

Fall 2018
Spring 2019
Summer 2019

YORK College

Continuing & Professional Education Center



NEW Full-Year Course Catalog
Fall 2018, Spring and Summer 2019

www.startatyork.com

Your Path to Growth 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.

Fastest Growing Careers

Technology Careers

Advanced Placement (AP) Computer Science

Our course introduces students to computer science with fundamental topics that include problem solving, design strategies and methodologies, organization of data (data structures), approaches to processing data (algorithms), analysis of potential solutions, and the ethical and social implications of computing. The course emphasizes both object-oriented and imperative problem solving and design using Java language.

Sat 10/6/18-12/15/18 1:30pm-4:30pm
10 sessions 5420006 12990 \$999

Sat 2/9/19-4/20/19 1:30pm-4:30pm
10 sessions 5420006 12991 \$999

Sat 6/22/19-8/24/19 1:30pm-4:30pm
10 sessions 5420006 12992 \$999

Certified Associate in Project Management (CAPM)*

Learn the essential terminology from A Guide to the Project Management Body of Knowledge, (PMBOK® Guide 6th Edition), tools and techniques required to pass the CAPM exam.

Sat 11/3/18-12/22/18 10:00am-3:00pm
6 sessions 8330006 12738 \$999

Wed 2/6/19-4/10/19 6:30pm-9:30pm
10 sessions 8330006 12739 \$999

Sat 6/1/19-7/6/19 9:00am-2:00pm
6 sessions 8330006 12740 \$999

Certified Web Developer*

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.

Mon-Fri 11/12/18-4/10/2019 9:00am-5:00pm
97 sessions 8330001 12737 \$2,599

Mon-Fri 4/15/19-8/29/19 9:00am-5:00pm
97 sessions 8330001 12741 \$2,599

Summer 2019 class not available

Data Analysis I*

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.

Sat 11/3/18-2/9/19 11:00am-4:00pm
12 sessions 8330008 12747 \$1,250

Spring 2019 class not available

Mon & Wed 6/17/19-8/21/19 6:30pm-9:30pm
20 sessions 8330008 12752 \$1,250

Data Analysis II*

Continuation of topics covered in art I of the Data Analysis course.

Fall 2018 class not available

Sat 3/2/19-5/25/19 9:00am-2:00pm
12 sessions 8330008 12748 \$2,500

Summer 2019 class not available

Data Analysis I and Data Analysis II must be taken to qualify for the Certified Associate Data Management Professional Certification.

Course Listings Key

Course Listings are color-coded by Semester.

Fall 2018

Spring 2019

Summer 2019



*Prerequisite: Must have HS Diploma or HSE

Cybersecurity*

This course serves as an introduction to the emerging and exciting field of Cybersecurity. Our lives are more dependent on the Internet than ever, and as private and sensitive information is often shared and stored online, the need for those working in the field of Cybersecurity is ever increasing, so that we can protect this data. This course will give students an overview of the basics of Cybersecurity, and is intended for the novice learner. No prior experience necessary!

Tue & Thu	10/9/18-12/4/18	6:00PM-8:00pm
16 sessions	8330004	12778 \$1,599
Mon & Wed	2/4/19-4/1/19	6:30pm-8:30pm
16 sessions	8330004	12779 \$1,599
Tue & Thu	6/4/19-7/30/19	6:30pm-8:30pm
16 sessions	8330004	12780 \$1,599

Professional Drone Operator Training

The purpose of this course is to prepare participants to take the Remote Pilot Certification Knowledge Test. This test is required to receive a Remote Pilot with Small Unmanned Aerial Systems (sUAS) rating from the Federal Aviation Administration. The remote pilot certification is necessary to operate sUAS commercially in the National Airspace System (NAS).

Conducted over two days, this course will provide the participants with the knowledge and skills necessary to safely operate sUAS under the regulations. In addition to the didactic presentations, time will be spent learning how to fly and control sUAS in order to complete a series of real world scenarios.


Sat	9/22/18-9/29/18	8:00am-5:00pm
2 sessions	8330014	12788 \$799
Sat	2/2/19-2/9/19	8:00am-5:00pm
2 sessions	8330014	12790 \$799
Sat	6/1/19-6/8/19	8:00am-5:00pm
2 sessions	8330014	12793 \$799

Administrative Healthcare Careers

Certified Medical Administrative Assistant

Prepares students to function in an administrative/clerical capacity in the healthcare industry.

Tue & Thu	10/9/18-1/31/19	6:30pm-8:30pm
30 sessions	950002	12764 \$1,299
Tue & Thu	2/5/19-4/25/19	6:30pm-9:00pm
24 sessions	950002	12767 \$1,299
Tue & Thu	6/11/19-9/3/19	6:30pm-9:00pm
24 sessions	950002	12770 \$1,299



\$39k Average salary of a **Medical Coding & Billing Specialist!**

\$49k Average salary of a **Pharmacy Technician!**

\$40-\$50k Average salary of a **Certified Patient Care Technician!**

Medical Coding Specialist

The student will learn principles of medical coding related to the 3 main code books: ICD-10, CPT and HCPCS Level 11. This course is recommended for anyone who is preparing for a career in medical coding for a physician's office and strongly recommended for anyone who is preparing for AAPC's CPC Certification Examination.

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.

Our program is designed using the curriculum of the American Academy of Professional Coders (AAPC). This course will prepare you for the AAPC's rigorous CPC medical coding examination. The CPC title is a nationally recognized designation that shows employers a certain level of coding knowledge has been reached. **Textbook Requirements: Medical Terminology and Anatomy for ICD-10 Coding**, 1st Edition ISBN-13: 978-1455707744.

Mon & Wed	10/8/18-4/17/19	6:30pm-9:30pm
50 sessions	950009	12732 \$3,995
Mon & Wed	5/6/19-11/4/19	6:30pm-9:30pm
50 sessions	950009	12956 \$3,995
Summer 2019 class not available		

Electronic Health Records Specialist

In the Electronic Health Records Specialist program, students learn the basics of health information management from a technological perspective. Topics include the content, structure, management, analysis, and processing of health information, as well as issues surrounding quality, confidentiality, and compliance. Special emphasis is placed on electronic information processing. Electronic Health Records Specialists are in high demand in hospitals, physicians' offices, nursing homes and even government facilities.

Fall 2018 class not available		
Sat	2/16/19-5/25/19	9:00am-2:30pm
14 sessions	950017	12734 \$1,299
Tue & Thu	6/4/19-9/24/19	6:30pm-9:00pm
32 sessions	950017	12735 \$1,299

Taking Medical Coding Specialist and Electronic Health Records Specialist can lead to certification as a Medical Coding and Billing Specialist and earn an average salary of \$39k!

Medical Coding Specialist Review

This course is a review of the Medical Coding Specialist program and will focus on study skills, practice exams and test taking strategies which include time management for the AAPC exam. This course is designed to enhance your success on this exam.

Sat	10/20/18-11/10/18	9:00am-2:00pm
4 sessions	950023	12929 \$250
Sat	3/2/19-3/23/19	9:00am-2:00pm
4 sessions	950023	12930 \$250
Sat	7/13/19-8/3/19	9:00am-2:00pm
4 sessions	950023	12931 \$250

*Prerequisite: Must have HS Diploma or HSE

Clinical Healthcare Careers

Certified Nursing Assistant

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.

Sat 10/13/18- 3/9/19 9:00am-3:00pm
19 sessions, , 9500001 12786 \$1649

Sun 2/3/19-6/16/19 9:00am-3:00pm
17 sessions 950001 12845 \$1,649

Wed, Thu & Fri 6/12/19-9/6/19 6:30pm-9:30pm
35 sessions 950001 12925 \$1,649

Electrocardiogram (EKG) Technician

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.

Sat 10/13/18-12/8/18 1:30pm-5:30pm
8 sessions 950004 12946 \$950

Sat 2/9/19-3/30/19 1:30pm-5:30pm
8 sessions 950004 12947 \$950

Sat 6/8/19-7/27/19 1:30pm-5:30pm
8 sessions 950004 12948 \$950

Phlebotomy Technician

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 draw.

Sat 10/13/18-1/12/19 9:00am-1:00pm
11 sessions 950005 12943 \$1,249

Sat 2/9/19-4/27/19 9:00am-1:00pm
11 sessions 950005 12944 \$1,249

Sat 6/8/19-8/17/19 9:00am-1:00pm
11 sessions 950005 12945 \$1,249

Taking Certified Nursing Assistant, Electrocardiogram (EKG) Technician and Phlebotomy Technician courses can lead to certification as a Certified Patient Care Technician and earning an average salary between \$40-\$50k.

Course Listings Key

Course Listings are color-coded by Semester.

Fall 2018

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Credentialed Alcoholism and Substance Abuse Counselor (CASAC) Section 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.

Fall 2018 class not available

Sat 2/9/19-7/13/19 9:00am-5:00pm
22 sessions 950013 12954 \$2,100

Summer 2019 class not available

Credentialed Alcoholism and Substance Abuse Counselor (CASAC) Section II

Continuation of topics covered in Section I of CASAC course.

Fall 2018 class not available

Spring 2019 class not available

Sat 7/20/19-12/21/19 9:00am-5:00pm
22 sessions 950013 12955 \$2,100

Both Sections I and II must be taken to qualify for the CASAC certification.

Community Health Worker (Part 1)

This course has been designed to provide students with the essential education needed to become a Community Health Workers (CHWs) who are trusted members of and/or have an unusually close understanding of the community they serve. At the end of this 70 hour course you will be able to facilitate outreach and community mobilization, Case management and care coordination, Home-based support, Health promotion and health coaching, System navigation and Participatory research. **This is part I of a two part course.**

Mon & Wed 10/8/18-11/19/18 6:30pm-9:30pm
12 sessions 950016 12774 \$999

Sat 2/9/19-3/23/19 9:00am-2:00pm
7 sessions 950016 12966 \$999

Mon & Wed 6/10/19-7/17/19 6:30pm-9:30pm
12 sessions 950016 12962 \$999

Community Health Worker (Part 2)

Part II of this two-sequence course will give students additional foundation and theoretical expertise in the field. Furthermore, students will get practical, hands-on knowledge, and learn how to apply their learned skills in the workplace and in their communities. The primary function of the Community Health Worker is to link the individual/family with medical, behavioral health and social services that are needed to improve and maintain quality health and wellness in the community. The Community Health Worker will facilitate access to a wide range of services through advocacy, outreach, referral, community education, informal mentoring, and social support.

Sat 10/6/19-11/17/19 9:00am-2:00pm,
7 sessions 950016 12772 \$999

Mon & Wed 11/21/18-1/9/19 6:30-9:30pm
12 sessions 950016 12781 \$999

Sat 3/30/19-5/18/19 9:00am-2:00pm
7 sessions 950016 12967 \$999

Emergency Medical Technician

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.

Tue & Thu 1/8/19-7/18/19 6:30pm-9:30pm
55 sessions 950008 12660 \$1,299

Spring 2019 class not available

Tue & Thu 8/6/19-2/20/20 6:30pm-9:30pm
52 sessions 950008 12961 \$1,299

Pharmacy Technician

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.

Tue & Thu 10/2/18-12/11/18 6:30pm-9:00pm
20 sessions 950010 12714 \$1,399

Tue & Thu 2/5/19-4/11/19 6:30pm-9:00pm
20 sessions 950010 12937 \$1,399

Tue & Thu 6/18/19-8/27/19 6:30pm-9:00pm
20 sessions 950010 12938 \$1,399

Clinical Medical Assistant

Training to assist physicians by performing functions related to the clinical responsibilities of a medical office. This may include scheduling appointments, directing phone calls, filing documents, and getting patients where they need to be. Includes training in Phlebotomy and Electrocardiogram practices.

Sat 10/20/18-3/23/19 9:00am-4:30pm
20 sessions 950003 12936 \$2,995

Mon, Wed & Fri 4/1/19-8/19/19 6:30-9:00pm
60 sessions 950003 12952 \$2,995

Mon, Wed & Fri 6/12/19-11/1/19, 6:30pm-9:00pm
60 sessions 950003 12951 \$2,995

Clinical Medical Assistant Review

This course is a basic review of the theory and practical skills of a clinical medical assistant. It includes areas that the NHA exam focuses on, study skills and test taking strategies. This course is designed to enhance your success on the NHA exam.

Fri 10/5/18-11/2/18 6:30pm-9:00pm
5 sessions 950024 12964 \$99

Fri 3/8/19-4/5/19 6:30pm-9:00pm
5 sessions 950024 12964 \$99

Fri 7/12/19-8/9/19 6:30pm-9:00pm
5 sessions 950024 129665 \$99

Dental Assistant

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.

Fri 10/5/18-1/25/19 6:30pm-9:30pm
16 sessions 950006 12240 \$1,695

Fri 3/8/19-6/21/19 6:30pm-9:30pm
16 sessions 950006 12949 \$1,695

Summer 2019 class not available

Surgical Technician (Part 1, 2 & 3)

Our surgical technician program makes students competitive in the job market by providing them with a solid medical background, thorough understanding of surgical procedures and the technical skills needed in an operating room. Our surgical Technician program prepares you to tackle and pass the national certification exams.

Tue & Thu 10/2/18-12/20/18 6:30pm-9:30pm
23 sessions 5930046 12992 \$1,499

Tue & Thu 2/5/19-5/23/19 6:30pm-9:30pm
23 sessions 5930046 12993 \$1,499

Tue & Thu 6/4/19-8/22/19 6:30pm-9:30pm
23 sessions 5930046 13008 \$1,499



Construction Related Careers

Basic Electrical*

This course introduces the fundamental concepts of “AC” current. Emphasis is placed on “AC” circuits, components and operation, testing equipment; and other related topics.

Thu & Fri 9/6/18-9/27/18 6:30pm-9:30pm
7 sessions 8170001 11572 \$295

Sat 2/9/19-2/23/19 10:00am-5:00pm
3 sessions 8170001 12835 \$295

Summer 2019 class not available

Basic Plumbing*

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.

Sat 9/8/18-9/22/18 10:00am-5:00pm
3 sessions 8170002 11573 \$295

Sat 3/9/19-3/23/19 10:00am-5:00pm
3 sessions 8170002 12861 \$295

Summer 2019 class not available

Plaster/Dry Walls*

Plastering is a highly useful skill and for those who are qualified, a highly lucrative trade. Students will learn the fundamentals of mixing and applying plaster.

Sat 9/29/18-10/13/18 10:00am-5:00pm
3 sessions 8170003 12283 \$295

Sat 4/6/19-4/27/19 10:00am-5:00pm
3 sessions 8170003 12863 \$295

Summer 2019 class not available

Wall and Floor Tiling*

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.

Sat 10/20/18-11/3/18 10:00am-5:00pm
3 sessions 8170006 12284 \$295

Sat 5/4/19-5/18/19 10:00am-5:00pm
3 sessions 8170006 12866 \$295

Summer 2019 class not available



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

Bathroom & Kitchen Installations*

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.

Sat 11/10/18-12/1/18 10:00am-5:00pm
3 sessions 8170005 12285 \$295

Spring 2019 class not available

Sat 6/1/19-6/15/19 10:00am-5:00pm
3 sessions 8170005 12868 \$295

Painting & Masonry Work*

Our course is designed with a practical, quick learner in mind. The course involves assessing wall space, measuring and leveling, minor problem solving with full hands-on experience. You will be put to the test working around vanity, cabinets, baths/toilets and on occasions you will be challenged with uneven wall surfaces. During the training you will be assessed. Assistance will be given in areas which you may find difficult. Training includes installing walls and floor tiles.

Sat 12/8/18-1/5/19 10:00am-5:00pm
3 sessions 8170004 12286 \$295

Spring 2019 class not available

Sat 6/29/19-7/13/19 10:00am-5:00pm
3 sessions 8170004 12874 \$295

Carpentry/Framing*

This course introduces you to the basic carpentry trade, providing you with the basic carpenter's knowledge and the opportunity to do the basic home improvement carpentry work. This course includes working in a classroom type workshop environment. You will learn how to install crown moldings & baseboard moldings, build separating walls, door openings using wood studs.

Sat 1/12/19-1/26/19 10:00am-5:00pm
3 sessions 8170014 12331 \$295

Spring 2019 class not available

Sat 7/20/19-8/3/19 10:00am-5:00pm
3 sessions 8170014 12875 \$295

Home Improvement Contractor Licensing Exam Preparation*

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.

Fall 2018 class not available

Thu & Fri 1/10/19-1/25/19 6:30pm-9:30pm
6 sessions 8170010 12290 \$295

Thu & Fri 7/11/19-7/19/19 6:30pm-9:30pm
4 sessions 8170010 12883 \$295

Construction Series \$1,995 (All courses on this page)
Students who complete the series will be eligible to sit for the NYC Home Improvement Contractor Licensing Exam.

Lock Smith

This course introduces you to the basic Lock Smith Trade, providing you with the basic knowledge you will need to install door locks and latch to shield against forced entry. You will learn how to measure and bore cylinder holes using a hole saw for wood doors, using special fasteners includes one-way screws. You will be using a drill & spade bit or speed bore to drill latch bolt holes, avoiding from splitting the door. Deadbolt or security locks provides an additional barrier to unwanted intruders.

Fall 2018 class not available

Spring 2019 class not available

Sat 9/7/19-9/21/19 10:00am-5:00pm
3 sessions 8170013 12886 \$295

Advanced Electrical

This course introduces you to the circuit breakers and their functions. You will have the understanding of each circuit breaker and their use. You will learn the different types of wires, light switches, sockets, troubleshoot and repair minor problems. Job safety also included.

Mon & Tue 10/8/18-10/30/18 6:30pm-9:30pm
7 sessions 8170008 12901 \$295

Mon & Tue 3/12/19-4/2/19 6:30pm-9:30pm
7 sessions 8170008 12902 \$295

Mon & Tue 6/4/19-6/25/19 6:30pm-9:30pm
7 sessions 8170008 12903 \$295



Advanced Plumbing

This plumbing course provides you with the opportunity to learn the plumbing trade to a more understanding depth. This course includes working in a classroom type environment, you will learn how to install shower body, toilet bowls & tanks, kitchen & bathroom sinks, kitchen faucets, bathroom faucets. You will be working with PVC/DWV pipes, copper pipes, threaded fittings, job safety will also be part of this course.

Thu & Fri 9/27/18-10/18/18 6:30pm-9:30pm
7 sessions 8170009 12904 \$320

Thu & Fri 4/11/19-5/2/19 6:30pm-9:30pm
7 sessions 8170009 12905 \$320

Thu & Fri 7/11/19-8/1/19 6:30pm-9:30pm
7 sessions 8170009 12906 \$320



Are you a prime contractor or MWBE subcontractor looking to partner on a contract opportunity?

About the Small Business Development Center (SBDC)

For more than 30 years, the New York SBDC has provided entrepreneurs with pro-bono business counseling, training, and access to capital. Our goal is to provide the highest quality of business services and resources to our clients that will enable them to scale and be profitable.

Our Services for MWBE firms are:

- Assisting with federal, state, and local certifications
- Assessing business capacity and qualifications to fulfill on potential contracts
- Connecting viable MWBE businesses to contract opportunities
- Advising MWBE businesses on how to effectively market services to sell to federal, state, and local government
- Delivering capacity building training to improve business operations for MWBE construction and professional services firms
- Providing technical assistance for MWBE businesses to identify and prepare bids
- Helping MWBEs business access capital for business expansion

To contact the NY SBDC network, and go-to resource partner, visit: NY SBDC at York College, 94-50 159th St., Jamaica, NY 11451 or call 718-262-2880

Funded in part through a Cooperative Agreement with the U.S. Small Business Administration.



Career Skills

Career focused!

Fall 2018, Spring 2019 and Summer 2019 classes are available.

Visit startatnyork.com for more information or to register.

Human Resource Fundamentals

This course is designed for students wishing to learn the fundamental basics of human resources or seeking to expand their knowledge and expertise. The course covers the basic and essential subjects including human resource management, compensation and benefits, employment law and labor relations, performance management, and recruitment. Also considered are the more interpersonal elements of performance management, recruitment, and general human resources topics. Upon completion of course, student will receive a certificate in Human Resource Fundamentals. The reinforcement of current day practice, knowledge and skills will be learned from text, lectures and practices thru group discussions and group work. Question section of the learning will follow the format that mimics the test.

You will practice from realistic work situations. Seventy-three percent of examinees say the SHRM-CP and SHRM-SCP exams are HR job-relevant.

Mon & Wed	10/15/18-11/21/18	6:30-8:30pm
12 sessions	5420008 13013	\$425
Mon & Wed	2/4/19-4/10/19	6:30-8:30pm
12 sessions	5420008 13014	\$425
Mon & Wed	7/8/19-8/14/19	6:30-8:30pm
12 sessions	5420008 13015	\$425

SHRM-CP & SHRM-SCP Exam Preparation

The SHRM-CP or SHRM-SCP credential makes you a recognized expert and leader in the HR field—and a valuable asset to your organization. This professional distinction sets you apart from your colleagues, proving your high level of knowledge and skills. In this course you will focus on the body of knowledge that the exam test. You will learn what to study, how to use the information to answer the questions correctly.

The reinforcement of current day practice, knowledge and skills will be learned from text, lectures and practices through group discussions and group work. Question section of the learning will follow the format that mimics the test. You will practice from realistic work situations. Seventy-three percent of examinees say the SHRM-CP and SHRM-SCP exams are HR job-relevant.

Sat	9/22/18-12/22/18	9:00am-4:00pm
12 sessions	112028 13016	\$999
Sat	2/2/19-4/27/19	9:00am-4:00pm
12 sessions	112028 13017	\$999
Sat	6/1/19-8/17/19	9:00am-4:00pm
12 sessions	112028 13018	\$999

Grow Your MWBE Business with City and State Contracts

This course will equip business owners with the tools to grow and strengthen their business. The following topics will be covered: Targeting, Branding, and Sales, Developing/ Enhancing a Digital Presence, Understanding and Accessing Global Markets, Introduction to the City/State Procurement Processes, Employee Management, Developing proposals, Negotiations, Business Law issues, and more. Must be 18 years or older.

Wed	10/17/18-3/6/19	6:00pm-8:30pm
20 sessions	810004 12816	\$795
Tue & Thu	2/6/19-4/11/19	6:30pm-9:00pm
20 sessions	810004 12818	\$795
Mon & Wed	6/10/19-8/14/19	6:30pm-9:00pm
20 sessions	810004 12819	\$795

Bookkeeping and Accounting Principles*

Learn the basics of bookkeeping and accounting for the office environment.

Tue & Thu	10/9/18-11/8/18	6:30pm-8:30pm
10 sessions	790002 12721	\$399
Tue & Thu	2/5/19-3/7/19	6:30pm-8:30pm
10 sessions	790002 12759	\$399
Tue & Thu	6/6/19-7/11/19	6:30pm-8:30pm
10 sessions	790002 12760	\$399

Introduction to Payroll*

Covers federal payroll regulations and laws, obtaining state tax information for payroll, and employment laws.

Tue & Thu	11/13/18-12/6/18	6:30pm-9:30pm
7 sessions	790005 12761	\$369
Tue & Thu	3/12/19-4/2/19	6:30pm-9:30pm
7 sessions	790005 12762	\$369
Tue & Thu	7/16/19-8/6/19	6:30pm-9:30pm
7 sessions	790005 12763	\$369

Accounting with QuickBooks*

Bookkeepers learn to create an accounting system, pay bills, produce invoices, track payments received and more.

Sat	12/15/18-2/9/19	1:00pm-4:00pm
7 sessions	790001 12736	\$369
Sat	3/16/19-5/4/19	1:00pm-4:00PM
7 sessions	790001 12765	\$369
Sat	6/8/19-7/20/19	1:00pm-4:00pm
7 sessions	790001 12766	\$369

Certified Professional Bookkeeper \$949

Students who complete Bookkeeping and Accounting Principles, Introduction to Payroll and Accounting with QuickBooks will be eligible to sit for the NACPB Exam.

Build a WordPress Website for Your Business

This class will equip you with the necessary tools to create a WordPress website or “blog” for your business.

Tue & Thu	11/6/18-12/20/18	6:00pm-8:00pm
13 sessions	810005 12810	\$975
Tue & Thu	3/5/19-4/16/19	6:00pm-8:00pm
13 sessions	810005 12811	\$975
Tue & Thu	7/9/19-8/20/19	6:00pm-8:00pm
13 sessions	810005 12812	\$975

*Prerequisite: Must have HS Diploma or HSE

Starting and Running a Successful Business

This course is designed specifically for aspiring entrepreneurs who have an idea for a business, but need a plan and framework to successfully launch. Course materials included. Must be 18 years or older.

Tue & Thu	11/6/18-1/8/19	6:30pm-8:30pm
15 sessions	810001 12803	\$395
Tue & Thu	3/5/19-4/23/19	6:30pm-8:30pm
15 sessions	810001 12805	\$395
Tue & Thu	6/11/19-8/1/19	6:30pm-8:30pm
15 sessions	810001 12807	\$395

Individual Tax Preparation Level I

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.

Sat	10/6/18-11/10/18	9:00am-4:00pm
6 sessions	790003 12726	\$449
Sat	2/16/19-3/23/19	9:00am-4:00pm
6 sessions	790003 12768	\$449
Sat	6/8/19-7/13/19	9:00am-4:00pm
6 sessions	790003 12769	\$449

Individual Tax Preparation Level II*

Tax law and the tax forms for preparing comprehensive tax returns with multiple schedules.

Sat	11/17/18-1/5/19	9:00am-4:00pm
6 sessions	790004 12727	\$449
Sat	3/30/19-5/11/19	9:00am-4:00pm
6 sessions	790004 12771	\$449
Sat	7/20/19-8/24/19	9:00am-4:00pm
6 sessions	790004 12773	\$449

Business Income Tax Preparation*

This course is designed for individuals with minimal or no knowledge of business tax law or preparation. Students will learn the basic concepts of tax law that relates to preparing tax returns across different business entities from Schedule C's (business income/ losses) to form 1120 (Corporate tax returns). Not only will individuals taking this course prepare tax returns manually and using professional tax software, but will also be introduced to basic tax law research. Topics include: corporate income/ losses, business expenses and deductions, calculation of basis and depreciation, and the latest tax law changes. Upon completion of this course students will receive a certificate in basic business tax preparation.

Tue & Thu	11/6/18-12/18/18	6:30pm-9:30pm
12 sessions	790012 12775	\$449
Tue & Thu	2/5/19-3/14/19	6:30pm-9:30pm
12 sessions	790012 12776	\$449
Tue & Thu	6/18/19-7/30/19	6:30pm-9:30pm
12 sessions	790012 12777	\$449

Notary Public

Prepare for the Department of State Notary Public Exam and for commission as a Notary Public. **Prerequisite: 18+ years and Valid SSC.**

Tue	10/23/18-11/6/18	7:00pm-9:00pm
3 sessions	790006 12792	\$125
Sat	11/24/18-12/15/18	9:00am-11:00am
3 sessions	790006 12782	\$125
Tue	2/12/19-2/26/19	7:00pm-9:00pm
3 sessions	790006 12794	\$125
Sat	3/16/19-3/30/19	9:00am-11:00am
3 sessions	790006 12784	\$125
Tue	7/9/19-7/23/19	7:00pm-9:00pm
3 sessions	790006 12796	\$125
Sat	8/3/19-8/17/19	9:00am-11:00am
3 sessions	790006 12785	\$125



York College, CUNY
would like to thank the

TD Charitable Foundation

for its generous support of
Continuing Education Financial Literacy
and Education programs.



Charitable Foundation

Paralegal Certificate Program (In-Person)

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. **Prerequisite: 18+ years and some college.**

Sat	10/6/18-1/26/19	9:00am-5:00pm
14 sessions	790008	12986 \$1,995
Sat	3/2/19-6/8/19	9:00am-5:00pm
14 sessions	790008	12798 \$1,995
Sat	6/15/19-9/14/19	9:00am-5:00pm
14 sessions	790008	12800 \$1,995

Certified Wedding and Event Planning*

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.

Sat	9/29/18-12/8/18	12:00pm-4:00pm
10 sessions	8190008	12802 \$1,495
Mon & Wed	3/11/19-5/15/19	7:00pm-9:00pm
20 sessions	8190008	12808 \$1,495
Thu, Tue	6/6/19-8/15/19	7:00pm-9:00pm
20 sessions	8190008	12809 \$1,495

Introduction to Interior Decorating

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.

Sat	9/29/18-11/3/18	9:00am-12:00pm
6 sessions	8190030	12822 \$259
Sat	3/9/19-4/13/19	9:00am-12:00pm
6 sessions	8190030	12824 \$259
Sat	7/13/19-8/17/19	9:00am-12:00pm
6 sessions	8190030	12825 \$259

Introduction to Computers**

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.

Sat	9/29/18-11/10/18	9:00am-12:00pm
7 sessions	2200001	12862 \$319
Sat	2/9/19-3/23/19	9:00am-12:00pm
7 sessions	2200001	12864 \$319
Sat	6/15/19-7/27/19	9:00am-12:00pm
7 sessions	2200001	12865 \$319

Microsoft Word 2016**

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.

Mon & Wed	10/22/18-11/14/18	6:30pm-9:30pm
7 sessions	2200002	12867 \$319
Mon & Wed	3/11/19-4/1/19	6:30pm-9:30pm
7 sessions	2200002	12869 \$319
Mon & Wed	6/3/19-6/27/19	6:30pm-9:30pm
7 sessions	2200002	12870 \$319

Microsoft Excel 2016**

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.

Sat	10/20/18-12/8/18	9:00am-12:00pm
7 sessions	2200003	12871 \$319
Sat	3/9/19-4/27/19	9:00am-12:00pm
7 sessions	2200003	12872 \$319
Sat	6/8/19-7/20/19	9:00am-12:00pm
7 sessions	2200003	12873 \$319

Microsoft PowerPoint**

This 7-weeks course will examine the different components of Microsoft PowerPoint 2010 software application. Students enrolled in this course will acquire knowledge on how to develop and deliver solid presentations by using text, graphs, videos and animations. To ensure success, students should be familiar with using personal computers and also experience in using other Windows applications (e.g. Microsoft Word, Microsoft Excel).

Sat	10/20/18-12/8/18	1:00pm-4:00pm
7 sessions	2200005	12876 \$319
Sat	3/9/19-4/27/19	1:00pm-4:00pm
7 sessions	2200005	12877 \$319
Sat	6/8/19-7/20/19	1:00pm-4:00pm
7 sessions	2200005	12878 \$319

Google Drive

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.

Tue & Thu	9/25/18-10/6/18	6:00pm-9:00pm
7 sessions	2200004	12879 \$319
Tue & Thu	3/5/19-3/26/19	6:00pm-9:00pm
7 sessions	2200004	12880 \$319
Tue & Thu	6/25/19-7/18/19	6:00pm-9:00pm
7 sessions	2200004	12881 \$319



Become a
Notary Public!

Start your
own **business!**

Learn **Microsoft
Office!**

Do your own **taxes!**

Become an
Interior Decorator!

*Must be 17 years or older.

Employee Training

Accomplish More in Business.

Fall 2018, Spring 2019 and Summer 2019 classes are available.

Visit startatnyork.com for a current schedule of classes.

Fundamentals of Project Management

(Optional certification in CompTIA Project+)

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.

Sat 10/20/18-10/27/18 9:00am-5:30pm
2 sessions 660002 12814 \$425

Mon & Wed 3/11/19-4/3/19 6:30pm-8:30pm
8 sessions 660002 12817 \$425

Sat 6/15/19-6/22/19 9:00am-5:30pm
2 sessions 660002 12821 \$425

Effective Management Communication

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.

Sat 10/6/18-10/27/18 9:00am-1:00pm
4 sessions 610002 12899 \$425

Sat 2/9/19-3/2/19 9:00am-1:00pm
4 sessions 610002 12823 \$425

Sat 6/1/19-6/22/19 9:00am-1:00pm
4 sessions 610002 12900 \$425

A+ Certification and Networking

This course outline is based on the requirements for the A+ Certification Exams. The two examinations required for A+ Certification are Exam 220-901 and 220-902. The Exam 220-901 is for Small Business and Home Office Certification training and the Exam 220-902 is for Corporate and Enterprise training. The class schedule will be modified base on the Exams the students are preparing for and the technical background of the students.

Tue & Thu 11/13/18-1/31/19 6:30pm-9:00pm
20 sessions 5420005 12987 \$999

Sat 3/2/19-5/18/19 12:30pm-5:00pm
11 sessions 5420005 12988 \$999

Tue, Wed, Thu 6/4/19-7/18/19 6:30pm-9:00pm
20 sessions 5420005 12989 \$999

Effective Public Speaking and Presenting

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.

Mon & Wed 9/10/18-10/1/18 6:30pm-8:30pm
7 sessions 610003 12846 \$175

Mon & Wed 2/4/19-2/27/19 6:30pm-8:30pm
7 sessions 610003 12847 \$175

Mon & Wed 6/3/19-6/24/19 6:30pm-8:30pm
7 sessions 610003 12848 \$175

Fundamentals of Management

Optional certification from the Institute of Certified Professional Managers

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.

Sat 11/3/18-12/1/18 9:00am-1:00pm
4 sessions 660003 12893 \$425

Sat 4/13/19-5/11/19 9:00am-1:00pm
4 sessions 660003 12894 \$425

Sat 6/29/19-7/20/19 9:00am-1:00pm
4 sessions 660003 12897 \$425

Writing With Confidence

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.

Mon & Wed 10/8/18-10/31/18 6:30pm-8:30pm
7 sessions 610004 12849 \$175

Mon & Wed 3/4/19-3/25/19 6:30pm-8:30pm
7 sessions 610004 12850 \$175

Mon & Wed 7/1/19-7/22/19 6:30pm-8:30pm
7 sessions 610004 12851 \$175

Winning Interview Techniques Employment Readiness

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.

Mon & Wed 11/5/18-11/26/18 6:30pm-8:30pm
7 sessions 610005 12852 \$175

Mon & Wed 4/1/19-4/22/19 6:30pm-8:30pm
7 sessions 610005 12853 \$175

Mon & Wed 7/29/19-8/19/19 6:30pm-8:30pm
7 sessions 610005 12854 \$175

Course Listings Key

Course Listings are color-coded by Semester.

Fall 2018

Spring 2019

Summer 2019

THE MILTON G. BASSIN

PERFORMING ARTS CENTER

AT YORK COLLEGE

94-45 GUY R. BREWER BLVD. JAMAICA, NY 11451 • YORKPAC.COM

FALL

SEPTEMBER

27TH @ 7P

FREE

Latin American Storytelling Festival



28TH - 30TH

\$20/\$25

BRAATA Presents: Single Entry



OCTOBER

6TH @ 6P

\$20/\$10

Bengali Rock Band Fest



19TH @ 8P

FREE

Queensboro Dance Festival



26TH - 30TH

\$9/\$12

York College PFA: Milk Like Sugar



TICKETS & INFO @ YORKPAC.COM



MILTON G. BASSIN

Southside

FRIDAY, OCTOBER 11

L SERIES 2018

NOVEMBER

2ND @ 8P \$25 - \$100

The Hedge Gala



8TH @ 6P FREE

CDI Dance Workshop

**CUNY DANCE
INITIATIVE**



13TH & 14TH @ 11A \$10

Stories Come to Life



DECEMBER

1ST - 8TH \$9/\$12

York College PFA: Big Love



12TH @ 10A & 11:30A \$10

Scrooge



12TH @ 7P FREE

YC Big Band: Celebrating Coltrane



PAC.COM & 718-262-3750

BASSIN PAC BENEFIT CONCERT
FEATURING THE

African Youth Choir

OCTOBER 12 AT 8:00P | TICKETS \$30 - \$60

Enrichment

Adults, teens and youth!

Fall 2018, Spring 2019 and Summer 2019 classes are available.

Visit startatnyork.com for more information or to register.

Adult

Natural Hair Care and Braiding I*

Learning about natural hair care, sanitization, braiding and twisting skills.

Sat 9/29/18-10/27/18 12:00pm-3:00pm
5 sessions 8190005 12789 \$209

Sat 4/6/19-5/11/19 12:00pm-3:00pm
5 sessions 8190005 12787 \$209

Sat 6/22/19-7/20/19 12:00pm-3:00pm
5 sessions 8190005 12791 \$209

Natural Hair Care and Braiding II*

Advanced hands-on class emphasizing the art of installing various protective hair styles.

Sat 11/3/18-12/8/18 12:00pm-3:00pm
5 sessions 8190006 12795 \$209

Sat 5/18/19-6/15/19 12:00pm-3:00pm
5 sessions 8190006 12797 \$209

Sat 7/27/19-8/24/19 12:00pm-3:00pm
5 sessions 8190006 12799 \$209

Basic Theatrical Production

Our course helps you learn the basic setup in theatrical production, in lighting/electrics, sound and rigging. This course will focus on all types of theatrical lighting and there functions, building and understanding the signal flow of a sound system and proper rigging techniques. Students will learn proper safety practices for all three areas as well as using all equipment used in the professional theatrical and production industry.

Mon & Wed 10/8-11/15/18 6-9pm
8 sessions 890004 12997, \$950

Mon & Wed 2/4/19-2/27/19 6-9pm
8 sessions 890004, 12996 \$950

Summer 2019 class not available



Learn **basic theatrical production!**

Get your **driver's license!**

Play **guitar!**

Learn natural **haircare** and **braiding!**

Guitar 13+

This is truly a beginner course which will focus on reading music and learning classical guitar techniques. At the end of this course you should be able to play simple songs and melodies.

Sat 9/29/18-11/10/18 11:30am-1:30pm
7 sessions 210002 12826 \$229

Sat 3/9/19-4/27/19 11:30am-1:30pm
7 sessions 210002 12827 \$229

Sat 6/15/19-7/27/19 11:30am-1:30pm
7 sessions 210002 12828 \$229

Piano 13+

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.

Sat 9/29/18-11/10/18 9:00am-11:00am
7 sessions 8190007 12829 \$229

Sat 3/9/19-4/27/19 9:00am-11:00am
7 sessions 8190007 12830 \$229

Sat 6/15/19-7/27/19 9:00am-11:00am
7 sessions 8190007 12831 \$229

Conversational Spanish - Beginner**

Our basic course will give you an understanding of the Spanish language by helping to build vocabulary and introducing sentence structures that will allow you to converse in simple phrases.

Sat 10/6/18-12/1/18 1:00pm-3:00pm
8 sessions 8210004 12832 \$295

Sat 2/23/19-4/13/19 10:00am-12:00pm
8 sessions 8210004 12833 \$295

Sat 6/8/19-7/27/19 1:00pm-3:00pm
8 sessions 8210004 12834 \$295

American Sign Language - Beginner**

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.

Sat 10/13/18-12/8/18 1:00pm-3:00pm
8 sessions 8210003 12858 \$250

Sat 3/23/19-5/18/19 1:00pm-3:00pm
8 sessions 8210003 12859 \$250

Sat 7/27/19-9/14/19 1:00pm-3:00pm
8 sessions 8210003 12860 \$250

*Must be 18 years or older. **Must be 17 years or older.

New Driver Startup - 16+

Gain more independence and heighten your career opportunities by learning how to drive. **16+ years old + Learners Permit.**

Sat	11/17/18-12/15/18	9:00am-2:00pm
4 sessions	8180001	12968 \$159
Sat	3/16/19-4/6/19	9:00am-2:00pm
4 sessions	8180001	12969 \$159
Tue, Thu	6/25/19-7/18/19	6:00pm-9:00pm
7 sessions	2200004	12881 \$319a

Defensive Driving

When you complete an approved defensive driving class your knowledge will be refreshed and you can reduce up to 4 points from your NYS DMV driving record (learn about the NYS driver point system) you will receive a 10% reduction of the base rate of your auto and motorcycle insurance premiums each year for three years. Completion of a defensive driving /accident prevention course does not prevent a mandatory suspension or revocation, it does not eliminate your responsibility to pay a driver responsibility assessment or give you a way to reduce driver violation points. The traditional classroom course is presented in one session and includes 320 minutes of instruction. Essential information about traffic safety issues such as driver attitude and behavior, defensive driving techniques, and the Vehicle & Traffic Law must be presented in each course.

Sat	11/10/18-11/10/19	9:00am-3:00pm
1 session	8180002	12882 \$60
Sat	4/27/19-4/27/19	9:00am-3:00pm
1 session	8180002	12884 \$60
Sat	7/20/19-7/20/19	9:00am-3:00pm
1 session	8180002	12885 \$60

Pre-license Certificate Class

This class is mandated by the DMV for all New York State permit holders to attend before making a road test appointment. Upon completion, the student will receive a MV-278 certificate; this certificate must be handed into the motor vehicle inspector on the day of the road test. Photocopies of the five hour certificate will not be accepted at the road test.

Fall 2018 class not available
Sat 5/4/19-5/4/19 9:00am-2:00pm
1 session 8180003 12888 \$45
Summer 2019 class not available

Basic Life Support for the Healthcare Provider

The Basic Life Support (BLS) for Healthcare Providers Classroom Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner.

Sun	10/21/18-10/21/18	10:00am-5:00pm
1 sessions	8200008	12957 \$110
Sun	3/10/19-3/10/19	10:00am-5:00pm
1 session	8200008	12958 \$110
Sun	6/16/19-6/16/19	10:00am-5:00pm
1 session	8200008	12959 \$110

Teens & Youth

Computer Programming for Teens

Students are given meaningful exercises that introduce or reinforce S.T.E.M. (Science, Technology, Engineering, and Math) concepts. **\$25 computer lab fee additional.**

Sat	10/6/18-11/10/18	1:00pm-5:00pm
6 sessions	1990003	12813 \$279
Sat	4/6/19-5/18/19	1:00pm-5:00pm
6 sessions	1990003	12815 \$279
Sat	7/20/19-8/24/19	9:00am-1:00pm
6 sessions	1990003	12820 \$279

Android App Development for Teens

In this fun course, teens will learn the mechanics of using App Inventor to build apps for android phones. They will design an app's user interface and behavior and learn how to test an app, deploy it to a device, and how to publish it on a portfolio for school or college applications. **\$25 computer lab fee additional.**

Sat	9/29/18-11/3/18	1:00pm-5:00pm
6 sessions	1990004	12836 \$279
Sat	3/9/19-4/13/19	1:00pm-5:00pm
6 sessions	1990004	12837 \$279
Sat	7/20/19-8/24/19	1:00pm-5:00pm
6 sessions	1990004	12838 \$279

Young Business Minds/ Entrepreneurs Workshop (Grades 6-8)

A young entrepreneur's introduction into the world of business. Students are taught how business works from idea to implementation. Students will learn and use business terminology. They are encouraged to develop and plan a business through brainstorming then coached into formalizing those ideas into goals. Through guidance students learn how to use goals and create a business plan.

Sat	10/6/18-12/1/18	10:00am-12:00pm
8 sessions	1990002	12907 \$299
Sat	3/23/19-5/18/19	10:00am-2:00pm
8 sessions	1990002	12908 \$299
Sat	8/10/19-8/24/19	10:00am-2:00pm
8 sessions	1990002	12909 \$299

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.

Sat	9/29/18-11/3/18	10:00am-1:00pm
6 sessions	1990009	12842 \$279
Sat	3/9/19-4/13/19	10:00am-1:00pm
6 sessions	1990009	12843 \$279
Sat	7/6/19-8/10/19	10:00am-1:00pm
6 sessions	1990009	12844 \$279

Course Listings Key

Course Listings are color-coded by Semester.

Fall 2018

Spring 2019

Summer 2019

**Must be 17 years or older.



Introduction to Storyboarding (13+ years old)

Before the lights and cameras start rolling, your favorite movies, television shows and even commercials start out on paper. The backbone of storytelling in Hollywood, are the storyboard artists, who are the first to decide what we will see on the screen and how we will see it. Using small television shaped panels, storyboard artists create a still life blueprint of what the audience watches and they are paid handsomely for it. In this course students will learn storytelling basics and be given tasks akin to what professional storyboard artists work with every day, ranging from boarding up a toy commercial, to a big budget action scene. In storyboarding, it is not so much about how well you draw as it is how clearly you compose and convey ideas.

Sat 10/13/18-10/27/18 10:00am-2:00pm
3 sessions 1990010 12895 \$299

Sat 5/18/19-6/1/19 10:00am-2:00pm
3 sessions 1990010 12896 \$299

Sat 8/31/19-9/14/19 10:00am-2:00pm
3 sessions 1990010 12898 \$299

The Art of Storytelling Through Comicbooks (13+ years old)

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. At the end of the course the finished comics and all supplementary material will be collected and printed in a single "Art of Making a Comic" volume. 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.

Sat 9/22/18-10/6/18 10:00am-2:00pm
3 sessions 1990010 12839 \$299

Sat 4/27/19-5/11/19 10:00am-2:00pm
3 sessions 1990010 12840 \$299

Sat 8/10/19-8/24/19 10:00am-2:00pm
3 sessions 1990010 12841 \$299

iMovie Making - Digital Media (Grades 6-8)

Interested in Film and the process of making movies? We'll show you the fundamentals of movie editing with iMovie. Learn how to set up your story, fine tune footage, and share your movie with the world. Students will become more comfortable with their technical skills. Students will be able to add effects or music. They will become editors of their digital media and creators of their own scripts and storylines. **\$25 Lab fee additional.**

Sat 10/13/18-12/8/18 10:00am-11:00am
8 sessions 1990001 12913 \$119

Sat 3/2/19-4/27/19 10:00am-11:00am
8 sessions 1990001 12914 \$119

Sat 7/6/19-8/24/19 10:00am-11:00am
8 sessions 1990001 12915 \$119

Building Beats DJ Training for Teens (13-18 years old)

Join the legacy! Learn how to build beats and find out what it takes to become a music producer! **\$25 Lab fee additional.**

Sat 10/6/18-12/1/18 1:00pm-2:30pm
8 sessions 1990008 12910 \$190

Sat 4/6/19-6/1/19 1:00pm-2:30pm
8 sessions 1990008 12911 \$190

Sat 7/6/19-8/24/19 1:00pm-2:30pm
8 sessions 1990008 12912 \$190

New Driver Startup for Teens

This course is designed for teens who are preparing for their NYS driver's license. Students will learn all the essential "rules of the road" to prepare them to pass their road test.

Sun 10/7/18-10/28/18 12:00pm-5:00pm
4 sessions 1990007 12855 \$159

Sat 2/9/19-3/2/19 9:00am-2:00pm
4 sessions 1990007 12856 \$159

Sat 7/20/19-8/10/19 9:00am-2:00pm
4 sessions 1990007 12857 \$159



Create **comic books!**

Make **movies** in iMovie!

Prepare for getting a **driver's license!**

Course Listings Key

Course Listings are
color-coded by Semester.

Fall 2018

Spring 2019

Summer 2019

Health and Fitness

Learn to swim!

Swimming and fitness classes are available year round.
Visit startatyork.com for year-round dates and times, and fees.



Beginner - Level 1-2 (Ages 4-8)

Beginner - Level 1-2 (Ages 9-17)

Children will learn survival swimming skills, freestyle, and backstroke. No experience necessary.

Beginner/Intermediate - Level 1-3

Beginner and novice individuals will learn how to feel comfortable in the water. The focus of Adult Beginner is fundamental and safety swimming skills.

Intermediate - Level 3-4 (Ages 4-8)

Intermediate - Level 3-4 (Ages 9-17)

Children will refine freestyle, backstroke, and will learn breaststroke, butterfly and flipturns. Swimmers must be able to demonstrate effective freestyle and backstroke 25 meters.

Competitive Youth (Ages 8-12)

Competitive Youth is for swimmers ages 8 and over who are dedicated to practice, and are eager to compete. Participants will work on refining their strokes with proper mechanics while building endurance.

Parent & Child (1-4 years)

Parent and Child is a toddler aquatic class designed to introduce children to the water. Instructors engage students by singing songs, repeating skills, and most importantly having fun!



Family Swim

Bring your family in to swim! This family of four pass allows you to enjoy the pool. All children must be accompanied by a parent in the water at all times in the designated area.

Aqua Beats

Working out in the water is one of the most therapeutic activities one can take part in. Water Fitness builds cardio, strength and resistance all while being easy on the joints and in a cool and relaxing atmosphere!

Lady Leisure

Enjoy recreational swimming with fellow swimmers at a leisure pace. Females only environment.



Aqua Pulse

Working out in the water is one of the most therapeutic activities one can take part in. Water Fitness builds cardio, strength and resistance all while being easy on the joints and in a cool and relaxing atmosphere!

Lifeguard Training

Provides entry-level participants the knowledge and skills to prevent, recognize and respond to aquatic emergencies and to provide care for breathing and cardiac emergencies, injuries and sudden illnesses until EMS personnel take over. Participants who successfully complete the Lifeguarding course receive an American Red Cross certificate for Lifeguarding/First Aid/CPR/AED, valid for 2 years.

SUMMER CAMP 2019

Don't miss out on a summer of education and enrichment with York College, CUNY's Continuing and Professional Education Center (CPEC) 2019 summer camp.

Summer Camp 2019 July 8 - August 9, 2019 Monday - Friday

Drop off: 7:30am to 8:00am Pickup: 3:00pm to 6:00pm

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.

To meet your and your children's needs, we are excited to offer two schedules, both of which include breakfast and lunch, field trips and a t-shirt:

Monday - Friday, 7:30 am to 6:00 pm \$1,800*

Monday - Friday, 7:30 am to 3:00 pm \$1,400*

***Act today!** Enroll your children in York College's summer camp by May 1, 2019 and receive a \$100 discount on each enrollment. To further assist with affordability, take advantage of our payment plan (up to 3 payments)!

Our five week summer camp includes activities that will help children and youth to:

- > Develop their communication, analytical and quantitative skills
- > Get fit through recreational activities
- > Explore technology through STEM (Science, Technology, Engineering, and Mathematics) coursework
- > Receive tutoring in Math and English Language Arts
- > Attend exciting field trips that will expand their minds
- > Gain valuable life skills, & much more

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!

Educational Preparation

Prepare to Succeed. 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.

Scholastic Aptitude Test Prep (SAT)

Preparation for the college entrance exam. With an emphasis in Math and Evidence-Based Reading and Writing. **Textbook required:** *Barron's NEW SAT*, ISBN-13 :9781438006499.

Sat Dates: 10/6/2018, 11/3/2018, 12/1/2018, 03/9/2019, 05/04/19 and 6/1/2019

Sat 10/6/18-11/24/18 9:00am-2:00pm
7 sessions 8270001 12742 \$390

Sat 2/9/19-3/23/19 9:00am-2:00pm
7 sessions 8270001 12730 \$390

Sat 6/8/19-7/20/19 9:00am-2:00pm
7 sessions 8270001 12743 \$390

Specialized High School Scholastic Aptitude Test (SHSAT)

Helps middle school students prepare for the very competitive SHSAT test for schools such as Queens High School for the Sciences, Brooklyn Tech, Stuyvesant and Bronx High School of Science. **Textbook required:** *New York City NEW SHSAT Test Prep, Specialized High School Admissions Test* (Argo Brothers), ISBN-13: 978-0692686836.

Sat 10/13/18-12/15/18 9:00am-1:00pm
9 sessions 8270005 12744 \$425

Spring 2019 class not available

Sat 6/15/19-8/10/19 9:00am-1:00pm
9 sessions 8270005 12746 \$425

Spanish I & II Clep Test Prep

The course will prepare you to take and pass the Spanish Levels I & 2 CLEP Exam. The Spanish Language examination is designed to measure knowledge and ability equivalent to that of students who have completed two to three semesters of college Spanish language study. Material taught during both years is incorporated into a single exam, covering both Level 1 and Level 2 content.

Sat 9/22/18-12/15/18 10:00am-12:00pm
12 sessions 5400001 12750 \$550

Sat 2/2/19-4/27/19 10:00am-12:00pm
12 sessions 5400001 12751 \$550

Sat 6/8/19-8/24/19 10:00am-12:00pm
12 sessions 5400001 12753 \$550

History Clep Test Prep

This course will prepare you to take and pass the American History CLEP exam, which will result in credits given for this course. The History of the United States I: Early Colonization to 1877 exam covers material that is usually taught in the first semester of a two-semester course in United States history.

Sat 9/29/18-11/17/18 10:00am-12:00pm
8 sessions 5400002 12754 \$425

Sat 3/2/19-4/27/19 10:00am-12:00pm
8 sessions 5400002 12755 \$425

Sat 7/6/19-8/24/19 10:00am-12:00pm
8 sessions 5400002 12756 \$425

MCAT

This course is designed to provide students with the tools needed to excel on this rigorous exam. You will learn valuable test taking strategies, as well as review topics in biology, chemistry, biochemistry, physics and more.

Mon & Wed 10/1/18-11/19/18 6:00pm-9:00pm
14 sessions 5400003 12890 \$600

Mon & Wed 3/18/19-5/1/19 6:00pm-9:00pm
14 sessions 5400003 12891 \$600

Mon & Wed 7/15/19-9/2/19 6:00pm-9:00pm
14 sessions 5400003 12892 \$600

NYS English Language Arts & Mathematics Review

ELA Review

This program is designed to help children read/write at age-appropriate grade levels. The program uses a diagnostic/prescriptive approach with activities emphasizing phonetics and structural analysis. The course is guided by the Common Core State Standards.

Fall 2018 classes not available

Grades 3-4 Sat 2/9/19-3/30/19 11:30am-1:30pm
8 sessions 8250002 12923 \$259

Grades 5-6 Sat 2/9/19-3/30/19 11:30pm-1:30pm
8 sessions 8250004 13019 \$259

Grades 7-8 Sat 2/9/19-3/30/19 11:30am-1:30pm
8 sessions 8250007 13020 \$259

Summer 2019 classes not available

Math Review

This program will help children master the concepts needed to develop their mathematical skills. The program is guided by the State Common Core standards in Mathematics; this class will emphasize problem solving strategies and math communication through the use of math manipulative.

Fall 2018 classes not available

Grades 3-4 Sat 2/9/19-3/30/19 9:00am-11:00am
8 sessions 8250001 12917 \$259

Grades 5-6 Sat 2/9/19-3/30/19 9:00am-11:00am
8 sessions 8250003 13022 \$259

Grades 7-8 Sat 2/9/19-3/30/19 9:00am-11:00am
8 sessions 8170008 12902 \$259

Summer 2019 classes not available

Special Notice:

Grades may be combined without affecting the integrity of the learning achievement of each student. Curriculum will be according to each grade. Course materials will be provided. Students are to bring a notebook and pencil.

Online & Hybrid Learning

Learn from home!

Online classes are available at any time.

Self-directed training means skill development on-demand.



TOEFL Exam Prep

\$665 7090094

Undergraduate, graduate and postgraduate programs require students to demonstrate their ability to communicate in English as an entrance requirement. This course provides a comprehensive overview of the TOEFL, including information about the test, an explanation of test scores, and thorough coverage of each area of the test itself. In addition, students will have the opportunity to take practice TOEFL tests to help estimate how the student might perform on the actual test. Upon completion of this course, students will be fully prepared to take the TOEFL examination.

Grant Writing

\$2,295 5540300

The Certificate in Grant Writing course is perfect for anyone wanting to learn the essentials of writing or acquiring grants for private, public, or government use. If you are thinking of starting a business that utilizes grants, learning the essentials of writing, researching, obtaining, maintaining, operations and strategies within the grant system is imperative. Books included.

Medical Coding Career Prep Complete

\$2,665 6980072

With the Medical Coding program, you will gain the skills you need to enter one of the fastest-growing fields in allied health as a medical coding specialist. In this program, you will gain hands-on, practical experience working with the main coding manuals in the field. In addition you will be introduced to the new ICD-10-CM diagnosis coding system. You will also master the legal, ethical, and regulatory concepts that are central to this field.

Chartered Tax Professional

\$2,199 7150006

The Chartered Tax Professional (CTP) designation is the undisputed professional credential for persons who typically advise clients on income tax situations. After completing this comprehensive program, learners will be prepared to handle most individual and small business income tax situations encountered. Each module consists of ten 3-hour lessons and can be completed in 5-10 weeks (one or two lessons per week). The entire program could be completed in less than eight months.

Microsoft Office Access 2016

\$470 5630059

This course will guide you through the basics of relational database design and through the creation of database objects. You will learn how to use forms, query tables and reports to manage data. You will understand the interface, customization and creation editing of the many objects available within the Microsoft Access application. This course is divided in to three separate levels being Basic Microsoft Access, Intermediate Microsoft Access and Advanced Microsoft Access.

Microsoft Office Excel 2016

\$470 5630060

Regardless of your level of understanding, you will benefit from this Microsoft Excel 2016 training course because it covers basic, intermediate and advanced competency levels. Our Microsoft Excel 2016 training course will help arm you with the knowledge to use it more effectively whether you are using it at home or in the workplace. Understand how to manipulate data within a spreadsheet, validate and present information using the built in structure and functions of Microsoft Excel.

Microsoft Office Outlook 2016

\$470 5630061

With this Microsoft Outlook 2016 training course, you will learn the four major components of outlook including contacts, email, calendars and tasks. This course will also touch on the OneNote application that provides a cross platform and cross application note taking tool. This course covers all the bases including Basic Outlook 2016, Intermediate Outlook 2016 and Advanced Outlook 2016.

Microsoft Office PowerPoint

\$470 5630062

This course is separated in to three main sections covering Basic PowerPoint, Intermediate PowerPoint and Advanced PowerPoint lessons, which will provide an in depth review of the presentation software included in the Office 2016 suite of applications. Learn to navigate the interface effectively, insert a range of objects and how to create engaging presentations that will wow viewers.

Microsoft Office Word 2016

\$470 5630063

This course will cover simple document creation, complex long documents and all aspects of the word processor. This online training course will cover three main areas including Basic Word, Intermediate Word and Advanced Word.

*Prerequisite: Must have HS Diploma or HSE



Microsoft Office Suite 2016

\$1,195 5630064

This Microsoft Office Suite 2016 bundle includes: Microsoft Word 2016, Microsoft Excel 2016, Microsoft Outlook 2016, Microsoft PowerPoint 2016, and Microsoft Access 2016.

Spanish Fundamentals

\$165 7300015

Spanish Fundamentals is a self-paced, online Spanish conversation course that seeks to bridge the communication gap between English and Spanish-speakers.

Spanish for Health Care

\$165 7300016

Spanish for Health Care is a self-paced, online occupational Spanish conversation course that seeks to bridge the communication gap between English-speaking health care professionals and Spanish-speaking patients.

Spanish for the Medical Front

\$165 7300017

Spanish for the Medical Front Office is a self-paced, online occupational Spanish conversation course that solves the problems of miscommunication. Students will learn basic reception terms to greet their patients, as well as insurance and general medical terminology.

Spanish for Social Services

\$165 7300018

Spanish for Social Services is a self-paced, online Spanish course designed for social workers, counselors, non-profit office staff and administrators, ministers, and anyone working with Spanish-speakers in an outreach capacity. In addition to basic greetings and general Spanish vocabulary, the course also covers job titles and people, the outreach visit, social work terms, interview phrases, insurance vocabulary, medical history, feelings, agency services, common places, accidents/common injuries and emergencies.

Legal Court Interpreter - Spanish (Basic)

\$1,195 7300019

The Basic (3-unit) English - Spanish Course for Court Interpreters prepares aspiring bilinguals to approach the career of legal interpretation equipped with fundamental skills and knowledge. Students are expected to be fully bilingual in both languages. The Basic course has been designed for those aspiring interpreters who are preparing to start their career in the field of legal interpretation. To achieve a necessary level of qualification to practice the profession, further training is highly recommended. The large portion of the Basic course is dedicated to stages of criminal procedures to emulate the approach of the Consortium and the Federal Interpreter Program.

Legal Court Interpreter - Spanish (Advanced)

\$2,995 7300020

The Advanced (8-unit) English - Spanish Course for Court Interpreters provides in-depth training to legal interpreters. Students are expected to be fully bilingual in both languages. This course offers a comprehensive approach to theoretical and practical training for aspiring and working legal interpreters. It consists of six major components distributed among eight units.

Web Design with Adobe (20 hrs.) **\$1,975** 7230156

Adobe Flash Professional CC

Adobe Flash Professional CC 2015 Fundamentals
Drawing
Tools
Animations
Introduction and Basic Tools
Programming
Working with ActionScript
Additional Tools and Features

Adobe Dreamweaver CC

Essentials
Adobe Dreamweaver CC 2015 Fundamentals
Basic Coding
The Interface
Browsers and HTML
Web Design

Advanced Web Design with Adobe (20 hrs.) **\$1,975** 890002

Adobe Edge Animate CC

Exploring the Interface
Creating and Animating Artwork
Importing Artwork, Text Animation & Typeface Properties
Transitions, Symbols, and Synchronizing Motion
Interactive Compositions
Publishing Compositions
Working with Video and Audio

Adobe InDesign CC 2015

Fundamentals
Basic Navigation and Tools
Working with Images and Exporting Files
Working with Objects and Editing Tools
Working with Text
Working with Pages

Adobe Premiere Pro CC 2015

Fundamentals
Panels and Effects
Movies and Application Extensibility

Productivity Tools (20 hrs.) **\$1,975** 890003

Data Visualization and Analytics with Tableau

Tableau Visualization
Charts, Maps, and Dashboards
Interface and Sharing
Visualization Design
Charts
Data Connections
Dashboards and Data Organization
Time Dimensions
Maps
Advanced Visualizations
Calculations
Scripting

Microsoft Windows 10 (20 hrs.) **\$1,975** 890001

Microsoft Windows 10 End User

Signing in and First View
Hardware, Software, and Security Settings
Customizing Windows 10
New Features
Browsing with Edge
Cortana

Microsoft Windows 10 Fall Creators Update

Navigating in a Desktop Environment
Using Windows
Accessing & Managing Files
Using Cortana
Installing & Using Windows Universal Apps
Using Screenshot Tools
Managing Program & Files Types
Protecting & Backing up Data
Customizing System Appearance
Configuring & Optimizing a System
Configuring & Using Peripheral Devices
Ease of Access and Accessibility Tools
Managing User Accounts
Configuring Network & Share Settings



Fine Arts Gallery at York College, CUNY



Fall 2018

David Antonio Cruz, former FA faculty solo
one, two, three, four...and exhale
September 13 - October 12, 2018

CUNY Student and Alumni
Art Defined, Disabilities Redefined
October 25 - November 30, 2018

Fall Student Show
December 13 - January 4, 2018

Spring 2019

Elena Borstein painting solo
The Gift of Art
February 7 - March 8, 2019

Daniel Phelps virtual reality project
The Future American Retrospective
March 21 - April 19, 2019

Spring Student Show
May 9 - June 7, 2019

A payment plan in 2 easy steps.

Paying at York just got easier!

All courses over \$900 are eligible for the payment plan.

To get started:

Registrants will need a Learner ID. Create your ID at startatyork.com, or call 718-262-2790.

Step 1: Choose the classes you are interested in.

Step 2: Visit yorkcpec.afford.com to enroll in the payment plan.

If you need further assistance or if you prefer to enroll by phone, please call 800-722-4867.

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 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.

Length of payment plan	Days you must register prior to the course start date	
6 months	180 days prior to start date	
5 months	150 days prior to start date	
4 months	120 days prior to start date	
3 months	90 days prior to start date	
2 months	60 days prior to start date	

Tuition Assistance

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

Grants

- Workforce 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 startatyork.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. Refund requests by telephone are not accepted. Refunds are calculated from the date we receive your written request regardless of the date of registration. Requests received one week before the first session, student will receive a refund of 100% of tuition paid. Requests received one week before the second session, student will receive a refund of 75% of the course tuition. Registration fee is nonrefundable. 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 2222 or visit www.york.cuny.edu.

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 (2F01B -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.StartAtYork.com).

Parking

Parking permits for the semester will cost \$90 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 1M02, during Bursar Hours. Public Safety offers: On the Go Parking, pay \$25 for 5 single parking passes or \$50 for 10 single parking passes.



Announcing!

The York College, CUNY, Office of Economic and Workforce Development Lifelong Learning Alumni Association

For more than 25 years, York College, CUNY has provided opportunities for members of the community, to participate in non-degree foundational education and career training programs. To date, through its Learning Center and Continuing and Professional Education Center, York College, CUNY has served tens of thousands.

To demonstrate a continued commitment to the aims of the community, and to demonstrate gratitude for choosing York College, the College is pleased to launch the Life-Long Learning Alumni Association.

Standard Benefits

- Periodic lectures toward professional CE credit
- Quarterly newsletter
- Notification of discounts on Queens cultural events
- Waived Continuing and Professional Education Center transcript fee
- Invitation to annual Life-Long Learning Alumni events

Vip Benefits

- Job search assistance and career services
- Alumni rate on selected York College events
- Discounts on tickets for selected Milton G. Bassin Performing Arts Center events
- Perks Benefits Card
- Reduced prices on certification courses and summer camp
- Waived Continuing and Professional Center Education courses registration fee