YORK College
Continuing & Professional Education

Winter/Spring 2016

Continued Success, Professional Results

Pharmacy Technician
Personal Trainer
Paralegal
Medical Coding Specialist
Clinical Medical Assistant
Certified Medical Administrative Assistant (CMAA)
Children’s Programs

www.STARTatYORK.com
Attend an Information Session
Seven exciting career opportunities!

Paralegal Studies
Saturday, February 20, 2016
9:00 am to 11:00 am

Pharmacy Technician
Saturday, February 20, 2016
10:00 am to 1:00 pm

Dental Assistant
Saturday, February 20, 2016
11:00 am to 1:00 pm

Certified Nursing Assistant
Saturday, February 20, 2016
12:00 pm to 2:00 pm

Certified Medical Administrative Assistant (CMAA)
Saturday, February 20, 2016
1:00 pm to 3:00 pm

Medical Coding Specialist
Saturday, February 20, 2016
2:00 pm to 4:00 pm

Clinical Medical Assistant
Saturday, May 14, 2016
10:00 am to 12:00 pm

Register for an Information Session!
Visit www.StartatYork.com or call 718-262-2790

Many of our career programs require a great deal of reading, some of it very technical. Because of this, we ask students to take a reading assessment to help determine your level of readiness for the course work. We want to make sure that you have all the information you need to make an informed decision before investing in entering a program.

We have made arrangements with the York College Testing Center for special test dates for our prospective students. There are Saturday, week day and week–day evening dates.

Reading Assessment Test Dates
Phlebotomy, EKG and Paralegal
Saturday, February 6, 2016
10:00 am, 11:00 am and 12:00 pm Sharp
Call 718-262-2790 for additional testing dates.

Visit www.StartatYork.com or call 718-262-2790
Welcome to our Winter/Spring 2016 Semester!

With more than 100 courses to choose from, we have something for everyone.

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York College Continuing & Professional Education  www.startatyork.com  718-262-2790
Small Business Skills

Starting and Operating Your Own Small Business

This course will teach you how to understand the steps necessary to start your small business. Topics to be covered include: financing, franchises, management, personnel, advertising, promotion and writing a loan proposal. An appointment with a Small Business Development Center counselor can be arranged, if you wish to obtain a SBA loan.

Session Topics:
• Forms of Business
• Target Marketing
• The Business Plan
• How to raise capital
• Development of Management Team
• Creating your Business Image

$189
Weekly - Thu 6:30 PM - 8:30 PM;
4 sessions starting 2/18/2016,
ending 3/10/2016

Special Notice:
• Course materials provided.

Starting and Operating a Family Day Care

Do you love children? Have you thought about opening a day care center? From soup to nuts, you will learn everything you need to open a child care center. From zoning and construction to teaching and staff requirements, York College’s Family Day Care program has you covered. Topics also include budgeting, special needs and age-appropriate training, curriculum guidance and information about agencies and government resources. Although this course does not provide a license to open a family day care center, New York City and State regulations governing child care services will be reviewed.

$169
Weekly - Sat 9:00 AM - 12:00 PM;
4 sessions starting 2/20/2016,
ending 3/12/2016

Special Notice:
• Course materials provided.

Family Day Care Business Record Maintenance

Business record maintenance and management includes such things as training in New York State and federal requirements as a business owner and employer, child day care record keeping and documentation requirements, time maintenance, organizational skills, scheduling and coverage, staff supervision and coaching.

$149
Weekly - Sat 9:00 AM - 4:00 PM;
starting 4/16/2016,
ending 4/16/2016

Special Notice:
• Course materials provided.

How to Start an Import/Export Company

There is money to be made in the import/export industry, but establishing an international business isn’t easy. Let us teach you how to choose a product for import/export, how to make overseas contacts, how to obtain necessary licenses and how to examine the costs of a start-up import/export business.

$169
Weekly - Thu 6:30 PM - 8:30 PM;
4 sessions starting 3/17/2016,
ending 4/7/2016

Special Notice:
• Course materials provided.

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.

$179
Weekly - Sat 9:00 AM - 12:00 PM;
5 sessions starting 4/9/2016,
ending 5/7/2016

Special Notice:
• Course materials provided.
Learning to Become a Home-Based Travel Agent

Travel Agents, new and experienced, learn how to make your skills work for you. Starting your own business can be scary and quite risky, but if you have a computer, a desk and your own clients this can be one of the easiest businesses to own and operate in that there is no inventory and little start up costs. This course will walk you through the mandatory steps of starting your home based travel agency, show you how to manage your clients and demonstrate how the art of successful marketing is vital to your business. So, whether you’re looking to set your own hours, have the convenience of working from home or just generate extra income, this course will provide you with all the necessary information to do so.

$199
Weekly - Sat 9:00 AM - 12:00 PM; 6 sessions starting 4/2/2016, ending 5/07/2016

Special Notice:
• Course material will be provided.

The Savvy Landlord

Perhaps you want to create a rental apartment or rent a room in your existing home. Maybe you’ve been thinking about purchasing a rental property or are already a landlord. This course is a must for anyone who owns or has considered owning rental property. You will be exposed to the benefits and pitfalls of being a landlord. Topics will include an explanation of landlord and tenant rights and responsibilities, as well as, how to work with housing courts, if necessary. There are many benefits to becoming a landlord, but this course will help you to become a Savvy Landlord.

$65
Weekly - Sat 9:00 AM - 1:00 PM; starting 4/16/2016, ending 4/16/2016

Special Notice:
• Course materials provided.

Accounting with Quickbooks

For bookkeepers, understanding QuickBooks, the most popular small business accounting software, is a must! With this course, you will learn how to create an accounting system, pay bills, produce invoices, track payments received and so much more. Even if you are an existing QuickBooks user, you’ll learn valuable information that will enhance your skills.

$249
Weekly - Sat 9:00 AM - 12:00 PM; 7 sessions starting 2/6/2016, ending 4/2/2016
(No class on 2/13 and 3/26/16)

Textbook Required:

Supplies Required:
• A Flash drive and notebook.

Payroll Administration

This course is for entry-level bookkeepers and payroll clerks. This course offers proven practices for managing a cost-effective payroll department and practical experience that can be immediately applied on the job. In this class, we will be discussing Federal payroll regulations and laws, and where to get tax information from your state, on payroll and employment laws. By the time you finish this class, you should be able to create paychecks, make payroll tax deposits and know your state laws on payroll taxes and terminology.

$169
Weekly - Tue, Thu 6:30 PM - 8:30 PM; 5 sessions starting 3/22/2016, ending 4/5/2016

Textbook Required:
• Mastering Payroll, ISBN# 978-1884826474

Bookkeeping & Accounting Principles

Learn the basics of bookkeeping and accounting for the office environment. This course will cover book of original entry, double entry, bank reconciliation, special purpose journals, the preparation of financial statements and other basic accounting principles.

$249
Weekly - Tue, Thu 6:30 PM - 8:30 PM; 10 sessions starting 2/16/2016, ending 3/17/2016

Textbook Required:
• E-Z Accounting, ISBN# 978-0764142567

Payment Options
1. Credit/Debit Card
2. Money Order
3. Personal Check
4. Bank Check
5. NO CASH
How to Become a Notary Public

Whether you work in public service, a law office, a real estate firm or a bank, being a Notary Public is an essential business tool. Let York College, help you prepare for the Department of State Notary Public Exam and for commission as a Notary Public. This course will teach Notary Law, Banking Law, Real Property Law and the definitions of legal terms used by Notaries.

$85
Weekly - Sat 9:00 AM - 11:00 AM; 2 sessions starting 2/20/2016, ending 2/27/2016

$85

Special Notice:
• Course materials provided.

Personal Finance and Investing

This course has been developed to educate participants on responsible personal financial management and will also discuss investments. Participants will be empowered with the necessary knowledge that will set them firmly on the path to financial independence.

The following topics will be covered:
Equities (Stocks)
Fixed Income (Bonds)
Mutual Funds
ETFs
Real Estate Investments
Taxation

By the end of this course, students will have a fundamental understanding of how the stock market works, general taxation and how they can benefit from investing.

$139
Weekly - Wed 6:30 PM - 9:00 PM; 4 sessions starting 3/9/2016, ending 3/30/2016

Special Notice:
• Course materials provided.

Business Writing Workshop

Great English written communication skills are essential to move ahead and get and keep higher level jobs in today's competitive workplace. The course will include advanced sentence structure and use of verb and other parts of speech. We will be using the grammar in practical work related conversation practices and written exercises. You will also begin to write properly organized and well-written e-mails, letters and reports that can be challenging. We will be concentrating on the elements necessary to be a master at writing these forms correctly and quickly. We will be analyzing, correcting and writing these forms to ensure your future writing success.

$109
Weekly - Wed 6:30 PM - 9:00 PM; 2 sessions starting 2/24/2016, ending 3/2/2016

Special Notice:
• Course materials provided.

Overcoming Your Fear of Public Speaking

This course will provide strategies to make speaking in public EASY, by focusing on planning, preparation and delivery to project a professional, confident speech and image that will captivate any audience and get your message across with ease.

$169
Weekly - Mon 6:30 PM - 9:00 PM; 5 sessions starting 2/22/2016, ending 3/21/2016

Special Notice:
• Course materials provided.

Family Day Care Business Record Maintenance

Business record maintenance and management includes such things as training in New York State and federal requirements as a business owner and employer, child day care record keeping and documentation requirements, time maintenance, organizational skills, scheduling and coverage, staff supervision and coaching.

$149
Weekly - Sat 9:00 AM - 4:00 PM; starting 4/16/2016, ending 4/16/2016

Special Notice:
• Course materials provided.
Starting and Operating a Family Day Care

Do you love children? Have you thought about opening a day care center? From soup to nuts, you will learn everything you need to open a child care center. From zoning and construction to teaching and staff requirements, York College’s Family Day Care program has you covered. Topics also include budgeting, special needs and age-appropriate training, curriculum guidance and information about agencies and government resources. Although this course does not provide a license to open a family day care center, New York City and State regulations governing child care services will be reviewed.

$169
Weekly - Sat 9:00 AM - 12:00 PM; 4 sessions starting 2/20/2016, ending 3/12/2016

Special Notice:
• Course materials provided.

Roles and Responsibilities of a Teacher’s Assistant

Have you thought about becoming a teachers assistant? If yes, this introductory course is for you. This one-day workshop focuses on the skills and attributes necessary to effectively support teachers and students in various educational environments. Educational philosophies and Department of Education policies will be examined. Students will also review some of their responsibilities which include: monitoring activities, helping children organize activities, maintaining a clean and organized classroom environment and knowing how to respond in emergency situations.

Requirements for a Teacher’s Assistant:
• high school diploma/HSE
• child abuse and neglect certification
• First Aid/CPR certification
• pass a criminal background check and physical
• must have at least six months of successful working experience

$149
Weekly - Sat 9:00 AM - 4:00 PM; starting 3/19/2016, ending 3/19/2016

Special Notice:
• Course materials provided.

Register for Child Abuse Identification and Reporting Seminar and Principles of Early Child Development and receive a 10% discount

Principles of Early Child Development

This course is designed to help teacher assistants develop activities that support a child’s physical, cognitive, social and emotional development. You will learn theories about child development and the practices they inspire.

$149
Weekly - Sat 9:00 AM - 4:00 PM; starting 4/2/2016, ending 4/2/2016

Special Notice:
• Course materials provided.

Child Abuse Identification and Reporting Seminar

This course meets the New York State requirement for identifying and reporting child abuse. You will be taught to recognize incidents of physical abuse, sexual abuse, child neglect and behavioral indicators of maltreatment. Graphic slides will be shown. Participants will receive the required NYS Certificate of Completion application. Please bring to class your current license or certification number.

$69
Weekly - Sat 9:00 AM - 12:00 PM; starting 3/19/2016, ending 3/19/20165

Special Notice:
• Course materials provided.

Computer Keyboarding

Whether you are an advanced user or a beginner, you’ll gain increased knowledge and build productivity with York College’s Computer Keyboarding course.

Beginners: You’ll learn basic computer typing skills.
Advanced Users: You’ll learn how to increase your speed and accuracy.

$179
Weekly - Sat 1:00 PM - 3:00 PM; 6 sessions starting 2/20/2016, ending 4/2/2016 (No class on 3/26/2016)

Textbook Required:
• Mastering Computer Typing, ISBN# 9780547333199

Supplies Required:
• A Flash drive and notebook.
$249
Weekly - Sat 9:00 AM -12:00 PM;
7 sessions starting 2/20/2016,
ending 4/9/2016
(No class on 3/26/2016)

Special Notice:
• Course materials provided.
• Bring a flash drive to save work.

Computers for Mature Adults

This course is designed for mature adults, 55 or older, who want to learn about computers. Through patient hands-on instruction, the following topics will be covered: understanding the hardware component, the operating system, mouse clicking and Basic Word. This is the perfect course for new entrants to the age of computers. Must be familiar with the keyboard.

$149
Weekly - Sat 9:00 AM - 12:00 PM;
4 sessions starting 4/30/2016,
ending 5/21/2016

Special Notice:
• Course materials provided.
• Bring a flash drive to save work.

Workplace Computer Skills

Don’t let a lack of computer literacy hold you back. Learn the skills that can help you advance your career, find a new job, or make your current job easier. We’ll start by covering the main features of Microsoft Windows, showing you how to navigate the desktop, use shortcuts and menus, and how to save, access, and manage your files. Then learn how to use Microsoft Word to create professional-looking documents; PowerPoint to create computer-based presentations; and Excel to create spreadsheets, graphs, and charts. See how easy it can be to do research on the Internet, or to send e-mail and attachments. Time permitting, we’ll discuss e-mail etiquette and ethics as well. This class is for those who’ve had basic exposure to Windows-based PCs and who already know how to use a keyboard and mouse.

$249
Weekly - Tue,Thur 6:30PM - 8:45PM;
9 sessions starting 2/8/2016,
ending 3/9/2016

Special Notice:
• Bring a flash drive to save work.

Microsoft Excel 2010

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.

$249
Weekly - Sat 1:00 PM - 4:00 PM;
7 sessions starting 4/16/2016,
ending 6/4/2016

Special Notice:
• Course materials provided.
• Bring a flash drive to save work.

Microsoft Word 2010

You may think you know Microsoft Word, but after enrolling in York College’s Microsoft Word training program, you will be surprised about how much more there is to learn. You will 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.

$249
Weekly - Mon, Wed 6:30 PM - 8:45 PM;
9 sessions starting 2/8/2016,
ending 3/9/2016

Special Notice:
• Bring a flash drive to save work.

Accounting with QuickBooks

For bookkeepers, understanding QuickBooks, the most popular small business accounting software, is a must! With this course, you will learn how to create an accounting system, pay bills, produce invoices, track payments received and so much more. Even if you are an existing QuickBooks user, you’ll learn valuable information that will enhance your skills.

$249
Weekly - Sat 9:00 AM - 12:00 PM;
7 sessions starting 2/6/2016,
ending 4/2/2016
(No class on 2/13 and 3/26/16)

Textbook Required:

Supplies Required:
• A Flash drive and notebook.
Allied Health Certificates

Pharmacy Technician Test Preparation with Externship

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. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the "top 200 drugs", I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement.

You can register for the exam by calling 1-800-363-8012 or by visiting www.ptcb.org.

$1,299
Weekly - Mon, Wed 6:30 PM - 9:00 PM;
20 sessions starting 3/7/2016, ending 5/11/2016

Clinical Externship Hours: 80 hours

Course Requirements:
• high school diploma/HSE.
• Textbooks will be provided.

Externship Program Requirements:
• Background check
• Drug Screening
• Physical
• Must have a working Social Security card

Must register for the information session first.

Payment Options

1. Credit/Debit Card
   Visa or MasterCard
2. Money Order
3. Personal Check
4. Bank Check
5. NO CASH

An information session about the Pharmacy Technician program at York College will take place on

Saturday, February 20, 2016 from 10:00am - 1:00 pm

To register for the information session, visit www.StartatYork.com or call 718-262-2790

Be prepared to take a math/reading comprehension exam. All participants must take the exam.

This program requires a high school diploma or High School Equivalency.

Special Notice: A $10.00 non-refundable processing/testing fee is required.

Pharmacy Technician Information Session

An information session about the Pharmacy Technician program at York College will take place on

Saturday, February 20, 2016 from 10:00am - 1:00 pm

To register for the information session, visit www.StartatYork.com or call 718-262-2790

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Pharmacy Technician Program

Payment Options

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3. Personal Check
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5. NO CASH

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To register for the information session, visit www.StartatYork.com or call 718-262-2790

Be prepared to take a math/reading comprehension exam. All participants must take the exam.

This program requires a high school diploma or High School Equivalency.

Special Notice: A $10.00 non-refundable processing/testing fee is required.
Allied Health Certificates

Clinical Medical Assistant

Clinical Medical Assistant with Externship

Note: Upon successful completion of this program, students will be eligible to sit for the National Health Career Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

$2,600
(Tuition includes cost of textbooks, supplies, laboratory access and externship.)

Weekly - Sat 9:00 AM - 4:30 PM;
20 sessions starting 6/4/2016,
ending 10/29/2016
(No class on 7/2/2016, 9/3/2016)

Clinical Externship Hours: 160 hours

Course Requirements:
• 18 years or older
• high school diploma/HSE
• Textbooks included
• Student must purchase scrubs, white shoes and stethoscope. Scrubs are to be worn during lecture and lab.

Externship Program Requirements:
• a background check
• a complete physical
• a forensic toxicology
• ability to work in the United States
• Must have a working Social Security card

Must register for the information session first.

Payment Plan Available.
Call for more information
718-262-2790

Clinical Medical Assistant Information Session

An information session about the Clinical Medical Assistant program at York College will take place on

Saturday, May 14, 2016 from 10:00 am to 12:00 pm

To register for the information session, visit www.StartatYork.com or call 718-262-2790

An overview of the Clinical Medical Assistant Program will be given.
Be prepared to take a reading comprehension exam.
All participants must take the exam.
This program requires a minimum 8th grade reading level.

Special Notice: A $10.00 non-refundable processing/testing fee is required.

Clinical Medical Assistant

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes, among other things, preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands on labs and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening and meet other requirements.

Note:

$2,600
(Tuition includes cost of textbooks, supplies, laboratory access and externship.)

Weekly - Sat 9:00 AM - 4:30 PM;
20 sessions starting 6/4/2016,
ending 10/29/2016
(No class on 7/2/2016, 9/3/2016)

Clinical Externship Hours: 160 hours

Course Requirements:
• 18 years or older
• high school diploma/HSE
• Textbooks included
• Student must purchase scrubs, white shoes and stethoscope. Scrubs are to be worn during lecture and lab.

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• a background check
• a complete physical
• a forensic toxicology
• ability to work in the United States
• Must have a working Social Security card

Must register for the information session first.

Payment Plan Available.
Call for more information
718-262-2790

Clinical Medical Assistant

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes, among other things, preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands on labs and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening and meet other requirements.

Note:

$2,600
(Tuition includes cost of textbooks, supplies, laboratory access and externship.)

Weekly - Sat 9:00 AM - 4:30 PM;
20 sessions starting 6/4/2016,
ending 10/29/2016
(No class on 7/2/2016, 9/3/2016)

Clinical Externship Hours: 160 hours

Course Requirements:
• 18 years or older
• high school diploma/HSE
• Textbooks included
• Student must purchase scrubs, white shoes and stethoscope. Scrubs are to be worn during lecture and lab.

Externship Program Requirements:
• a background check
• a complete physical
• a forensic toxicology
• ability to work in the United States
• Must have a working Social Security card

Must register for the information session first.

Payment Plan Available.
Call for more information
718-262-2790
Certified Medical Administrative Assistant (CMAA)

This course prepares students to function in and administrative/clerical capacity in the healthcare industry. This program covers background information on the profession and the industry. It also covers the basics of medical ethics and law, medical terminology, insurance billing and coding. The focus of this course is the day-to-day operation of the medical office: telephone techniques, scheduling appointments, use of technology in the medical office, medical records management, and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the healthcare field. Upon completion of this program the student will be prepared to sit for the National Health career Association (NHA), Certified Medical Administration Assistant (CMAA)

$950
Weekly - Sat 9:00 AM - 2:00 PM;
10 sessions starting 3/5/2016
ending 5/14/2016

Certified Medical Administrative Assistant (CMAA) (Information Session)

An information session about the Certified Medical Administrative Assistant (CMAA) program at York College will take place on Saturday, February 20, 2016 from 1:00 pm to 3:00 pm

To register for the information session, visit www.StartatYork.com or call 718-262-2790

An overview of the Certified Medical Administrative Assistant (CMAA) Program will be given.
Be prepared to take a reading comprehension exam.
All participants must take the exam.
This program requires a high school diploma or High School Equivalency.

Special Notice: A $10.00 non-refundable processing/testing fee is required.

Course Requirements:
• 18 years or older
• high school diploma/HSE
• Basic computer skills, students will be required to have access to the internet, printing capabilities and an email address

Must register for the information session first.

Payment Plan Available. Call for more information
718-262-2790
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, 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 an independent study basis.

$1,595
Weekly - Fri 6:30 PM - 9:30 PM;
16 sessions starting 3/11/2016,
ending 6/24/2016

Course Requirements:
• Must be 18 years or older
• high school diploma/HSE
• Textbooks included
• Classes held off campus

Must register for the information session first.

Payment Plan Available.
Call for more information
718-262-2790

Vouchers
The following vouchers are accepted by Continuing Education.
AmeriCorp  VESID  NYS & CESA Partnership

Please contact your personnel or benefits counselor.
Allied Health Certificates

Medical Coding Specialist

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. 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.

$1,495
Weekly - Sat 9:00 AM - 3:00 PM; 20 sessions starting 3/12/2016, ending 8/6/2016 (No class on 3/26/2016, 5/28/2016)

Course Requirements:
• Computer Access, with printing and internet
• Textbooks are required at first session.

Special Notice:
• $50.00 AAPC web access fee and textbooks not included in tuition
• Textbooks purchased online from AAPC
• AAPC Membership fee is included in tuition

Must register for the information session first.

ICD-10 CM

This course is an introduction to the ICD-10 CM classification system of symptoms, conditions, and diseases according to the International Classification of Diseases Clinical Modification. It will take skills and patience, to learn this classification system, that deciphers different forms of diseases and injuries

Upon successful completion of the course, students will be able to:
• Identify organizational structural changes to ICD-10 CM;
• Understand the organization and structure of ICD-10 CM;
• Distinguish CD-10 CM conventions and coding guidelines;
• Comprehend the organization and classification of diseases and disorders in ICD-10 CM;
• Code diagnoses using ICD-10 CM coding and classification system, using the coding guidelines.

$449

Textbook Required:
• ICD-10 CM for Professional 2016, ISBN# 978-1622540464

Prerequisite:
• Medical Terminology and Anatomy and Physiology
This course prepares students for entry-level positions in the healthcare industry. A Certified Nursing Assistant (CNA) works under the supervision of a Registered Nurse (RN), Licensed Practical Nurse (LPN), Physician Assistant (PA) or a Medical Doctor (MD), providing assistance to patients with daily tasks. 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. This training program leads to New York State certification.

$1,355
Weekly - T, W, Th - 6:30 PM - 9:00 PM;
42 sessions starting 3/15/2016, ending 6/16/2016

Weekly - Sun - 9:00 AM - 4:00 PM;
16 sessions starting 2/28/2016, ending 6/26/2016
(No class 3/27 and 5/29)
Phlebotomy Technician

Phlebotomy is the process of making an incision in a vein with a needle. The procedure itself is known as a venipuncture. A person who performs phlebotomy is called a "phlebotomist". However, the current trend in the health care industry is to have a variety of medical and allied health professionals develop phlebotomy skills to enhance their careers. Now doctors, nurses, Certified Nursing Assistants, Clinical Medical Assistants and other health professionals make themselves more competitive by adding phlebotomy to their skill set.

Phlebotomists collect blood samples (venipunctures) for use in diagnostic testing, blood transfusions and medical study. Phlebotomists work in hospitals, clinics, doctor's office laboratories, blood banks and health centers. Although actual shifts vary, phlebotomists can work full-time or part-time, and may also work weekends and holidays as needed.

Who should study phlebotomy? In addition to individuals who want to be phlebotomist, phlebotomy is an excellent skill to add to the portfolio of any allied health professional.

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. After the timely submission of all required health forms, students will work under the direction and supervision of a certified phlebotomy instructor and will receive hands on experience by performing a minimum of 30 live sticks-15 venipuncture, 10 capillary and 5 butterfly sticks in accordance with regulations of the National Healthcareer Association (NHA).

Because live sticks will be performed on each other and volunteers, participants will sign an "Acknowledgement of Risk" form. Books and testing fees are not included in tuition.

$1149
Weekly - Sat 9:00 AM - 1:00 PM; 12 sessions starting 2/20/2016, ending 5/14/2016 (No class on 3/26/2016)

Course Requirements:
• 18 years or older
• High school diploma/HSE
• Approved Health Report, Toxicology Report

Must register for Assessment Test first. Scheduled on Saturday, 2/6/2016 at 10:00 AM, 11:00AM or 12:00 PM

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.

The instructor will also discuss how a Holter monitor will record a patient's heart activity for 24 hours during a normal day. This observational process is far more effective than a standard EKG because it measures heart activity nonstop for 24 hours while a standard EKG lasts no longer than a minute. Students will practice setting up the test by applying the apparatus directly to the patient.

$649
Weekly - Sat 1:30 PM - 5:30 PM; 8 sessions starting 2/27/2016, ending 4/23/2016 (No class on 3/26/2016)

Course Requirements:
• 18 years or older
• High school diploma/HSE
• Student must purchase their own lab jacket to be worn during lecture and lab time.

Must register for Assessment Test first. Scheduled on Saturday, 2/6/2016 at 10:00 AM, 11:00AM or 12:00 PM
Emergency Medical Technician (EMT)

This is a New York State Department of Health certified course taught by certified instructors from Rescue Training Institute, Inc. (RTI). RTI, Inc. is New York State Department of Health-Bureau of Emergency Medical Service Course Sponsor approved to teach EMT courses in Queens County. The New York State Department of Health requires that all candidates have 110 hours of didactic and practical training, as well as 10 hours of clinical rotations in an emergency room or on an ambulance. This course offered by RTI/York College exceeds the NYS minimum requirements and offers over 150 hours of course instruction. This course also includes an American Heart Association Basic Life support CPR certification.

At the conclusion of the course, the student will demonstrate competency in:
- Patient Assessment
- Trauma Care
- Managing Medical Emergencies
- Utilizing Basic Life Support equipment
- CPR
- Hemorrhage Control
- Fracture and Spinal Stabilization
- Managing Environmental Emergencies
- Emergency Childbirth
- Use of a Semiautomatic Defibrillator.

$1,199
Weekly - Wed, Thu, Mon, Tue
6:15 PM - 10:00 PM; 46 sessions
starting 6/1/2016,
ending 8/18/2016

Course Requirements:
Course Requirements: To be a NYS Certified EMT you must be at least 18 years old; have successfully completed the NYS approved curriculum; and demonstrate the ability to: communicate verbally, via telephone and radio equipment; lift, carry and balance up to 125 pounds; interpret written, oral and diagnostic form instructions. Use a good judgment and remain calm in high-stress situations, be unaffected by loud noises and flashing lights; read English language manuals and road maps; interview patient, family members, and bystanders; and document all relevant information in writing. You do not need a high school diploma/GED, driver’s license, or US citizenship/Green card to enroll in the EMT-B training course and earn your certification. However, these and other factors may affect your hiring potential.

Special Notice: Textbook and some supplies provided.

Basic Life Support (BLS) for Healthcare Providers

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.

$99
Weekly - Sun 10:00 AM - 3:00 PM;
starting 2/28/2016,
ending 2/28/2016

Course Requirements:
• Course material will be provided.

Special Notice:
• Certificate will be mailed 2-3 weeks after the completion of class.
• Instructor will collect the $10 certificate fee. (Cash/Money Order Only)

Infant and Child CPR

If you are a childcare provider, teacher, or parent, you need to know infant and child CPR. This course will give you the knowledge and confidence needed to recognize and care for breathing and cardiac emergencies in infants and children up to 8 years of age. You will also learn how to protect yourself against disease transmission when giving care, how to care for a conscious child who is choking, how to prioritize care in an emergency and how to give rescue breathing. You will also learn how to recognize an emergency through unusual appearances and behaviors in infants and children.

$89
Weekly - Sun 10:00 AM - 2:00 PM;
starting 3/13/2016,
ending 3/13/2016

Course Requirements:
• Course material will be provided.

Special Notice:
• Certificate will be mailed 2-3 weeks after the completion of class.
• Instructor will collect the $10 certificate fee.
Personal Trainer Certification

The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED is needed to receive the certificate. The Office of Continuing and Professional Education is partnering with World Instructor Training School (WITS), the only major certifying body in the country providing comprehensive practical training and internship components.

This challenging course is taught over a nine-week period for better retention and skill competency. The National Exam is held on the ninth week. This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of hands-on practical training, and a 30-hour internship that networks many graduates right into a job.

$1,099
Weekly - Sat 9:00 AM - 2:00 PM; 9 sessions starting 3/5/2016, ending 5/7/2016 (No class on 3/26/2016)

Special Notice:
• Textbook and First Aid/AED class included in tuition.
• CPR class given on 4/10/16

First Aid and CPR/AED

Would you know what to do if a friend or a family member was choking, bleeding or in shock? Join the thousands of people who have already attended this popular class which will teach you the skills necessary to prevent, recognize, and provide basic care for injuries and sudden illnesses, until advanced medical personnel arrive. This is a dynamic hands-on practice session that makes learning exciting and first aid techniques easy to remember. In addition, you’ll receive training in using an Automated External Defibrillator (AED) on a victim of sudden cardiac arrest.

$89
Weekly - Sun 10:00 AM - 3:00 PM; starting 4/10/2016, ending 4/10/2016

Course Requirements:
• Course material will be provided.

Special Notice:
• Certificate will be mailed 2-3 weeks after the completion of class.
• Instructor will collect the $10 certificate fee. (Cash/Money Order Only)
**Certificate Programs**

**Income Tax Preparer Certificate**

**Individual Income Tax Prep - Level I**

Learn the basics of preparing individual federal income tax forms including 1040EZ, 1040A, and 1040 long forms. Also gain useful knowledge about tax credits like the earned income tax credit, child and dependent care credit, elderly credits, IRAs, pension income, NY State/NY City tax items and included are three (3) hours of Federal tax law updates and two (2) hours of ethics and/or professional conduct. Upon successful completion of this course you are qualified to take the Registered Tax Return Preparer exam. The Continuing Education tax program is supervised by Robert Clovey, CPA. He is an Associate Professor of Accounting & Taxation at York College. He is also the past president of the Queens/Brooklyn chapter of the New York State Society of Certified Public Accountants and is currently the Co-chair of the tax committee of the Queens/Brooklyn chapter of the New York State Society of Certified Public Accountants. This course is a prerequisite to level II.

$375  
Weekly - Sat 9:00 AM - 4:00 PM;  
6 sessions starting 2/6/2016, ending 3/12/2016  
(No class 2/13/2016)

**Special Notice:**
• Course material will be provided.

**Individual Income Tax Prep - Level II**

This course is designed for individuals interested in preparing complex tax returns. Our primary focus will be on tax law and the tax forms as they relate to preparing comprehensive tax returns with multiple schedules including Schedule A (Itemized Deductions), Schedule B (Interest Income), Schedule C (Business Income/Losses), Schedule D (Capital Gains and Losses), and Schedule E (Rental Income). Emphasis will also be placed on the complex language of the Internal Revenue Code and its importance in tax preparation and tax research. We will examine various careers in tax (including becoming an enrolled agent), the IRS and NY State requirements for paid tax professionals, and tax preparation software available for personal and professional use. Like Tax Preparation Level I, this course is three fold - students learn the theoretical aspects of tax preparation by way of the tax laws, the practical aspects by way of the simulated software, and most of all, students' gain hands-on experience by participating in the York College VITA Program (based on availability). Students completing this course will have the skills necessary to complete the IRS Advance Certification exam for the volunteer tax preparers. The Continuing Education tax program is supervised by Robert Clovey, CPA. (See bio under Individual Income Tax Prep - Level I)

$375  
Weekly - Sat 9:00 AM - 4:00 PM;  
6 sessions starting 3/19/2016, ending 4/30/2016  
(No class 3/26/16)

**Special Notice:**
• Course materials provided.

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**Payment Options**

1. Credit/Debit Card  
Visa or MasterCard
2. Money Order
3. Personal Check
4. Bank Check
5. NO CASH

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See Option 1 page 38
Certified Wedding and Event Planner with Externship

The Certified Wedding & Event Planning (CWEP) course teaches the basic fundamentals of planning, orchestrating, and delivering social events. 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. This comprehensive course has been streamlined into an interactive teaching method focused on clear concepts and principles derived from research-based theories of adult learning. York College Continuing & Professional Education in partnership with LWPI offers in-class sessions for students looking to get started in the wedding and event industry right away. Classroom students fulfill all course requirements and prepare for the certification exam. Courses are taught by seasoned wedding and event professionals. This course allows for application and utilization of business tools, formulas, and presentation methods. This program includes role playing, vignettes, and discussions to practice actual business objectives or work settings in the day-to-day of wedding and event planning. Students gain hands-on training during this course. Information is presented in a fast-paced, enjoyable classroom atmosphere.

$1,495
Weekly - Tue, Thu 6:30 PM - 8:30 PM; 20 sessions starting 3/8/2016, ending 5/12/2016

Special Notice:
• Textbooks and Externship included in tuition.

Payment Plan Available. Call for more information
718-262-2790
Paralegal Certificate Program

This course builds the knowledge and skills necessary for a career as a paralegal. The course is practice-oriented and focused on those areas of law in which paralegals are in most demand. The course trains you to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases.

What you will learn:
• Legal terminology, ethics, and the litigation process;
• the rules of evidence and civil procedure;
• basic interviewing and investigation techniques and the development and use of demonstrative evidence;
• preparation of discovery matter, such as Interrogatories, Requests for Admissions, and Requests for Production of Documents;
• how to identify relevant law;
• research skills and techniques for use in legal memoranda, motions, and briefs;
• preparation of legal documents; and
• preparation and critique of legal memoranda.

$1,289
Weekly - Sat 9:00 AM - 5:00 PM;
12 sessions starting 2/27/2016,
ending 5/21/2016
(No class on 3/26/2016)

Special Notice: Textbooks and Westlaw subscription must be purchased separately before class starts. This information will be emailed to you one week before class.

Course Requirements:
• 18 yrs. or older
• high school diploma/HSE.
• Basic computer skills, students will be required to have access to the internet, printing capabilities and an email address.

Must register for the information session first.

Payment Plan Available.
Call for more information
718-262-2790
Certificate Programs

Handyman Series

York College and Neighborhood Housing Services of Jamaica, Inc., have partnered to deliver hands-on training and classroom instruction. Topics will include an introduction to the industry and trade history, health and safety, blueprint reading, and identification and proper use of tools.

### REQUIRED COURSES

<table>
<thead>
<tr>
<th>Basic Plumbing</th>
<th>Wall and Floor Tiling</th>
<th>Bathroom/Kitchen Installation</th>
<th>Plumbing/Drywalls</th>
<th>Painting/Decorating &amp; Masonry Work</th>
</tr>
</thead>
</table>

### 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. Upon completion, students should be able to conduct, verify, troubleshoot, and repair minor problems.

$295  
Weekly - Sat 10:00 AM - 5:00 PM;  
3 sessions starting 2/6/2016, ending 2/27/2016  
(No class on 2/13/2016)

### 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. You will learn how to install shower body, toilet bowl and tank. Students will work with PVC/DWV copper, galvanized and cast iron pipes. Students will be able to identify PVC/DWV, copper and threaded fittings. Job safety and isometric drawings are also included in this course.

$295  
Weekly - Sat 10:00 AM - 5:00 PM;  
3 sessions starting 3/5/2016, ending 3/19/2016

### Plastering/Drywalls*
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. This course covers the correct method of cutting and fixing plasterboard (known as sheet rock), the preparation of surfaces in readiness to receive tape and plasters. You will also learn the various types of sheet rock and their purpose.

$295  
Weekly - Sat 10:00 AM - 5:00 PM;  
3 sessions starting 4/2/2016, ending 4/16/2016

### Wall and Floor Tiling*
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.

$295  
Weekly - Sat 10:00 AM - 5:00 PM;  
3 sessions starting 4/30/2016, ending 5/14/2016

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*Required courses:  
**$25 material fee for each course.  
Student supplies:  
safety goggles, 25 ft. tape measure, carpenter pencils, work gloves, dusk mask, black marker.  
(not included in the $25 material fee)
Conversational Spanish

This introductory course is designed to help students foster a basic understanding of the Spanish language. Instruction will focus on building vocabulary, fundamental grammar rules, and developing conversational skills. This course is for true beginners.

$179
Weekly - Sat 9:00 AM - 11:00 AM;
6 sessions starting 2/20/2016,
ending 4/2/2016
(No class on 3/26/2016)

Special Notice:
• Course material provided.

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 true beginners.

$179
Weekly - Sat 2:00 PM - 4:00 PM;
6 sessions starting 3/12/2016,
ending 4/23/2016
(No class on 3/26/2016)

Textbook Required:

Basic Grammar & Correct English Usage

A basic understanding of grammar is essential if you wish to become proficient at using the English language with confidence! If you are an adult that wishes to develop your writing skills, but need to obtain a basic understanding of grammar usage and writing mechanics, York College can help. The course will teach you the definitions of the eight parts of speech, their function, their correct usage within a sentence, and problems associated with them. You will also learn proper capitalization, punctuation, basic spelling rules and sentence structure.

$189
Tue, Thu 6:30 PM - 8:30 PM;
8 sessions starting 2/16/2016,
ending 3/10/2016

Special Notice:
• Course materials provided.

Writing with Confidence

The more you know about correct grammar usage and writing strong sentences, the better you can communicate and obtain your life’s goals! To carry out your writing tasks and communicate effectively, you need certain writing skills. Reading and writing on a regular basis is a great way to improve your communication and writing skills. Many adults lack confidence when it comes to reading and writing and are unable to communicate their ideas, needs, and concerns. At York College, we’ll give you that confidence. The course will teach you how to write strong sentences and paragraphs, understand writing styles and the writing process, how to choose the right words, and how to proofread. Recommended for students who already have a basic understanding of the eight parts of speech, this course will also cover writing mechanics, including punctuation and capitalization.

$189
Weekly - Thu, Tue 6:30 PM - 8:30 PM;
7 sessions starting 3/17/2016,
ending 4/7/2016

Special Notice:
• Course materials provided.
TASC the New GED

New York is now using the TASC testing system for the state’s (High School Equivalency) HSE examination. This is an accelerated course that is designed to help prepare students for the New York State TASC exam. The exam is available to adults (19 years or older) who did not finish high school or whose diplomas are not recognized by the state of New York. The HSE exam is available in English, French and Spanish, but check with your local test center for details. After you pass the HSE exam, you will obtain the NY State High School Equivalency Diploma. This diploma is recognized and accepted by employers, government agencies and institutions of higher education throughout the nation. The TASC exam includes five subjects: Writing, Reading, Social Studies, Science and Math. The paper version of the TASC exam can be taken at an official testing site, such as those listed below:

LaGuardia Community College
31-10 Thomson Ave, Room E-249,
Long Island City, NY 11101

NYCDOE, Flushing HS,
35-01 Union St,
Flushing, NY 11354

SUNY Queens Ed Opportunity Center,
158-29 Archer Ave,
Jamaica, NY 11433

Important Notice:
You must provide proof that you have lived in NYS for at least 30 days prior to taking the TASC test (See application)

$389
Weekly - T, Th, F 9:00 AM - 12:00 PM;
24 sessions starting 2/9/2016,
ending 4/5/2016
(No class on 2/12/2016)
Important Notice:
Pre-Test Date: 2/5/2016 9:00 AM sharp

$389
Weekly - T, W, Th 6:30 PM - 9:30 PM;
24 sessions starting 2/9/2016,
ending 3/31/2016
Important Notice:
Pre-Test Date 2/4/2016 at 6:30 PM sharp

$389
Weekly - Sat 9:00 AM - 3:00 PM;
12 sessions starting 2/20/2016,
ending 5/14/2016
(No class on 3/26/2016)
Important Notice:
Pre-Test 2/6/2016 at 9:00 am sharp

Special Notice:
• The TASC exam will be administered on computer and on paper.
• Students who do not pass the pre-test and would like to participate in the class must sign a waiver. Students recommended for the Community Learning Center program on campus, will be placed based on availability and receive a 75% tuition refund. There will be no refund granted thereafter.

Textbook Required:
• Kaplan TASC, ISBN# 978-1618658869 and scientific calculator.
• The GED exam is administered in English, Spanish or French, through the NYS Education Department.

Payment Options

1. Credit/Debit Card
   Visa or MasterCard
2. Money Order
3. Personal Check
4. Bank Check
5. NO CASH
Scholastic Aptitude Test (SAT)

This course is an overall review of the New 2016 Scholastic Aptitude Test (SAT).

The following topics will be reviewed:
1. Reading and Writing
   - Reading
   - Writing and Language
2. Mathematics
3. Essay (optional)

Essay Writing has become optional, but it will be discussed in class, some colleges will request a sample essay. Vocabulary has become more practical and will be defined within the context of a passage on the exam. Vocabulary will be a part of the writing and language section. In the math portion, we will focus more on algebra, arithmetic, and geometry. The new SAT will contain chart analysis, current events, graphs and other information to be analyzed within the Verbal portion of the exam. Test taking techniques will also be discussed.

For a full, official look at the changes, you can visit the College Board’s resource site on the new SAT here: https://www.collegeboard.org/delivering-opportunity/sat/redesign. You can also see a few https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-tests.

$310
Weekly - Sat 9:00 AM - 3:00 PM;
5 sessions starting 4/2/2016, ending 4/30/2016
Test Date: May 7, 2016

Textbook Required:
  (Official Study Guide for the New Sat)
  College Board, ISBN: 978-1457304309

Cake Decorating I

Learn the fundamentals of cake decorating at York College! You’ll prepare icing; use of decorating tools to make stars, figure piping, basic shell boarders, and comic clowns; get tips on baking, leveling, torting, coloring and assembling your cake professionally.

$169
Weekly - Sat 9:00 AM - 12:00 PM;
(No class on 3/26/2016)

Course Requirement:
- Wilton kit with Wilton Method of Cake Decorating: Buttercream Skills - Course I. Nearby Supplier: Meadows Supply (10116 Liberty Ave)

$139
Weekly - Sat 9:00 AM - 11:00 AM;
5 sessions starting 4/23/2016, ending 5/21/2016

Course Requirement:
- Wilton kit with Wilton Flowers and Cake Design - Course II Book. Nearby Supplier: Meadows Supply (10116 Liberty Ave)

Cake Decorating II - Fondant and Gum Paste

Reach a new level of decorating sophistication with the beautiful flowers and techniques in this valuable course. Begin with intricate accents such as embroidery and lace, string work, garland, and ruffle borders. Discover beauty of decorating with Rolled Fondant - for covering cakes with an immaculate smooth surface and shaping fun figures and elegant flowers. Must have completed Cake Decorating I or have previous experience.

$169
Weekly - Sat 9:00 AM - 12:00 PM;
(No class on 3/26/2016)

Course Requirement:
- Wilton kit with Wilton Method of Cake Decorating: Buttercream Skills - Course I. Nearby Supplier: Meadows Supply (10116 Liberty Ave)

$139
Weekly - Sat 9:00 AM - 11:00 AM;
5 sessions starting 4/23/2016, ending 5/21/2016

Course Requirement:
- Wilton kit with Wilton Flowers and Cake Design - Course II Book. Nearby Supplier: Meadows Supply (10116 Liberty Ave)
Basic Jewelry Making & Design 101

Be inspired to develop your personal creativity and style while learning the technical application of jewelry making techniques. You will gain basic knowledge of tool use, product presentation, and skills to navigate through the retail and commercial supplier market. Students are encouraged to create earrings, bracelets, and necklaces in a group setting for personal use. Designing and creating jewelry with various crystals, charms, and beads have proven to be both resourceful and enjoyable.

$139
Weekly - Sat 2:00 PM - 4:00 PM; 6 sessions starting 4/2/2016, ending 5/7/2016

Course Supplies:
• jewelry making plier, a round neck needle nose grip, a wire cutter, a pair of scissors and a notebook.

Special Notice:
• Instructor will collect a $25 cash, non-refundable material fee at the first session.

Crochet & Knitting (Ages: 13 - Adults)

The course is open to all who would love to learn a new craft, so don’t be shy, let our group leaders teach you how to create beautiful hand knitted or crocheted items yourself. You should bring your own yarn and needles.

$100
Weekly - Tue 6:30 PM - 8:30 PM; 8 sessions starting 3/1/2016, ending 4/19/2016

$100
Weekly - Tue 6:30 PM - 8:30 PM; 8 sessions starting 5/4/2016, ending 6/21/2016

Supplies Required:
• A set of #8 needles, #8 double pointed needles or a crochet hook, tape measure, scissors, double worsted wool or acrylic yarn.

Using a Sewing Machine 101
(Ages: 13 - Adults)

Learn how to be creative without spending alot of money. Joining sewing 101, class will teach you the basics of how to sew from threading, stitching and setting a sewing machine for different features. Step by step the instructor will guide you in learning how to also read a pattern, cutting and piecing. No sewing experience necessary. Homework may be required to complete project.

$155
Weekly - Wed 6:30 PM - 8:30 PM; 8 sessions starting 3/2/2016, ending 4/20/2016

$155

Course Requirement:
• Student must bring a portable sewing machine.

Adult Artist Studio

In this class students are allowed to focus on a variety of independent visual art projects, based on the interest of the student. Topics range from, but are not limited to, drawing and painting, water coloring, and jewelry design.

$90
Weekly - Sat 12:00 PM - 1:00 PM; 6 sessions starting 3/5/2016, ending 4/16/2016 (No class on 3/26/2016)

$90
Weekly - Sat 12:00 PM - 1:00 PM; 6 sessions starting 4/23/2016, ending 6/4/2016 (No class on 5/28/2016)

Aqua Zumba (Adult)

Aqua Zumba is a program open to all men and women, and is great exercise if you have any joint or back problems. It enables you to increase your power, muscle tone and endurance, and cardiovascular endurance. No matter what your age or fitness level on land, getting in the water will remove the strain from gravity and allow you to more safely and enjoyably exercise.

$115
Weekly - Fri 7:00 PM - 8:00 PM; 8 sessions starting 3/4/2016, ending 4/22/2016

$115
Weekly - Fri 7:00 PM - 8:00 PM; 8 sessions starting 5/6/2016, ending 6/24/2016

Special Notice:
• See swim class policies on page 24
Aquacize (Adults)
Work your heart, muscles and joints, while you improve your conditioning and flexibility in this gentle, low-impact program. Learn to utilize the resistance and buoyancy of the water to tone your muscles while protecting your joints. The class is conducted in waist-high water.

$115
Weekly - Sat 12:00 PM - 1:00 PM;
8 sessions starting 4/2/2016, ending 5/21/2016

Special Notice:
• See swim class policies below

Arthritis Water Exercise
Regular exercise helps keep joints moving, restores and preserves flexibility and strength, and protects joints from further damage. Learn specially-designed exercises to provide relief and help with muscle range-of-motion. The class is conducted in shallow water, by an Arthritis Foundation-certified instructor.

$110
Weekly - Tue 11:30 AM - 12:30 PM;
8 sessions starting 3/1/2016, ending 4/19/2016

$110
Weekly - Tue 11:30 AM - 12:30 PM;
8 sessions starting 5/3/2016, ending 6/21/2016

Special Notice:
• See swim class policies below

Ladies Leisure Swim I
This is a reassuring course for the non-swimmer! Eliminate your anxiety about water, water safety and basic strokes.

$179
Weekly - Sun 9:00 AM - 10:30 AM;
7 sessions starting 2/21/2016, ending 4/10/2016
(No class on 3/27/2016)

Special Notice:
• See swim class policies below

Ladies Leisure Swim II
Here's where you'll increase aquatic abilities by adding to the skills learned in the beginner's course. Students continue water safety training by acquiring skills designed to improve both stamina and basic coordination.

$179
Weekly - Sun 9:00 AM - 10:30 AM;
7 sessions starting 4/17/2016, ending 6/5/2016
(No class on 5/29/2016)

Special Notice:
• See swim class policies below

Ladies Leisure Swim - Beginners/Intermediate
This course on swimming encourages cardiovascular fitness through the four competitive strokes: freestyle, backstroke, breaststroke, and butterfly.

$179
Weekly - Sun 1:00 PM - 2:30 PM;
7 sessions starting 4/17/2016, ending 6/5/2016
(No class on 5/29/2016)

Special Notice:
• See swim class policies below

Swim Class Policies
• Swimsuit (one piece for females)
• Towel
• Swim cap (required)
• Goggles (strongly recommended)
• Gym lock
• Consult a physician before starting any exercise program
Adult Swim I
This is a reassuring course for the non-swimmer! Eliminate your anxiety about water, water safety and basic strokes. Students must be at least 15 years of age.

$179
Weekly - Sat 2:30 PM - 4:00 PM; 7 sessions starting 2/20/2016, ending 4/9/2016; Class Skip Dates: (No class on 3/26/2016)

Special Notice:
• See swim class policies on page 24

Adult Swim II
Increase your aquatic abilities by adding to the skills learned in the beginner’s course. You will continue water safety training by acquiring skills designed to improve stamina and basic coordination. Students must be at least 15 years of age.

$179
Weekly - Sat 2:30 PM - 4:00 PM; 7 sessions starting 4/16/2016, ending 6/4/2016 (No class on 5/28/2016)

Special Notice:
• See swim class policies on page 24

Adult Swim III
Do you know how to swim, but are in need of improvement? Learn and refine your survival skills, freestyle, backstroke and breaststroke. Must be at least 15 years old.

$179
Weekly - Sat 4:00 PM - 5:30 PM; 7 sessions starting 4/2/2016, ending 5/14/2016

Special Notice:
• See swim class policies on page 24

Yoga
You can benefit from Yoga, regardless of your age, strength, or flexibility level! This course combines physical activity with breathing exercises to help reduce stress, control weight, and enhance focus. You will be introduced to various styles and routines that will help you choose the sequence that is right for you.

$169
Weekly - Sat 10:30 AM - 12:00 PM; 7 sessions starting 2/20/2016, ending 4/9/2016 (No class on 2/13/2016, 3/26/2016)

Special Notice:
• Students should wear comfortable clothes and bring a towel and personal mat.
• Consult a physician before starting any exercise program

Cardio Fusion
This class will be taught by a former Soul Train Dancer "Camella Palmer". You will find yourself participating in an exciting and fun workout class, that consist of aerobics and some funky dance moves from the seventies and eighties and a little of today’s hip hop. This class will really get you in great shape by movin’ and groovin’! This class will be taught with funky music while doing aerobics, calisthenics and body sculpting. Great for all ages and levels.

$100
Weekly - Sat 3:30 PM - 4:30 PM; 6 sessions starting 3/5/2016, ending 4/16/2016 (No class on 3/26/2016)

Special Notice:
• Bring a towel, lock and wear comfortable clothes and sneakers.
• Consult a physician before starting any exercise program

Zumba (Ages 16+)
This class will be taught by a former Soul Train Dancer "Camella Palmer". In this class you will find yourself participating in an exciting and fun workout, with hot and spicy music. You will think you are at a great dance party, but at the same time you will be burning calories and getting into great shape. Zumba is the perfect fit. It’s a dance-fitness class that’s friendly, and most of all, fun.

$100
Weekly - Sat 2:30 PM - 3:30 PM; 6 sessions starting 3/5/2016, ending 4/16/2016 (No class on 3/26/2016)

Special Notice:
• Bring a towel, lock and wear comfortable clothes and sneakers.
• Consult a physician before starting any exercise program
Karate (Seido)

The Seido Karate Program is a traditional Japanese style of martial art. Seido emphasizes the building of strong spirit, mind and body using hand, elbow and foot techniques. Students learn how to defend themselves in a safe and friendly atmosphere.

$130
Weekly - Tue 6:00 PM - 7:00 PM;
8 sessions starting 3/1/2016, ending 4/19/2016

$130
Weekly - Tue 6:00 PM - 7:00 PM;
8 sessions starting 5/3/2016, ending 6/21/2016

Special Notice:
• Students should wear comfortable clothes and bring a towel and personal mat.
• Consult a physician before starting any exercise program.

PIYO

This isn’t your standard Pilates and yoga classes, it speeds everything up by introducing you to dynamic, flowing sequences that can burn serious calories; at the same time as they strengthen and tone your muscles and increase your flexibility.

$100
Weekly - Wed 6:15 PM - 7:00 PM;
8 sessions starting 3/2/2016, ending 4/20/2016

$100
Weekly - Wed 6:15 PM - 7:00 PM;
8 sessions starting 5/4/2016, ending 6/22/2016

Special Notice:
• Students must wear gym clothing and sneakers.
• Consult a physician before starting any exercise program

Tai Chi Chuan for Seniors

Tai Chi Chuan is a healthy exercise for the mind and body and is suitable for most people 18 and over. It is also a martial art with a highly respected 600-year history. This class will focus on the Tai Chi Chuan form, which is smooth-flowing and promotes a sense of well-being. We will also integrate light two-person contact to form a strong foundation for self-defense.

$110
Weekly - Sat 12:30 PM - 1:30 PM;

$110
Weekly - Sat 12:30 PM - 1:30 PM;
8 sessions starting 5/7/2016, ending 6/25/2016

Course Requirements:
• Consult your physician before taking any fitness course.
• Class held on the 3rd floor. (No elevator)

Belly Dance - Beginner Adult

Learn basic moves of this Egyptian art form, while awakening your muscles for body toning and revitalization of the soul. Isolate different parts of your body while having fun at the same time.

$135
Weekly - Wed 6:45 PM - 7:45 PM;
8 sessions starting 3/2/2016, ending 4/21/2016

$135
Weekly - Wed 6:45 PM - 7:45 PM;

Special Notice:
• Students must wear gym clothing and sneakers.
• Consult a physician before starting any exercise program

Belly Dance (Adult) Gypsy Flamingo

In this class our focus is mostly on hands, shoulders, upper body, also hip movements with twist and turns. Everyone in the class must have a long wide skirt. You will learn how to dance with a skirt.

$135
Weekly - Thu 7:00 PM - 8:00 PM;
8 sessions starting 3/3/2016, ending 4/21/2016

$135
Weekly - Thu 7:00 PM - 8:00 PM;

Special Notice:
• Students must wear gym clothing and sneakers.
• Consult a physician before starting any exercise program

Payment Options

1. Credit/Debit Card
2. Visa or MasterCard
3. Money Order
4. Personal Check
5. Bank Check
6. NO CASH

York College Continuing & Professional Education www.startatyork.com 718-262-2790
Gospel Dance Aerobics

This class is a Christian expression of prayer or worship through body movement. The dancers will respond with appropriate dance which flows out of the music and enhances the prayer or worship experience.

$135
Weekly - Sat 10:00 AM - 11:00 AM; 8 sessions starting 3/5/2016, ending 4/23/2016

$135
Weekly - Sat 10:00 AM - 11:00 AM; 8 sessions starting 5/7/2016, ending 6/25/2016

Bollywood (Adults)

Dancing is the foundation of every great Indian film. It is a fusion of traditional, folk, classical, Indian and western dance, which influences such as jazz, hip hop and modern dance. This is an easy to follow dance class that will have you sweating as much as smiling! No experience necessary.

$135
Weekly - Thu 8:00 PM - 9:00 PM; 8 sessions starting 3/3/2016, ending 4/21/2016

$135
Weekly - Thu 8:00 PM - 9:00 PM; 8 sessions starting 5/5/2016, ending 6/13/2016

Piano for Adults

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.

$179
Weekly - Sat 9:00 AM - 11:00 AM; 7 sessions starting 3/5/2016, ending 4/23/2016 (No class on 3/26/2016)

Course Requirements:
• Course materials provided.

Guitar for Adults

Want to learn how to play the guitar? This is truly a beginner's course, focusing on how to read music and perform classical guitar techniques. You'll be able to play simple songs and melodies in no time.

$179
Weekly - Sat 11:30 AM - 1:30 PM; 7 sessions starting 3/5/2016, ending 4/23/2016 (No class on 3/26/2016)

Course Requirements:
• Acoustic guitar
• Textbook required: Mel Bay's Modern Guitar Method, Grade 1 ISBN# 9780786664146

Voice Training (Ages: 16+)

In the first half of the lesson we will do breathing and vocal exercises. Our goal is to develop awareness and control of the different parts of our body, and learn how to use it as if it was an instrument. We'll try different things with our breathing, posture, pronunciation and muscles and see how actions change the way we produce our voice. In the second half of the lesson we will work on performing a song. First we will learn the music and lyrics and spend some time getting comfortable with our chosen song. Then we will try to implement the technique we worked on during the first half of the lesson. This is, of course, a process. During the first lesson students usually start to develop some awareness of their voice, but being able to control it consistently takes time and practice. Be focused and patient, spend some time practicing at home and allow some time for the new information and habits to "sink in". What to bring Bring yourself - if possible, well rested and focused. Avoid heavy meals right before the lesson.

$179
Weekly - Sat 11:30 AM - 1:30 PM; 7 sessions starting 3/5/2016, ending 4/23/2016 (No class on 3/26/2016)

Natural Hair Care and Braiding Workshop I

This hands-on course will teach students the basics of natural hair care that will help strengthen, preserve and restore hair and scalp, and the differences in textures and types of hair. Students will learn the proper application of conditioners and moisturizers and the correct use of roller or rod settings. Students will engage in discussions and demonstrations on natural handmade formulas, proper shampooing, scientific brushing & scalp manipulation for hair growth stimulation. They will learn proper trimming and hair detangling methods for all hair textures - curly, coarse, kinky and mixed textures and careful transitioning to wearing hair natural. We will also discuss communicable diseases, disorders of the scalp and how important it is to know how to sanitize or sterilize the equipment. Students will create and design braids, twists, flat twists, cultivating locks, silky and yarn Locks.

$179
Weekly - Sat 12:00 PM - 3:00 PM; 4 sessions starting 2/27/2016, ending 3/19/2016

Course Requirements:
• Instructor provides supply kit for $45 (No Checks) on first day of class.
• Students purchase mannequin with human hair and stand. Available at: Long Island Beauty Supply Store 90-31 160th Street, Jamaica, NY 11432. With stand $49.95. Without stand $46.00. Separate stands $4.99 and up, or buy at beauty supply of your choice.
Natural Hair Care and Braiding Workshop II

This advanced hands-on class emphasizes the art of installing various protective styles: goddess, individual and invisible braids, kinky twists, silky & yarn Locks, and flat twist with extensions, hair style maintenance, and how these styles work in the transitioning process. Students will perfect their braid and twist stitching, trim away fly away ends, create neat and fancy parting, and uniquely design creative undo’s with braids, locks or twists. Also, explore how to develop basic but potent natural handmade formulas for skin and hair. Discover how to turn this art into a lucrative business as supplemental or sole income.

(Prerequisite: Completed Natural Hair Care & Braiding Workshop I)

$179
Weekly - Sat 12:00 PM - 3:00 PM; 4 sessions starting 4/2/2016, ending 4/23/2016

Course Requirements:
• Prerequisite: Completed Natural Hair Care & Braiding Workshop I.
• Students must purchase: 2 packs of Kanekalon synthetic hair, 1 or one-half packs of synthetic or human hair weft, medium curved threading needles, 1 spool of Red Heart Black Yarn, and 1 jar of Let’s Jam-extra hold or Mega Hold Jam (orange top black jar) By Soft Sheen-Carson.
• Instructor supplies materials for making natural handmade formulas.
• All supplies, textbook(s) and mannequin used in Workshop I are needed.

Getting Paid to Talk, Making Money with Your Voice

An introduction to professional voiceovers. Have you ever been told that you have a great voice? This exciting class will explore numerous aspects of voiceover work for television, radio, audio books and even the Internet. We will cover all the basics, including how to prepare the all-important demo, how to be successful and earn great income in this exciting field. Students will have the opportunity to ask questions and to hear examples of demos recorded by professional voice actors. Class participants will even have a chance to record a commercial script under the direction of our Voice coach producer! This class is informative, lots of fun, and a great first step for anyone interested in voice acting professionally. Space is limited, so register early. Is this the class for you? Check out the website at http://www.voicecoaches.com/gptt before you register.

$59
Weekly - Mon 6:30 PM - 9:00 PM; starting 5/9/2016, ending 5/9/2016

Special Notice:
• Course materials provided.

Photography - Digital Basic

Nowadays, everything is digital - including our cameras! Join York College as we explore what makes digital photography so popular and how to make the most out of your digital camera. You’ll learn photography basics, photo transferring from camera to computer, photo editing, as well as photo sharing and distribution Internet, email and printing. You’ll also learn basic guidelines for purchasing a digital camera and we’ll demystify megapixels, aperture, shutter speed, white balance and ISO so that you and your digital camera will never be the same again.

$169
Weekly - Sat 9:00 AM - 12:00 PM; 6 sessions starting 3/19/2016, ending 4/30/2016 (No class on 3/26/2016)

New Driver Start Up

With education comes independence. Gain more independence and heighten your career opportunities by learning how to drive. This course is designed for adult learners and provides the materials and knowledge you will need to meet all of New York’s standards that are required to obtain your license and start driving on New York State’s roads and highways. Upon completion of this course, you will learn the traffic laws and driving maneuvers necessary to pass your road test and obtain 2 certificates that will enable you to get started right away on New York’s roads and highways. You will also receive 2 driving lessons that will prepare you to pass the road test.

Tangible course outcomes:
• New Driver Pre-License 5 Hour Certificate
• Defensive Driving Accident Prevention Certificate
• 2 Road Test Prep Driving Lessons
• A scheduled road test

$159
Weekly - Sat 9:00 AM - 1:00 PM; 4 sessions starting 3/19/2016, ending 4/16/2016 (No class on 3/26/2016)

See Option 1 page 38
**SUMMER GETAWAY 2016**

*Keep your children mentally and physically fit this summer! Enroll them in York College’s summer camp.*

Our SUMMER GETAWAY CAMP is a full-day camp, with a mix of academics and athletics separated by grade level for children grades 2-7. Our day camp is perfect for working parents who can drop the kids off at 7:45 a.m. and pick them up at 6:00 p.m.* At the end of the 5-week program, campers will show off their accomplishments in a presentation for parents that will include a live-performance to demonstrate their singing and dancing skills.

Day camp reading and math classes will be taught by Department of Education licensed instructors. Student placement will be determined by the grade the child will be attending in the fall and the academic work is designed to give them a head start. Athletics will be taught by qualified instructors experienced in working with kids.

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**Full-Day Program**  
**Grades: 2-7**  
8:00 AM to 5:00 PM  
July 5, 2016 – August 5, 2016  
Tuition: $1,400  
Required Camp T-shirts ($50 for 5)  
*Pay tuition in full by April 15th and receive a discount and 2 free T-shirts (No other Discount can be applied).*

**Half-Day Program for 8th Grade only**  
8:00 AM to 12:00 PM  
July 5, 2016 – August 5, 2016  
Tuition: $790  
Required Camp T-shirts ($50 for 5)  
*Pay tuition in full by April 15th and receive a discount and 2 free T-shirts (No other Discount can be applied).*

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**Daily Schedule***  
*Recreational activities subject to change*

<table>
<thead>
<tr>
<th>Time</th>
<th>Grades</th>
<th>2-3</th>
<th>4-5</th>
<th>6-7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>Reading</td>
<td>Math</td>
<td>Reading</td>
<td>Math</td>
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<tr>
<td>10:00 AM</td>
<td>Math</td>
<td>Reading</td>
<td>Math</td>
<td>Reading</td>
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<tr>
<td>12:00 PM</td>
<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td>1:00 PM</td>
<td>Basketball/Swim</td>
<td>Voice/Dance</td>
<td>Gymnastics/Tennis</td>
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<tr>
<td>2:30 PM</td>
<td>Gymnastics/Tennis</td>
<td>Basketball/Swim</td>
<td>Voice/Dance</td>
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<tr>
<td>3:30 PM</td>
<td>Voice/Dance</td>
<td>Gymnastics/Tennis</td>
<td>Basketball/Swim</td>
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</tr>
</tbody>
</table>

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Visit our website: StartAtYork.com  
To view our Summer Getaway Program
Mathematics 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 manipulatives.

(Grades 3-4) $159
Weekly - Sat 9:00 AM - 10:30 AM; 7 sessions starting 2/20/2016, ending 4/9/2016 (No class on 3/26/2016)

(Grade 5) $159
Weekly - Sat 10:45 AM - 12:15 PM; 7 sessions starting 2/20/2016, ending 4/9/2016 (No class on 3/26/2016)

Special Notice:
• Course materials will be provided.
• Curriculum will be according to each grade.
• Please note class grades may be combined without affecting the integrity of learning achievement of each individual.

Reading Comprehension

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.

(Grades 3-4) $159
Weekly - Sat 10:45 AM - 12:15 PM; 7 sessions starting 2/20/2016, ending 4/9/2016 (No class on 3/26/2016)

(Grade 5) $159
Weekly - Sat 9:00 AM - 10:30 AM; 7 sessions starting 2/20/2016, ending 4/9/2016 (No class on 3/26/2016)

Special Notice:
• Course materials will be provided.
• Curriculum will be according to each grade.
• Please note class grades may be combined without affecting the integrity of learning achievement of each individual.

Middle School Writing
(Grades: 6-8)

Improve your child’s writing skills and confidence with this comprehensive course. This course is designed for students in grades 6 through 8 who want to improve their writing skills. Students will learn effective strategies to improve their writing skills. This course is guided by the new State Common Core Standards.

$179
Weekly - Sat 11:30 AM - 1:30 PM; 7 sessions starting 3/5/2016, ending 4/23/2016 (No class on 3/26/2016)

See Option 1 page 38
**Special Notice:**
- Course materials will be provided.
- Please note class grades may be combined without affecting the integrity of learning achievement of each individual.

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**Middle School Mathematics Review**  
(Grades: 6-8)

This course was designed to help students become mathematically confident by communicating and reasoning mathematically, by applying mathematics in real-world settings, and by solving problems through the integrated study of number systems, geometry, algebra and probability. This program is guided by the new State Common Core Standards.

$179  
Weekly - Sat 9:00 AM - 11:00 AM;  
(No class on 3/26/2016)

**Ceramics I (Ages: 7-12)**

This class is intended for those studying ceramics for the first time and is a comprehensive introduction to the craft of clay working. The primary emphasis is on studio work leading to a portfolio of finished pieces by the end of the semester.

$105  
Weekly - Sat 10:00 AM - 11:00 AM;  
6 sessions starting 3/5/2016, ending 4/16/2016  
(No class on 3/26/2016)

**Art Explorers**  
(Ages 5-8)

Children learn to draw, paint, create masks, collages and mobiles using a wide range of media including crayon, watercolor, paper Mache, and molding compound.

$85  
Weekly - Sat 10:00 AM - 11:00 AM;  
6 sessions starting 3/5/2016, ending 4/16/2016  
(No class on 3/26/2016)

**Ceramics II (Teens/Adults)**

This class is intended for those studying ceramics for the first time and is a comprehensive introduction to the craft of clay working. The primary emphasis is on studio work leading to a portfolio of finished pieces by the end of the semester.

$105  
Weekly - Sat 11:00 AM - 12:00 PM;  
6 sessions starting 3/5/2016, ending 4/16/2016  
(No class on 3/26/2016)

**Special Notice:**
- Some materials supplied, a list will be given at first session for students to purchase.
Cartooning Animation (Ages: 12-18)

This course is for students who have completed two semesters of Cartooning. Students learn the basic principals of animation by creating their own animated videos. Participants utilize stop motion techniques to animate ordinary objects, people, and photographs, and create original characters made from their own drawings and cut paper. Each student will have the opportunity to write, direct, and incorporate sound into their own video animation production, which they can take home on DVD at the conclusion of the course. (Workshop fee includes some supplies).

$90
Weekly - Sat 12:00 PM - 1:00 PM;
6 sessions starting 3/5/2016, ending 4/16/2016
(No class on 3/26/2016)

$90
Weekly - Sat 12:00 PM - 1:00 PM;
(No class on 5/28/2016)

Special Notice:
• Some materials supplied, a list will be given at first session for students to purchase

Comic Book Illustration (Ages: 7+)

In this hand-on workshop, you will learn to create your own comic book characters even if you have never drawn before. Have fun with dimensional forms, figures, color, light and shading using pencils and markers.

Weekly - Sat 1:00 PM - 2:00 PM;
6 sessions starting 3/5/2016, ending 4/16/2016
(No class on 3/26/2016)

Weekly - Sat 1:00 PM - 2:00 PM;

Special Notice:
• Some materials supplied, a list will be given at first session for students to purchase

Instructional Chess (Ages: 7-15)

This course is designed to teach chess to children who have no knowledge of the game. Students will learn pawn and piece movements, as well as, the fundamentals of the beginning, the middle, and the end game. Students will always touch and use equipment. Part of the class will be board demonstrations and part practical interaction.

$85
Weekly - Sat 1:30 PM - 3:00 PM;

$85
Weekly - Sat 1:30 PM - 3:00 PM;
8 sessions starting 5/7/2016, ending 6/25/2016

Broadway at JCAL (Ages: 9-18)

In this class, students will study and perform Broadway Musical numbers. Students will master acting, singing, and dancing. The class culminate with a full production at JCAL in June.

$100
Weekly - Sat 1:00 PM - 2:00 PM;
6 sessions starting 3/5/2016, ending 4/16/2016
(No class on 3/26/2016)

$100
Weekly - Sat 1:00 PM - 2:00 PM;
(No class on 5/28/2016)

Payment Options

1. Credit/Debit Card
   Visa or MasterCard
2. Money Order
3. Personal Check
4. Bank Check
5. NO CASH
Basic Ballet (Ages: 6-9)

Students are introduced to basic ballet positions, movements, terminology, format, and procedures. Exercises will be taught using analogies and making connections to familiar concepts. Ballet enhances balance, core strength, and physical discipline.

$85  
Weekly - Sat 10:00 AM - 11:00 AM;  
6 sessions starting 3/5/2016,  
ending 4/16/2016  
(No class on 3/26/2016)

$85  
Weekly - Sat 10:00 AM - 11:00 AM;  
6 sessions starting 4/23/2016,  
ending 6/4/2016

Classical Ballet (Ages: 6-15)

Ballet is one of the most effective and elegant ways to improve posture, grace, flexibility, and strength. No experience needed for this class, taught at the bare, which provides a foundation for all other dance styles.

$135  
Weekly - Wed 5:45 PM - 6:45 PM;  
8 sessions starting 3/2/2016,  
ending 4/20/2016

$135  
Weekly - Wed 5:45 PM - 6:45 PM;  
8 sessions starting 5/4/2016,  
ending 6/2/2016

Urban Dance (Ages: 6-15)

Dance like your favorite pop stars! In this high-energy, age-appropriate class, This energetic style uses syncopated rhythms and body isolations, mixing classic jazz moves with the latest hip-hop steps. All while dancing to their favorite music.

$135  
Weekly - Sat 1:30 PM - 2:30 PM;  
8 sessions starting 3/5/2016,  
ending 4/23/2016

$135  
Weekly - Sat 1:30 PM - 2:30 PM;  
8 sessions starting 5/7/2016,  
ending 6/25/2016

Dance Expressions/Modern Dance  
(Ages: 10+)

Modern Dance offers students the discipline of ballet but explores new movements and centers on expression. Children will learn the basics of modern dance techniques while building core strength and enhancing balance. Ballet experience recommended but not required.

$85  
Weekly - Sat 1:00 PM - 2:00 PM;  
6 sessions starting 3/5/2016,  
ending 4/16/2016  
(No class on 3/26/2016)

$85  
Weekly - Sat 1:00 PM - 2:00 PM;  
6 sessions starting 4/23/2016,  
ending 6/4/2016  
(No class on 5/28/2016)

Belly Dance (Ages: 6-15)

Your child will learn basic moves of this Egyptian art form and build them into a choreographed routine. This is a great way for them to build self confidence, balance and coordination. No previous experience required.

$135  
Weekly - Thu 6:00 PM - 7:00 PM;  
8 sessions starting 3/3/2016,  
ending 4/21/2016

$135  
Weekly - Thu 6:00 PM - 7:00 PM;  
8 sessions starting 5/5/2016,  
ending 6/23/2016

Course Requirements:
• Wear comfortable clothes and bring a towel.
Creative Movement (Ages: 2-4)

Through techniques based in ballet, modern dance and yoga, children will be led through exercises that focus on their coordination skills, spatial awareness, and improvisation abilities. This class prepares young children for dance and drama by tapping into the creative impulse and working in a group.

$90
Weekly - Sat 12:00 PM - 1:00 PM;
6 sessions starting 3/5/2016, ending 4/16/2016
(No class on 3/26/2016)

$90
Weekly - Sat 12:00 PM - 1:00 PM;
(No class on 5/28/2016)

Jazz Dance (Ages: 6-14)

Jazz dancing is a form of dance that showcases a dancer's individual style and originality. Every jazz dancer interprets and executes moves and steps in their own way. Jazz dancing is energetic and fun, consisting of unique moves, fancy footwork, big leaps and quick turns.

$85
Weekly - Sat 11:00 AM - 12:00 PM;
6 sessions starting 3/5/2016, ending 4/16/2016
(No class on 3/26/2016)

$85
Weekly - Sat 11:00 AM - 12:00 PM;
(No class on 5/28/2016)

Martial Arts I (Ages: 5-10)

The martial arts build strength, discipline, and a connection to their unique cultural roots. While martial arts studies movements connected to self-defense, it is closely connected to dance and builds flexibility, coordination, and discipline. In addition to learning strikes, blocks, and kicks, students will learn about the cultural influences that shaped the practice of martial arts.

$90
Weekly - Sat 12:00 PM - 1:00 PM;
6 sessions starting 3/5/2016, ending 4/16/2016
(No class on 3/26/2016)

$90
Weekly - Sat 12:00 PM - 1:00 PM;
(No class on 5/28/2016)

Martial Arts II (Ages: 8-14)

$90
Weekly - Sat 1:00 PM - 2:00 PM;
6 sessions starting 3/5/2016, ending 4/16/2016;
$90
Weekly - Sat 1:00 PM - 2:00 PM;
No class on 5/28/2016)

Mighty Milers Running Program

Mighty Milers is a running program for kids of all fitness levels from ages 4 to 8. It’s designed to get kids moving and prevent obesity and illness. Participation in Mighty Milers helps kids build their self-esteem, and learn to make and reach personal goals. Over the course of a program cycle, children in Mighty Milers strive to complete one to four “marathons of miles” (26.2 to 104.8 miles). They run or walk briskly upwards of a half-mile in supervised sessions two to five times a week.

Payment Options

1. Credit/Debit Card
   Visa or MasterCard
2. Money Order
3. Personal Check
4. Bank Check
5. NO CASH
**Children’s Academy**

**Basketball**
This co-ed, non-competitive basketball program will teach the fundamentals of the game, with emphasis on personal growth, values and family involvement.

**Ages: 6-8**

$65
Weekly - Sat 2:15 PM - 3:30 PM;

$65
Weekly - Sat 2:15 PM - 3:30 PM;
8 sessions starting 5/7/2016, ending 6/25/2016

**Special Notice:**
• Gym clothes, sneakers.

**Parent/Child Swim (Ages: 3-5)**
This class will help young children become comfortable in and around the water so they are ready to learn how to swim. Parent must participate in the water with their child.

$140
Weekly - Sat 11:00 AM - 11:45 AM;
7 sessions starting 4/2/2016, ending 5/14/2016

$140
Weekly - Sat 11:00 AM - 11:45 AM;
7 sessions starting 6/11/2016, ending 7/30/2016
(No class on 7/2/2016)

**Special Notice:**
• See swim class policies on page 36

**Pre-school Swim (Ages: 3-5)**
At this level, children usually begin attending classes without their parents. This training helps children develop safe pool behavior, teaches how to adjust to water and how to develop independent movement in the water. It is designed for new swimmers, teaching basic paddle strokes, kicking skills and teaches students to be comfortable in holding their faces in water, while swimming.

$110
Weekly - Tue 4:30 PM - 5:00 PM;
8 sessions starting 3/1/2016, ending 4/19/2016

$110
Weekly - Tue 4:30 PM - 5:00 PM;
8 sessions starting 5/3/2016, ending 6/21/2016

$110
Weekly - Thu 6:00 PM - 6:30 PM;
8 sessions starting 3/3/2016, ending 4/21/2016

$110
Weekly - Thu 6:00 PM - 6:30 PM;

**Special Notice:**
• See swim class policies on page 36

**Children’s Swim I (Ages: 8-14)**
Give your non-swimming child a reassuring course that will eliminate anxiety about water. We’ll teach your child water safety and basic swim strokes.

$179
Weekly - Sat 1:00 PM - 2:30 PM;
7 sessions starting 2/20/2016, ending 4/9/2016
(No class on 3/26/2016)

$179
Weekly - Sun 11:00 AM - 12:30 PM;
7 sessions starting 4/17/2016, ending 5/6/2016
(No class on 5/29/2016)

**Special Notice:**
• See swim class policies on page 36
Children’s Swim II (Ages: 8-14)

Increase your child’s aquatic abilities by adding to the skills learned in the beginner course. Students will continue water safety training by acquiring skills designed to improve stamina and basic coordination.

$179
Weekly - Sat 1:00 PM - 2:30 PM; 7 sessions starting 4/16/2016, ending 6/4/2016 (No class on 5/28/2016)

Special Notice:
• See swim class policies on page 36

Beginner Swim - Polliwog (Ages: 6-12)

This is a beginning swim class for students who are not confident in the deep water. Students will become more comfortable with putting their faces in the water.

$140
Weekly - Mon 6:10 PM - 7:00 PM; 8 sessions starting 2/29/2016, ending 4/18/2016

$140
Weekly - Mon 6:10 PM - 7:00 PM; 7 sessions starting 5/2/2016, ending 6/20/2016 (No class on 5/30/2016)

Special Notice:
• See swim class policies below

Swim Class Policies

• Swimsuit (one piece for females)
• Towel
• Swim cap (required)
• Goggles (strongly recommended)
• Gym lock
• Consult a physician before starting any exercise program
There are hundreds of online courses designed for you to take from the convenience and comfort of your home. Online learning offers continuous classroom access, 24-hours a day, 7-days a week. Each course is designed to be hands-on and effective, enabling students to rapidly acquire crucial new skills whether it is for personal or business growth.

Our online courses are offered through ed2go, and each course has an instructor to answer student questions and to help solve problems.

To get more information on programs or to register, please go to www.StartatYork.com and click Online Courses.

Course Offerings

- Introduction to Dreamweaver
- Speed Reading
- Introduction to InDesign
- Effective Selling
- Introduction to Microsoft Expression Web
- Start Your Own Gift Basket Business
- Medical Math
- Medical Transcription
- Start a Pet Sitting Service
- LSAT Preparation
- Real Estate Investing
- Introduction to Natural Health and Healing
- Becoming a Optical Assistant
- Become a Physical Therapy Assistant
- Teaching Adult Learning
- Fundamentals of Supervision and Management
- Managing Customer Service
- Marketing Your Business on the Internet
- What’s New in Microsoft Office 2007
- Project Management Applications
- Non-Profit Fundraising Essentials
- Introduction to Non-profit Management

New sessions are available monthly

Tuition starting at $89.00 per course
Ways to Pay
Only the following means of payment will be accepted for courses:

1. Credit/Debit Card (VISA or MasterCard)
2. Money Order
3. Personal Check
4. Bank Check
5. No Cash

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. 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 nonrefundable. There will be no refund thereafter for any reason.

One or Two day Workshops
There will be NO refund on one (1) or two (2) day workshops once they have begun. Nonattendance of class(es) does not exclude the student from the rules of this policy.

Payment Plan 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. 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 regardless of amount paid; minus the cost of textbooks received, payment plan fee and registration fee. There will be no refund thereafter for any reason.

Late Fee Charge for Payment Plan
There will be a $25.00 late fee, for each payment that is made after the payment date.

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
If York College, Continuing and Professional Education cancel a course for any reason, tuition and fees will be fully refunded or credit toward a future course. Please see refund procedures to determine how your refund method will be determined. The College reserves the right to cancel classes, if they do not meet minimum enrollment to run. Students are advised to contact the office the day before class to verify the status of the course. The department also has the right to withdraw courses from the catalog, change course curriculum, schedule and/or change the instructor if necessary.
Attendance Policy
Students are required to attend 80% of all class sessions in order to receive a passing grade and certificate of completion. It is the student’s responsibility to make up any missed work and materials covered during their absence. There are no make-up classes, unless classes are cancelled by the University. For more specific details, refer to your course outline provided by your instructor.

Discounts (Over $150 and under $400)
The Continuing & Professional Education offers discounts to the following groups: 25% tuition discount is offered to alumni association members with an active card, full-time students, senior citizens (65+ years), faculty/staff and their children. A 50% tuition discount (on some courses) is offered to public assistance applicants, with proper identification (Does not include Exempt Programs). Only one discounts applied per course. Some courses are exempt from discounts: Dental Assistant, Clinical Medical Assistant, Emergency Medical Technician, Certified Wedding Planner, Paralegal Certificate Program, Pharmacy Technician, Dialysis Technician, Phlebotomy Technician, EKG Technician, Medical Coding Specialist, Handyman Programs, New Drivers Start Up program and programs given at the YMCA and JCAL.

To receive a tuition discount you must register in person no more than three working days prior to the start of the selected course and show appropriate ID. All discounted registrations are subject to space availability.

Classroom Assignments
Classroom Assignments are available in Security (1M07-Academic Core Bldg.) and outside the Continuing Education Office (2F01B – Academic Core Bldg).

Textbooks
Most courses require textbooks or materials to be purchased at the York College Bookstore (No personal checks accepted). Please call (718) 262-2882 to confirm bookstore hours. To obtain your textbook title, edition & ISBN #, please refer to your course confirmation letter or if you have questions call (718) 262-2790.

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).

Registration Receipts
Registration receipts will only be mailed to students who have either mailed or faxed their registration form without an email address. All online registration confirmation can be accessed and printed from the website, using the login name and password you created.

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 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.
Mail-in Registration Form

Mail your completed form & payment to:
York College, Continuing Education - Room 2F01B
94-20 Guy R. Brewer Blvd. Jamaica, NY 11451

Complete the Following Table

Check
Money Order
Visa
Mastercard

Card No:
Signature:
Name on Card:
Security Code:
Expiration Date:
Date Received:

One registration fee per student, per semester.
There is no registration fee for online courses.

Course, Day & Time (if applicable) | Course Fee | Reg. Fee |
-----------------------------------|------------|---------|
|                                    | $20.00**   |         |

Registration Fee $20

NO CLASSES:
January 1-3, 2016, February 12, 2016, March 25-27, 2016,
May 28-30, 2016,

Office Hours
Mon.-Thurs. 9:00 AM - 6:30 PM
Friday 9:00 AM - 5:00 PM
Saturday 9:00 AM - 2:00 PM
Pay tuition in full by April 15th and receive a discount and 2 free Tshirts!

New Program!

Medical Coding Specialist

This Spring we are offering a new program to meet the needs of the evolving health care industry.

Program Highlights

- AAPC licensed curriculum
- Certified Professional Coding instructor (CPCi)
- Blended learning delivery which provides both classroom instruction and 24/7 online reinforcement for each lesson.
- CPC exam given on site.
- Practicum (case study lab) that waives the 1 year work experience for the CPC certification.

See page 14 for our Medical Coding Specialist Program
What’s New?
at York College Continuing & Professional Education

New Courses Inside!
ICD-10 CM .................. page 11
Personal Trainer Certificate ...... page 15
New Driver Start-Up Course ...... page 28
Fun and Fit Exercise Classes . . . page 23-26

Summer will be HOT
with these new programs:
AHIMA Hospital Coding with Virtual Lab
Health Information Management Certificate
Electronic Medical Records Management
Electronic Billing
Wellness Series
Superior Online Courses

Visit www.StartatYork.com or call 718-262-2790