must complete 120 hours of training (90 hours of classroom/lab instruction and 30 hours of externship). Topics of study include anatomy, physiology, nutrition, and infection control.

Electrocardiogram (EKG) Technician
2/27/18-4/3/18 6:30pm-9:30pm Tue & Thur
11 sessions 32 hrs. 950004 11584
An EKG technician plays a pivotal role in any healthcare team, lending skills that are used to diagnose a variety of heart diseases. York College’s EKG Technician course will teach you basic cardiovascular terminology, anatomy and physiology, as well as outline the responsibilities of an EKG/ECG technician. We’ll give you the opportunity to develop entry-level skills in a clinical laboratory setting and show you how to recognize cardiac arrhythmia, properly place ECG leads and proper maintenance, so that you can obtain an accurate 12-lead EKG. This course will also discuss telemetry and ambulatory readings.

Phlebotomy Technician
2/26/18-4/18/18 6:30pm-9:30pm Mon & Wed
16 sessions 44 hrs. 950005 11585
You will learn proper blood collection techniques and the preparation and proper handling of blood specimens. You will study the anatomy and physiology of the circulatory system, aseptic techniques and infection control procedures, communication techniques, medical ethics and safety procedures. These concepts will be practiced in a laboratory environment on mannequin arms. In addition, to the lecture and the laboratory workshop, the course includes supervised live blood draws.

Dental Assistant
3/9/18-6/15/18 6:30pm-9:30pm Fri
15 sessions 45 hrs. 950006 11581
As a Dental Assistant you will be trained to work directly with the Dentist in the treatment area. This comprehensive study of chairside dental assisting topics, includes an orientation to chairside dental assisting, oral anatomy and physiology, intraoral structures, dental charting, four-handed dentistry, suctioning and instrument passing techniques, restorative procedures, the rubber dam, orthodontics, prosthetics, dental materials and laboratory procedures, dental instrumentation, infection control and disease transmission, isolation procedures, anesthesia, treatment room organization, dental headpieces and burs, preventive oral hygiene, patient education, introduction to dental radiology and dental-medical emergency procedures. A fifteen-hour charting project is included on and independent study basis.

Emergency Medical Technician
1/4/18-6/26/18 6:30pm-9:30pm Tue & Thur
50 sessions 150 hrs. 950008 11243
This course has been designed to provide students with the essential education needed to render lifesaving care and maneuvers in a pre-hospital setting. This course is comprised of web-based didactic presentations, team-based learning activities, practical skills labs, patient simulation encounters, standardized patient encounters, and clinical/field experiences. This program will prepare students to effectively render all available techniques of basic life support presently considered within the scope of care for a New York State Certified Emergency Medical Technician. Books, uniform and course materials not included. Book fee: $250.

Electrocardiogram (EKG) Technician

Phlebotomy Technician

Dental Assistant

Emergency Medical Technician

COMING IN THE FALL
Credentialed Alcoholism and Substance Abuse Counselor (CASAC) Part I
Upon successful completion, students will have met the education requirement (350 hours) in order to take the CASAC-T written exam. Assistance with internships is provided and with a combination of classroom lectures, presentations and discussions with experiential training, the student will be taught practical skills in order for the student to work in the field of addiction.

*Both Sections 1 and 2 must be taken to qualify for the CASAC certification.

BEGIN IN THE SPRING
Credentialed Alcoholism and Substance Abuse Counselor (CASAC) Part II
Upon successful completion, students will have met the education requirement (350 hours) in order to take the CASAC-T written exam. Assistance with internships is provided and with a combination of classroom lectures, presentations and discussions with experiential training, the student will be taught practical skills in order for the student to work in the field of addiction. CASAC I is a prerequisite, one cannot register for II without having taken I.

*Both Sections 1 and 2 must be taken to qualify for the CASAC certification.

Community Health Worker

Questions? Email conted@york.cuny.edu

www.startatyork.com

Register online anytime!
Academic Prep & Youth Enrichment

Common Core Test Prep

With the advent of rigorous Common Core State Standards from elementary school and beyond, it is crucial to provide your child with academic support beyond school-based instruction and home-based tutoring. Allow your child to improve his or her academic and test preparation skills in a college setting, with highly experienced instructors familiar with college entrance and success requirements.

Mathematics Review (Testing begins on 5/1/2018)
Common Core Exam Preparation, emphasizing problem solving strategies and use of manipulatives.

| Grades 3-4 | 2/24/18-4/21/18 9:00am-11:00am Sat | 8 sessions | 16 hrs. | 8250001 | 11598 | $259 |
| Grades 5-6 | 2/24/18-4/21/18 9:00am-11:00am Sat | 8 sessions | 16 hrs. | 8250003 | 11599 | $259 |
| Grades 7-8 | 2/24/18-4/21/18 9:00am-11:00am Sat | 8 sessions | 16 hrs. | 8260001 | 11602 | $259 |

ELA Review (Testing begins on 4/11/2018)
Helps children to read/write at age-appropriate grade levels based on the Common Core Standards.

| Grades 3-4 | 2/3/18-4/7/18 11:00am-1:00pm Sat | 8 sessions | 16 hrs. | 8250002 | 11600 | $259 |
| Grades 5-6 | 2/3/18-4/7/18 11:00am-1:00pm Sat | 8 sessions | 16 hrs. | 8250004 | 11601 | $259 |
| Grades 7-8 | 2/3/18-4/7/18 11:00am-1:00pm Sat | 8 sessions | 16 hrs. | 8260002 | 11603 | $259 |

High School Test Prep

Scholastic Aptitude Test
Preparation for the college entrance exam. With an emphasis in Math and Evidence-Based Reading and Writing.
SAT Test Dates: May 5, 2018 and June 2, 2018

| Technology, Arts and Life Skills |

Computer Programming for Teens
Students are given meaningful exercises that introduce or reinforce S.T.E.M. (Science, Technology, Engineering, and Math) concepts. Plus $25 computer lab fee.

| Grades 3-4 | 4/7/18-6/30/18 1:00pm-3:00pm Sat | 12 sessions | 24 hrs. | 1990003 | 11605 | $279 |
| Grades 7-8 | 4/7/18-6/30/18 1:00pm-3:00pm Sat | 12 sessions | 24 hrs. | 1990004 | 11606 | $279 |

Android App Development for Teens
Students are required to purchase certain supplies before class. Please call our office for the full list.

| Grades 3-4 | 4/7/18-6/30/18 9:00am-11:00am Sat | 12 sessions | 24 hrs. | 1990005 | 11607 | $299 |
| Grades 7-8 | 4/7/18-6/30/18 9:00am-11:00am Sat | 12 sessions | 24 hrs. | 1990006 | 11608 | $299 |

Introduction to Storyboarding

| Grades 3-4 | 3/17/18-5/5/18 11:30am-1:30pm Sat | 8 sessions | 12 hrs. | 1990010 | 11619 | $229 |
| Grades 5-6 | 3/17/18-5/5/18 11:30am-1:30pm Sat | 8 sessions | 12 hrs. | 1990011 | 11620 | $229 |
| Grades 7-8 | 3/17/18-5/5/18 11:30am-1:30pm Sat | 8 sessions | 12 hrs. | 1990012 | 11621 | $229 |

The Art of Storytelling Through Comicbooks
This course will guide students through the nuts and bolts of creating a comic book. Students will learn world building, character design, script writing, thumb-nailing, penciling and inking. Finally they will learn how to digitally letter comics. The volume will feature each student’s collection of work including sketches, script samples and layouts. Students are encouraged to bring pre-existing stories or ideas they have been developing on their own. Students are required to purchase certain supplies before class. Please call our office for the full list. 17+ Years Old.

| COMING SUMMER 2018 |

Makerspace 3-D Design and Printing
This innovative program for high school students introduces principles for the design and fabrication of 3D models using state-of-the-art 3D printers, with emphasis on 3D design, 3D printing best practices, and build materials.

| Grades 3-4 | 3/17/18-5/5/18 11:30am-1:30pm Sat | 7 sessions | 14 hrs. | 1990005 | 11607 | $229 |
| Grades 7-8 | 3/17/18-5/5/18 11:30am-1:30pm Sat | 7 sessions | 14 hrs. | 1990006 | 11608 | $229 |

Piano for Teens
Learn music appreciation and basic piano techniques. We’ll teach you various types of music, how to read music and how to play easy tunes.

| Grades 3-4 | 5/5/18-6/30/18 12:00pm-1:30pm Sat | 8 sessions | 12 hrs. | 1990008 | 11608 | $190 |
| Grades 7-8 | 5/5/18-6/30/18 12:00pm-1:30pm Sat | 8 sessions | 12 hrs. | 1990009 | 11609 | $190 |

Join the legacy! Learn how to build beats and find out what it takes to become a music producer! Plus $25 computer lab fee.

Please visit our website for the full list of health and fitness classes scheduled for this upcoming winter and spring sessions.
Don’t let your child miss out on York College’s Winter/Spring Recess Programs and Summer Camp 2018, filled with education and enrichment activities!

**Winter & Spring Recess Programs**

We are offering five (5) full-days of academics (ELA and Math), health and fitness, arts, technology and so much more with program leaders who have extensive experience with successful afterschool and summer programs.

If your child is between the ages of 7 and 14, this is the experience that can expand their horizons.

This is a perfect solution for parents who must work during these school breaks.

**Winter Recess Session**
- 2/16/18-2/23/18
- 7:30pm-6:00pm Monday-Friday
- 8250005 11522 $399

**Spring Recess Session**
- 4/2/18-4/6/18
- 7:30am-6:00pm Monday-Friday
- 8250006 11523 $399

Early drop off at 7:30am and late pick up till 6:00pm at no additional cost!

**Summer Camp 2018**

The CPEC five-week camps for children (7–10 years old) and youth (11–14 years old) will keep young minds active through health and fitness, arts, technology, life skills, and academically oriented enrichment activities.

Each week, students will also expand their horizons with an exciting field trip to one of the many attractions in NYC. This is not your typical summer camp; students will leave with a wealth of knowledge in various subjects, develop friendships, and discover a new passion!

**Summer Camp 2018**
- 7/9/18-8/10/18
- 7:30am-6:00pm Monday-Friday
- $1,800
**American Sign Language - Beginner**
3/24/18-5/19/18  2:00pm-4:00pm  Sat
8 sessions  16 hrs.  8210003  11592
American Sign Language is the third most used language in the World. Explore this beautiful language, build basic vocabulary, practice the manual alphabet, and develop skills for communication. This course is for the true beginners.

**Introduction to Computers**
2/3/18-3/24/18  10:00am-1:00pm  Sat
7 sessions  21 hrs.  2200001  11594
Do you find computers and the internet intimidating? If so, then we have a course for you. We’ll teach you how fun and easy it can be to use a computer and search the web. You’ll also learn the parts of a computer, the fundamentals of Microsoft Windows, Word and Excel. Of course, you’ll also learn how to search for information on the Internet.

**Natural Hair Care and Braiding I**
4/7/18-5/5/18  1:00pm-4:00pm  Sat
5 sessions  15 hrs.  8190005  11588
Learning about natural hair care, sanitization, braiding and twisting skills.

**Natural Hair Care and Braiding II**
5/19/18-6/23/18  1:00pm-4:00pm  Sat
5 sessions  15 hrs.  8190006  11589
Advanced hands-on class emphasizing the art of installing various protective hair styles.

**Piano for Adults**
3/17/18-5/5/18  9:00am-10:00am  Sat
7 sessions  14 hrs.  8190007  11593
Learn music appreciation and basic piano techniques. We’ll teach you various types of music, how to read music and how to play easy tunes.

**Certified Wedding and Event Planning**
3/5/18-5/9/18  7:00pm-9:00pm  Mon & Wed
20 sessions  40 hrs.  8190008  11590
From weddings and anniversaries to birthdays and baby showers, this step-by-step methodology teaches clear and concise formulas for detailing the personal and professional aspects of any social event.

**Introduction to Interior Decorating**
5/12/18-6/23/18  9am-12pm  Sat
6 sessions  18 hrs.  8190009  12137
Do you long for a beautiful home? Does your interior need a makeover, but you have no idea where to start? If so, this course is for you! We’ll give you the knowledge and skill necessary to transform a drab room into a gorgeous, functional space. In this course you’ll learn about decorating styles, flooring, walls, ceilings, window treatments, furniture, colors, accessories and more, so that you can be on your way to creating the home you have always dreamed of.

**Microsoft Word 2016**
4/7/18-5/26/18  9:00am-12:00pm  Sat
7 sessions  21 hrs.  2200002  11595
You may think you know Microsoft Word, but after enrolling in York College’s Microsoft Word training program, you’ll be surprised about how much more there is to learn. You’ll enhance your computer knowledge and familiarity with computer terminology as well as learn to create and save new documents, manage files, copy, insert and delete text, set-up pages and so much more.

**Microsoft Excel 2016**
4/7/18-5/26/18  1:30pm-4:30pm  Sat
7 sessions  21 hrs.  2200003  11596
Having the skills needed to master Microsoft Excel is a must for anyone in today’s competitive business environment. With York College’s Microsoft Excel program, you can learn simple, clean and fast ways to create spreadsheets. Course topics will include document formatting, formulas and equations, text movement and menu options.

**Google Drive**
3/6/18-3/27/18  7:00pm-10:00pm  Tue & Thur
7 sessions  21 hrs.  2200004  11624
Discover how to work smarter with Google Drive. In this course, you’ll learn how to get started with this popular cloud-based file storage and word processing, spreadsheet, and presentation software. As well as how Google Drive fits into the productivity suite from Google, and how to navigate the interface. You be able to know the differences between Drive and Docs, and how to organize, sync, and locate your Drive files. You’ll also be able to know how to create and edit documents, spreadsheets, presentation slides, and drawings, and even how to create a form or survey directly in Google Drive. Plus, explore how to share your files and leverage the mobile app.

**New Driver Startup - 16+**
3/17/18-4/14/18  9:00am-2:00pm  Sat
4 sessions  20 hrs.  8180001  11597
Gain more independence and heighten your career opportunities by learning how to drive.

Register online anytime!  
www.startatyork.com

Questions? Email conted@york.cuny.edu

Please visit our website for the full list of health and fitness classes scheduled for this winter/spring.
Paying at York Just Got Easier

Payment Plans

The Continuing and Professional Education Center is here to assist you in financing your education. Our payment plan allows you to pay your education expenses in smaller, more manageable monthly installments. There is a $40 per semester enrollment fee to participate and the payment plan is only available for classes costing $900.00 or more.

The payment plan requires you to make a payment every month, starting from the time you register until the start of the class. Your required monthly payment depends on the length of the class and how far in advance you register. The payment is then automatically deducted from your bank account on the 15th of every month. You may be able to split up the cost of your course into 2, 3, 4, 5, or 6 month installments. The longer the payment plan, the smaller the monthly payment.

Regardless of the duration of the payment plan, the entire cost of the course must be paid in full by the first day of class. Paying is simple! You may pay by checking, savings or credit card (where available), by mail, phone, or online. Automatic monthly payments may be made right from your checking or savings account.

All students and families, regardless of need or financial standing, are eligible for these payment plans. There is no approval process or credit check.

To get started:
1. Choose the classes you are interested in.
2. Registrants will need a Learner ID. Create your ID at the startatyorke.com page, or call 718-262-2790 for assistance.
3. Visit yorkcpec.afford.com to enroll in the payment plan.
4. If you need further assistance or if you prefer to enroll by phone, please call 800-722-4867.

Financial Aid

In addition to the payment plan, there are several other financial aid options available to CPEC students, such as:

- Student Loans
  - Sallie Mae
  - Wells Fargo
- Grants
  - Federal Supplemental Educational Opportunity Grant
  - Workforce1 Individual Training Grant
  - Workforce Innovation & Opportunity Act
- Education Training Vouchers (ETV)

These options have different eligibility requirements. To see if you qualify, please visit our financial aid page at startatyorke.com.

Registration

In order to register for Continuing and Professional Education courses, prospective students must complete CPEC application. Applicants for professional development courses must be at least 18 years old. A High School or Equivalency Diploma also is required for enrollment in professional development courses. Some professional development courses require reading and math assessments. A $20 registration fee applies each semester. Registration receipts will only be mailed to students who have either mailed or faxed their registration form without an email address.

Standard Refund Policy

A written request received by mail, fax (718-262-2570) or e-mail conted@york.cuny.edu. Re-fund requests by telephone are not accepted. Refunds are calculated from the date we receive your written request regardless of the date of registration. Request received before the first session, student will receive a refund of 100% of tuition paid, request received before the second session, and student will receive a refund of 75% of the course tuition. Registration fee is non-refundable. There will be no refund thereafter for any reason.

Refund Procedures

If you paid by credit card, your tuition will be refunded to the card used at the time of the original transaction. Credit card refunds can take up to two weeks for processing. Tuition and fees that were paid by check, cash or money order will be refunded by check only. All check refunds take approximately 4-6 weeks and are processed in the order that they are received.

Delinquent Payments

The College reserves the right to withhold the privileges of class attendance, use of facilities and services, and access to certificates of completion from students delinquent with payments.

Returned Checks

Returned Checks incur a $35 fee and will require future registration by credit or debit card, cash, or a money order.

Course Cancellation

The York College Continuing and Professional Education Center reserves the right to cancel courses, make substitutions in faculty, and change days, times, and locations of classes if or when necessary. The Center is not responsible for misprints in its literature or its website; in the event of an error the Center will make every effort to provide corrected information in a timely manner. In most cases, a minimum number of registrants is required for a course to run. If a course is cancelled, students may transfer to another class or receive a refund. Inclement weather or other unforeseen circumstances may cause the cancellation of a class session. For weather-related cancellation information, please call (718) 262-2790 or visit www.StartAtYork.com.

Attendance and Certificates of Completion

An 80% rate of attendance is required in order to pass Continuing and Professional Education courses along with passing grades on assessments (Please refer to course syllabi for more information on grades). Certificates of completion will be mailed to students within a week of successful course completion.

Classroom Assignments

Classroom Assignments are available in Security (1M02-Academic Core Bldg.) and outside the Continuing Education Office (201B –Academic Core Bldg.).

Equal Opportunity and Affirmative Action

York College is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender, genetic predisposition or carrier status, citizenship status, veteran or marital status in its student admission, employment, access to programs, and administration of education policies.

Typographical Errors

Continuing and Professional Education is not responsible for typographical errors.

Updates

Occasionally, information changes and the most up to date schedules can be found on the website (www.york.cuny.edu).

Parking

Parking permits for the semester will cost $90.00 and will require the following documents: a Parking Permit Request Form (from Continuing & Professional Education), the Registration Receipt, the Vehicle Registration and a Valid Driver’s License. All documents must be presented to the Office of Public Safety, located in the Academic Core Bldg, room IM02, during Bursar Hours. Public safety offers: On the Go Parking, pay $25 for 5 single parking passes or $50 for 10 single parking passes.
The Future is Here at York CPEC!

Our focus is on providing you with the tools you need for a brighter future

The York College Continuing and Professional Education Center (CPEC) provides our constituents with high quality non-credit courses, some leading to professional certifications, experiential learning opportunities, and scholastic and vocational support that help students to realize their educational and career potential.

Regarding our instructional offerings, the CPEC offers in-demand professional certification courses, preparatory academic courses for adults and youth, along with exciting enrichment courses, and career advising to help clients to reach their goals.

Placement Exams
(Required for ALL Professional Certifications. $10.00 fee)
Wednesday, January 17, 2018 4:45pm
Thursday, January 25, 2018 9:45am
Saturday, January 27, 2018 9:45am
Wednesday, February 7, 2018 4:45pm
Thursday, February 15, 2018 9:45am
Saturday, March 3, 2018 9:45am

CPEC Certifications & Courses Expo
Saturday, January 13, 2018

Post Secondary Alternatives to College Open House
Thursday, May 24, 2018

Register online anytime!
www.startatyork.com
Questions? Email conted@york.cuny.edu