Summer 2016

York College
Continuing & Professional Education

Professional Development
Interior Decorating • Childcare
Personal Finance • Computer Courses
Notary Public • Bookkeeping
Starting a Business

Certification Preparation
Pharmacy Technician • Personal Trainer
Medical Coding Specialist • EMT Technician
Clinical Medical Assistant • Paralegal Studies
Wedding Planner
Greeting From the Director,

Welcome to another new and innovative Summer at York College, Continuing and Professional Education. Our doors are open this Summer with exciting programs to help you learn a new skill or relax and have some fun. Whether you want to change careers, earn a promotion, enter the workforce, or prepare for your retirement years, we have outstanding programs and the best instructors to help you facilitate your goals.

Our workforce development and personal enrichment courses are up-to-date and relevant to some of the best non-degree careers in the ever-changing workplace. Our instructors are here to support your endeavors, help you reach your educational goals and leave York with a new skill, renewed sense of direction, and ready to take the next step in your career. We are ready, willing, and able to serve you.

If you are looking forward to an exciting summer filled with great learning possibilities, or you just want to meet new people with similar interests, we have a course that is just right for you. Register for a class today and learn what you need to help ensure new opportunities for yourself. Why don’t you take advantage of the vast knowledge and experience of our instructors?

Have questions? Call one of our Continuing Education Specialist or visit us during our information session on Saturday, May 14th. We also have extended business hours so we can serve you best.

Sincerely,  
Janett Hunter, Interim Director

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Reading Assessment

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 Date
Phlebotomy, EKG and Paralegal
Starting Saturday, May 14, 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 Summer 2016 Semester!
With more than 100 courses to choose from, we have something for everyone.
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 - Mon 6:30 PM - 8:30 PM; 
4 sessions starting 6/6/2016, ending 6/27/2016

Special Notice:
- Material will be 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.

$179
Weekly - Wed 6:30 PM - 8:30 PM; 

Special Notice:
- 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
Daily - Sat 9:00 AM - 1:00 PM; 
1 session 6/18/2016

Special Notice:
- Material will be 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 - Wed 6:30 PM - 9:00 PM; 
6 sessions starting 6/15/2016, ending 7/20/2016

Course Requirement:
- Bring a notebook, handouts will be given and a supply list will be available first week of class.

Introduction to Payroll

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 - Mon, Wed 6:30 PM - 8:30 PM; 
9 sessions starting 6/6/2016, ending 7/6/2016
(No class on 7/4/2016)

Textbook Required:
- Mastering Payroll, ISBN# 978-1884826474
Individual Income Tax Preparation

This course is designed for students with minimal or no knowledge of tax law and tax preparation. They will become familiar with the 1040 series, the 1040 long form and various aspects of the tax law and the tax formula as it relates to the preparation of basic individual income tax returns. Students will prepare federal tax returns manually and using a computerized tax preparation software. We will examine various careers in tax (including becoming an enrolled agent), the IRS and NY State requirements for paid tax professionals. 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.

$375
Weekly - Sat 9:00 AM - 4:00 PM;
6 sessions starting 6/4/2016, ending 7/16/2016
(No class on 7/2/2016)

Special Notice:
• Course materials provided.

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 6/7/2016, ending 7/7/2016

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

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 6/18/2016, ending 6/25/2016

$85
Weekly - Tue, Thu 6:30 PM - 8:30 PM;
2 sessions starting 7/12/2016, ending 7/14/2016

Special Notice:
• Course materials provided.

Business Etiquette Bootcamp - Land the dream job you want!

Are you getting ready to apply for a job, or are you already seeking employment? Today’s resumes must appeal to potential employers while also being optimized for the electronic age. Whether you are handing a resume over in person or are emailing an electronic copy to be added to an online database, the words you use and the formatting you choose will make a big difference in whether or not you get that interview. Once you’ve gotten that interview how do you sell yourself? This course will lead you in the right direction.

Course topics will be:
• Resume building
• Mastering networking
• Developing confidence and strong communication skills
• Power dressing
• How to brand yourself in the workplace
• Interviewing tips
• How to pitch like a pro
• Learn what to say and not say in interviews
• Learn about first impressions and body language
• Negotiation tactics

$279
Weekly - Saturday, 9:00 AM – 2:00 PM;
5 sessions; starting 6/11/2016; ending 7/16/2016
(No classes 7/2/2016)
Resume Writing
Tired of sending out hundreds of resumes producing little or no results? Well, we have a resume writing course for you! Enjoy learning to develop a powerful resume that grabs prospective employer’s attention and gains results. During this course, you will gain the experience of crafting a results-oriented resume highlighting your work experience, professional background and employment status. Enroll in this course now and we will assist you with developing a powerful and creative resume and cover letter that is right for the position you want.

$89
Weekly - Sat 1:30 PM - 3:30 PM; 3 sessions starting 6/18/2016, ending 7/9/2016
(No class on 7/2/2016)

Material Fee:
• $20.00 payable to instructor on first class session. (No Checks)

Overcoming Your Fear of Public Speaking
This course will provide strategies to make speaking in public easy, focusing on planning, preparation and delivery. You will learn how to project a professional, confident speech that will captivate any audience and get your message across with ease.

$169
Weekly - Mon, Wed 6:30 PM - 8:30 PM; 5 sessions starting 6/6/2016, ending 6/20/2016

Family Day Care Business Record Maintenance
In this course providers will learn marketing techniques to develop sound business practices to increase their enrollment and profitability. This workshop will also discuss basic recordkeeping principles, organizational and scheduling skills needed for staff supervision and coaching.

$149
Weekly - Sat 1:00 PM - 4:00 PM; 2 sessions starting 6/11/2016, ending 6/18/2016

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 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 6/11/2016, ending 7/9/2016
(No class on 7/2/2016)

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 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.

Nutrition and Health Needs
Like every professional, the child care provider must continue to strengthen his/her skills. In fact, ongoing training and professional development is a requirement for maintaining a license or registration to provide child care in New York State. This course is designed to help the provider understand the nutrition needs of infants and young children. Planning menus and learning how to integrate cooking activities into areas of learning for children will be implemented.

$149
Weekly - Sat 9:00 AM - 12:00 PM; 2 sessions starting 7/16/2016, ending 7/23/2016

Special Notice:
• Course materials provided.
Minimum 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;
• Have at least six months of successful working experience.

$149 Weekly - Sat 1:00 PM - 4:00 PM;
2 sessions starting 7/9/2016, ending 7/16/2016

Special Notice:
• Course material 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 Daily - Sat 9:00 AM - 12:00 PM;
1 session 6/4/2016

Special Notice:
• Course materials provided.

Principles of Early Child Development

This course is designed to help a childcare provider 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 1:00 PM - 4:00 PM;
2 sessions starting 7/23/2016, ending 7/30/2016

Special Notice:
• Course materials provided.

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

Computer Skills

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 9:00 AM - 11:00 AM;
6 sessions starting 6/4/2016, ending 7/16/2016
(No class on 7/2/2016)

Textbook Required:
• Mastering Computer Typing, ISBN# 9780547333199

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

Introduction to Computers

If you find computers and the internet intimidating, this is the perfect course for you. Our course will show you how fun and easy it is to use a computer. You will learn the parts of a computer, the fundamentals of Microsoft Windows, Word, Excel, and how to search for information on the Internet.

$249 Weekly - Sat 11:30 AM - 2:30 PM;
(No class on 7/2/2016)

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

Payment Options

1. Credit/Debit Card
2. Money Order
3. Personal Check
4. Bank Check
5. NO CASH
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 7/9/2016,
ending 7/30/2016

Special Notice:
• Course materials provided.
• Bring a flash drive and a notebook 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 - Mon, Wed 6:30 PM - 8:30 PM;
10 sessions starting 6/6/2016,
ending 7/11/2016
(No class on 7/4/2016)

Special Notice:
• Course materials provided.
• Bring a flash drive and a notebook 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’ll be surprised about how much more there is to learn. You’ll enhance your computer knowledge and familiarity with computer terminology as well as learn to create and save new documents, manage files, copy, insert and delete text, set-up pages and so much more.

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

Textbook Required:
• Microsoft Office Word 2010 Step by Step, ISBN# 978-0735626935

Special Notice:
• Bring a flash drive and a notebook 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 6/11/2016,
ending 7/30/2016
(No class on 7/2/2016)

Textbook Required:

Supplies Required:
• A Flash drive and notebook.

See Option 1 page 38
Dialysis Technician Program

This 50-hour Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems, as well as, maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at-home dialysis treatment.

Note: This program does not include a national or state certification as part of its overall objectives. Additionally, there is no student internship or clinical rotation offered as part of this program, we do offer a hands on lab with a dialysis machine and visits to a Dialysis Treatment Center.

$999
Weekly - Tue, Thu 6:30 PM - 9:00 PM; 20 sessions starting 6/28/2016, ending 9/1/2016

Course Requirements:
• At least 18 yrs.
• High school diploma/HSE
• Textbooks included
• Students required to purchase a lab jacket

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.
Clinical Medical Assistant

with Externship

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, 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: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer 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;
(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.
Certified Medical Administrative Assistant (CMAA)

This course prepares students to function in an 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 and 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 Healthcareer Association (NHA), Certified Medical Administrative Assistant (CMAA).

$950
Weekly - Sat 9:00 AM - 2:00 PM;
10 sessions starting 06/18/2016, ending 9/10/2016
(No classes on 7/02/2016, 9/3/2016)

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
• Prerequisite Medical Terminology and Anatomy & Physiology

Textbook Required:

Must register for the information session first.

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

An information session about the Certified Medical Administrative Assistant (CMAA) program at York College will take place on

Saturday, May 14, 2016 from 12:00 pm to 2:00 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.

Medical Terminology with Anatomy & Physiology

This course provides the foundation for understanding the language of medicine. The course includes the pronunciation, defining, and spelling of medical terminology, word roots, prefixes, suffixes, and connecting, combining forms, as well as interpreting common abbreviations, relating medical terms. Students will also gain the knowledge of the human anatomical structure, body functions and the various diseases that affect different systems and organs of the body.

$349
Weekly – Mon, Wed 6:30 PM - 8:30 PM;
11 sessions starting 6/6/2016; ending 7/13/2016
Dental Assistant

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

$1,595
Weekly - Fri 6:30 PM - 9:30 PM; 14 sessions starting 10/7/2016, ending 2/3/2017
(No classes on 11/25/2016, 12/23/2016, 12/30/2016)

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. Call 718-262-2790 for dates.

Pharmacy Technician Program

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 parental 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 10/17/2016, ending 12/21/2016

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. Call 718-262-2790 for dates.
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.

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.

$2,299
Weekly - Sat 9:00 AM - 3:00 PM;
20 sessions starting 10/15/2016,
ending 3/18/2017;
(No class on 11/26/2016, 12/24/2016, 12/31/2016)

Course Requirements:
- Prerequisite: Medical Terminology and Anatomy & Physiology
- Basic computer knowledge
- Computer Access, with printing and internet access required.

Special Notice:
- AAPC Membership;
- AAPC CPC exam included.
- AAPC Web Access and;
- Textbooks included in tuition.

Prerequisite:
- Medical Terminology and Anatomy & Physiology

Must register for the information session first.

$449
Weekly - Tue, Thu 6:30 PM - 9:00 PM;
12 sessions starting 6/14/2016,
ending 7/21/2016

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

Prerequisite:
- Medical Terminology and Anatomy
NYS Certified Nursing Assistant (CNA)

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 - Sun - 9:00 AM - 4:00 PM;
17 sessions starting 10/2/2016, ending 2/12/2017

Course Requirements:
• At least 18 yrs. old
• Diploma not required, but recommended
• Scrubs, white shoes and school patch (Not included in tuition)

Special Notice:
• Scrubs must be worn during class/lab time.
• Externship begins the Monday after the last class/lab session. It is held Monday to Friday from 7:00 am to 1:30 pm.
• Medical clearance forms must be received in the office at least 4 weeks before externship.

Must register for the information session first. Call 718-262-2790 for dates.

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

$1,149
Weekly - Sat 9:00 AM - 1:00 PM; 12 sessions starting 6/4/2016, ending 8/27/2016 (No class on 7/2/2016)

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

Must register for Assessment Test first. Saturday - 5/14/2016 at 10:00 AM, 11:00AM and 12:00 PM sharp.
Register online or contact the office.

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 patients 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 6/11/2016, ending 8/6/2016 (No class on 7/2/2016)

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. Saturday - 5/14/2016 at 10:00 AM, 11:00AM and 12:00 PM sharp.
Register online or contact the office.
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 and use of a Semiautomatic Defibrillator.

$1,199
Weekly - Tue, Wed, Thu 6:15 PM - 10:00 PM; 44 sessions starting 10/4/2016, ending 1/19/2017

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
Sunday 10:00 AM - 3:00 PM; 1 session 6/19/2016

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 care for a conscious child who is choking, how to prioritize care in an emergency and how give rescue breathing. You will also learn how to recognize an emergency through unusual appearances and behaviors in infants and children.

$89
Sunday 10:00 AM - 2:00 PM; 1 session 6/26/2016

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)
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 an eight-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 6/4/2016, ending 8/6/2016
(No class on 7/2/2016)

Special Notice:
- Textbook and First Aid/AED class included in tuition.
- First Aid/AED class given on 7/10/16.

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
Sunday 10:00 AM - 3:00 PM; 1 session 7/10/2016

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)
Certified Wedding and Event Planner

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, Thur 6:30 PM - 8:30 PM;
20 sessions starting 6/14/2016, ending 8/18/2016

Special Notice:
• 40 hours of hands on experience
• Textbook included

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

You don’t have to be a lawyer to have a career in the legal industry. Corporations, law firms, and governments need non-lawyers for a wide variety of administrative, research, compliance and other law-related tasks.

According to the U.S. Department of Labor, job projections for the paralegal profession continue to show faster-than-average employment growth. Findings show that the demand for paralegals is increasing as employers, in an effort to reduce costs, hire paralegals to perform tasks that lawyers are normally assigned to.

We are excited to work with a nationally recognized leader in the Legal Education field. The Center for Legal Studies (CLS) has been offering legal education for over 30 years. The curriculum is updated by CLS to remain current and on pace with the legal industry. Their courses are taught by attorneys and their online courses were awarded top honors by Thomson West Publishing International.

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 6/11/2016, ending 9/10/2016
(No class on 7/2/2016, 9/3/2016)

Special Notice:
- Must register for Assessment Test first. Scheduled on 5/14/2016 at 10:00 AM, 11:00 AM or 12:00 PM sharp
- Books are not included in tuition; after registration you will be emailed a listed of the textbooks. Textbooks are required at the first session.

Course Requirements:
- 18 years or older
- High school diploma/HSE
- passed the assessment test;
- basic computer skills, access to the internet, printing capabilities and an email address.

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>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 6/11/2016, ending 6/25/2016

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 7/9/2016, ending 7/23/2016

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 7/30/2016, ending 8/13/2016

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 8/27/2016, ending 9/17/2016
(No class on 9/3/2016)

* $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 6/4/2016, ending 7/16/2016 (No class on 7/2/2016)

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 6/4/2016, ending 7/16/2016 (No class on 7/2/2016)

Textbook Required:

American Sign Language - II

The course will focus on grammar, use of classifiers, eye gaze, placement, and manual and non-manual markers. Build vocabulary with role playing, games, and other exercises.

$159
Weekly - Sat 2:30 PM - 4:00 PM; 6 sessions starting 6/11/2016, ending 7/23/2016 (No class on 7/2/2016)

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
Weekly - Tue, Thu 6:30 PM - 8:30 PM; 7 sessions starting 6/7/2016, ending 6/28/2016

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 will 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 7/7/2016, ending 7/28/2016

Special Notice:
• Course materials provided.

See Option 1 page 38
TASC the New GED

The high school equivalency test in New York State, formerly known as the GED, is now called the Test Assessing Secondary Completion (TASC). Preparation classes for this test provide adult learners with instruction in subject areas and skills required to pass the equivalency exam and include a review of the required forms as well as simulated practice exams. The TASC assesses Language Arts (Reading and Writing), Mathematics, Science and Social Studies. A pre-test is given the first day of class and will take approximately 4 hours. Within the 4 hours the test will be scored and you will receive your score.

See practice test below:

$389
Weekly - Tue, Wed, Thu 6:30 PM - 9:30 PM;
26 sessions starting 6/7/2016, ending 8/3/2016

$389
Weekly - Sat 9:00 AM - 3:00 PM;
12 sessions starting 6/11/2016, ending 9/10/2016

Special Notice:
- Students who do not pass the pre-test and would like to stay in the class must sign a waiver.
- Students who withdraw from the program or participate in the Community Learning Center program will receive a refund of 75% of their tuition. Placement is based on availability. There will be no refund granted thereafter.

Supplies Required:
- Kaplan, TASC textbook with two practice tests, ISBN# 978-1618658869
- A scientific calculator

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;
7 sessions starting 9/17/2016, ending 10/29/2016

$310
Weekly - Sat 9:00 AM - 3:00 PM;
7 sessions starting 11/5/2016, ending 1/7/2017
(No classes on 11/26, 12/24, 12/31)
Test Date: January 28, 2017

Textbook Required:
  (Official Study Guide for the New SAT)
  College Board, ISBN# 978-1457304309
Catholic High School Test Preparation (TACHS)

The growing need for TACHS courses can be attributed to the ever-growing population competing to attain admission to a select number of quality high schools. This program is tailored to address the areas that students find most challenging. It reinforces the skills necessary to successfully complete the TACHS. We provide our students with an adequate amount of practice exercises, we also educate them on effective test taking strategies. These strategies are crucial for success on the TACHS. Although taking the TACHS will never be stress-free, this course helps to build each student's confidence so that they are more familiar and comfortable with what to expect during the exam.

$310
Weekly - Sat 9:00 AM - 3:00 PM;
7 sessions starting 9/10/2016,
ending 10/22/2016
Testing in November 2016

Textbook Required:
• Catholic High School Entrance Exam,
7th ed. (Kaplan) ISBN# 978-1419553615

More Information: 1-866-618-2247

NYC Specialized High School Admission’s Test Preparation

The New York City Specialized High School Admissions Test is highly competitive. This course is designed for middle school students preparing to sit for the test and apply to one of the following: Stuyvesant, Bronx High School of Science, Brooklyn Tech., High School of American Studies at Lehman College, Queens High School of Science at York College, High School of Math and Engineering at City College.

$310
Weekly - Sat 9:00 AM - 3:00 PM;
7 sessions starting 9/17/2016,
ending 10/29/2016

$310
Weekly - Sat 9:00 AM - 3:00 PM;
7 sessions starting 11/5/2016,
ending 1/7/2017

Textbook Required:
• NYC Specialized High Schools Admissions Test 7th ed. (Kaplan)
ISBN# 978-1609788278

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;
5 sessions starting 6/11/2016,
ending 7/16/2016
(No class on 7/2/2016)

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

Advanced Gum Paste Flowers

Learn how to create realistic, wedding-cake-worthy gum paste flowers, like daisies and lilies. Plus, learn to create lifelike leaves, blossoms and designs that’ll bring your cake decorations to life! Discover new ways to express your creativity using gum paste to shape, mold, and detail life-like flowers. Start by refreshing your knowledge of gum paste fundamentals including storing, tinting, and working with gum paste. Since the focus of this course is the creation of wired flowers, your instructor will show you how to use florist wire and tape to create flower and leaf stems. Your flower making will then start with the introduction of the classic, gum paste blossom, featuring the use of an ejector cutter and impression mold to cut and form tiny flowers.

$159
Weekly - Sat 12:30 PM - 2:30 PM;
5 sessions starting 6/11/2016,
ending 7/16/2016
(No class on 7/2/2016)

Course Supplies:
• Wilton Advanced Gum Paste Flowers, Course #4, plus Kit #4 for Course #4
(available at Meadows on Liberty Avenue).
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, stringwork, garland and ruffle borders. Discover the 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.

$139
Weekly - Sat 9:00 AM - 11:00 AM; 5 sessions starting 7/30/2016, ending 8/27/2016

Course Supplies:

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

$139
Weekly - Sat 2:30 PM - 4:00 PM; 8 sessions starting 7/9/2016, ending 8/27/2016

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 learn a new craft, so don’t be shy, let our group leaders teach you 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 9/6/2016, ending 10/25/2016

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

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.

$100
Weekly - Sat 2:00 PM - 3:00 PM; 6 sessions starting 7/9/2016, ending 8/13/2016

$100
Weekly - Sat 2:00 PM - 3:00 PM; 6 sessions starting 9/17/2016, ending 10/22/2016

Special Notice:
- Some material provided.

Payment Options

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

$100
Weekly - Sat 11:00 AM - 12:00 PM; 6 sessions starting 7/9/2016, ending 8/13/2016

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 7/8/2016, ending 8/26/2016

$115
Weekly - Fri 7:00 PM - 8:00 PM; 8 sessions starting 9/9/2016, ending 10/28/2016

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 6/11/2016, ending 8/6/2016 (No class on 7/2/2016)

Special Notice:
• See swim class policies on page 24

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 7/5/2016, ending 8/23/2016

$110
Weekly - Tue 11:30 AM - 12:30 PM; 8 sessions starting 9/6/2016, ending 10/25/2016

Special Notice:
• See swim class policies on page 24

Ladies Leisure Swim 1

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 6/12/2016, ending 7/31/2016 (No class on 7/3/2016)

Special Notice:
• See swim class policies on page 24

See Option 1 page 38
Fitness & Fun

Ladies Leisure Swim - Beginners/Intermediate

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 10:30 AM - 12:00 PM; 7 sessions starting 6/12/2016, ending 7/31/2016
(No class on 7/3/2016)

Special Notice:
• See swim class policies below

Adult Swim I

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

$179
Weekly - Mon, Wed 6:30 PM - 8:00 PM; 7 sessions starting 6/6/2016, ending 6/27/2016

$179
Weekly - Sat 2:30 PM - 4:00 PM; 7 sessions starting 6/4/2016, ending 7/23/2016
(No class on 7/2/2016)

Special Notice:
• See swim class policies below

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 - Wed, Mon 6:30 PM - 8:00 PM; 7 sessions starting 7/6/2016, ending 7/27/2016

Special Notice:
• See swim class policies below

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 7/5/2016, ending 8/23/2016

$130
Weekly - Tue 6:00 PM - 7:00 PM; 8 sessions starting 9/6/2016, ending 10/25/2016

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

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
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.

$165
Weekly - Sat 10:30 AM - 12:00 PM; 7 sessions starting 6/11/2016, ending 7/30/2016
(No class on 7/2/2016)

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, with spicy hot music. You will think you’re 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 feels friendly, and most of all, fun.

$100
Weekly - Sat 2:30 PM - 3:30 PM; 6 sessions starting 6/11/2016, ending 7/23/2016
(No class on 7/2/2016)

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”. You will find yourself participating in an exciting and fun workout class, with spicy hot music. You will think you’re 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 feels friendly, and most of all, fun.

$100
Weekly - Sat 2:30 PM - 3:30 PM; 6 sessions starting 6/11/2016, ending 7/30/2016
(No class on 7/2/2016)

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

Tennis (Adults & Teens)

This co-ed, outdoor class teaches the fundamental skills of tennis. Basic strokes; the forehand and the backhand drives, the flat serve, volley and smash; history, rules, scoring, and court etiquette. Basic singles and doubles court play and game strategies. In addition, warm-up and cool-down procedures, as well as conditioning and nutrition for sport participation will be covered. This class is taught by a certified ULSTER professional.

$149
Weekly - Sat 8:30 AM - 10:30 AM; 6 sessions starting 6/4/2016, ending 7/16/2016
(No class on 7/2/2016)

Course Requirements:
• Must wear active wear and sneakers.
• Bring your own racket.
• Please consult your physician before any exercise program.

Please note:
The instructor will meet students in the corridor of the Health & Phys. Bldg. at 160-02 Liberty Ave.

SAVE $50
This offer is valid for new registrations only. Promotion does not apply to previously registered classes.

Please note:
The course fee includes tax and all necessary equipment.
Learn To Meditate

If we are snowballs rolling through life, it is a disaster when we only pay attention to what is stuck to the outside of us. Meditation helps us to notice what’s inside; it works to reduce stress, improves focus and enhance our highest qualities. In Learn to Meditate you will learn how to meditate to make wise choices, and to know what is important and what is not. You will learn how to meditate on the spiritual heart. You will have the opportunity to experience meditation at least twice in each class session; will learn a number of different meditation techniques; and will be inspired to set up your own daily meditation practice at home. Meditation is the birthright of every individual on earth; Learn to Meditate puts you back in touch with this incredibly important ability.

$99
Weekly - Sat 9:30 AM - 10:30 AM;
5 sessions starting 6/4/2016, ending 7/9/2016
(No class on 7/2/2016)

$99
Weekly - Sat 9:30 AM - 10:30 AM;
5 sessions starting 7/16/2016, ending 8/13/2016

Course Requirements:
• Must wear active wear and sneakers.
• Bring your personal mat.
• Please consult your physician before 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;
8 sessions starting 7/9/2016, ending 8/27/2016

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 7/6/2016, ending 8/24/2016

$135
Weekly - Wed 6:45 PM - 7:45 PM;
8 sessions starting 9/7/2016, ending 10/26/2016

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

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. Dancing is the foundation of every great Indian film. It is a fusion of traditional and folk dances, classical Indian dance and western influences such as jazz, hip hop and modern. 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 7/7/2016, ending 8/25/2016

$135
Weekly - Thu 8:00 PM - 9:00 PM;
8 sessions starting 9/8/2016, ending 10/27/2016
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 6/11/2016, ending 7/30/2016  
(No class on 7/2/2016)

Course Requirements:
• Course materials provided.

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 6/11/2016, ending 7/30/2016  
(No class on 7/2/2016)

Natural Hair Care and Braiding Workshop I

Natural Hair Braiding This class focuses on learning and improving natural hair care, braiding and twisting skills, sanitization and professionalism and learning healthier ways of caring for you and your family’s hair and scalp. In this hands-on class, learn about the hair’s structure, textures and types, and the basics of natural hair care that will help strengthen, preserve and restore hair and scalp. Learn proper application of conditioners, moisturizers and roller/rod setting hair for either personal or professional enrichment. Create and design braids, twists, flat twists, cultivating locs, silky and yarn locs. Students will engage in discussions and demonstrations on natural handmade formulas, proper shampooing, scientific brushing & scalp manipulation for hair growth stimulation. Learn proper trimming, and hair detangling methods for all hair textures - curly, coarse, kinky and mixed textures, careful transitioning to wearing hair natural, nutrition, draping, sanitization and sterilization of implements, communicable diseases, disorders of the scalp, and rules affecting hair braiding.

$199  
Weekly - Sat 12:00 PM - 3:00 PM;  
5 sessions starting 6/4/2016, ending 7/9/2016  
(No class on 7/2/2016)

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 & Senegalese twists, silky & yarn Locs, and flat twist with extensions, basic sew in hair wefts, 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, locs 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. At the end of the class, students will have learned a variety of protective hair styles and completed 1 or 2 protective hairstyles of their choice on their mannequin that they have learned from the course, and receive a certificate of completion.

$189  
Weekly - Sat 12:00 PM - 3:00 PM;  
5 sessions starting 7/16/2016, ending 8/13/2016

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  

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.

$179  
Weekly - Sat 9:00 AM - 12:00 PM;  
6 sessions starting 6/18/2016, ending 7/30/2016  
(No class on 7/2/2016)

Special Notice:  
• Bring your digital camera.

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 - Wed 6:30 PM - 9:00 PM;  
6 sessions starting 6/15/2016, ending 7/20/2016

Course Requirement:  
• Bring a notebook, handouts will be given and a supply list will be available first week of class.
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 Voicecoaches.com producer! This class is informative, lots of fun, and a great first step for anyone interested in voice acting professionally. Space is limited, and registration closes one week prior to class, so register early. Is this the class for you? Check out the website at http://www.voicecoaches.com/gptt before you register.

$59
Weekly - Tue 6:30 PM - 9:00 PM;
1 session 8/2/2016

Special Notice:
• Course materials provided.

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 - 3:00 PM;
4 sessions starting 6/25/2016, ending 7/23/2016
(No class on 7/2/2016)

Defensive Driving

What are the benefits of taking a Defensive Driving/Accident Prevention course? When you complete an approved defensive driving class your driving knowledge will be refreshed you can reduce up to 4 points from your NYS DMV driving record (learn about the NYS driver point system) you will receive a 10% reduction of the base rate of your auto and motorcycle insurance premiums each year for three years. Completion of a defensive driving/accident prevention course does not prevent a mandatory suspension or revocation eliminate your responsibility to pay a driver responsibility assessment give you a way to reduce future driver violation points. The traditional classroom course is presented in one session and includes 320 minutes of instruction. Essential information about traffic safety issues such as driver attitude and behavior, defensive driving techniques, and the Vehicle & Traffic Law must be presented in each course. No formal testing is required to complete the course.

$55
Saturday 9:00 AM - 3:00 PM;
1 session 6/18/2016
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.

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)

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)

Daily Schedule*
*Recreational activities subject to change

<table>
<thead>
<tr>
<th>Grades</th>
<th>2-3</th>
<th>4-5</th>
<th>6-7</th>
<th>8</th>
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<tr>
<td>8:00 AM</td>
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<td>Math</td>
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<td>Math</td>
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<td>Math</td>
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<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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Visit our website: StartAtYork.com
To view our Summer Getaway Program
Children’s Academy

Imagination Inventors: Robots, Spaceships, and Time Machines
(Ages 8-12)

Kids have a blast creating imaginative assemblies using glue guns, recycled materials, and found objects, building incredible sculptures of fantasy inventions such as robots, spaceships, futuristic cars, and time machines.

$100
Weekly - Sat 10:00 AM - 11:00 AM;
8 sessions starting 9/17/2016,
ending 11/5/2016

Cartooning for Kids (Ages: 7-12)

Kids have a great time in this course which will have them producing their own original characters, comic strips, single panel cartoons, and humorous or action hero illustrations in no time. The class will learn how to draw people, animals, and backgrounds which are then incorporated into original scenes and stories created by the students. Each student will produce their own comic book to take with them at the conclusion of the course. (workshop fee includes some supplies)

$100
Weekly - Sat 11:00 AM - 12:00 PM;
6 sessions starting 7/9/2016,
ending 8/13/2016

Cartooning for Teens (Ages: 12-18)

Students will have a great time in this course which will have them producing their own original characters, comic strips, single panel cartoons, and humorous or action hero illustrations in no time. The class will learn how to draw people, animals, and backgrounds which are then incorporated into original scenes and stories created by the students. Each student will produce their own comic book to take with them at the conclusion of the course. (workshop fee includes some supplies)

$100
Weekly - Sat 12:00 PM - 1:00 PM;
6 sessions starting 7/9/2016,
ending 8/13/2016

Cartooning Animation (Ages: 12-18)

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).

$100
Weekly - Sat 1:00 PM - 2:00 PM;
6 sessions starting 7/9/2016,
ending 8/13/2016

Special Notice:
- Some materials supplied, a list will be given at first session for students to purchase.
Video Production (Ages: 9 and up)

Students will learn the basics of video production and produce their own video movies, documentaries, or performances. Videos can be exercises in creative self-expression or thematically geared to area of study in the academic curriculum. Script writing, story boarding, lighting, camera work, and basic film direction will be covered, as students produce their own sequence, on digital video tape. Which is then transferred to a DVD students can take with them at the end of the course.

$100
Weekly - Sat 2:00 PM - 3:00 PM;
8 sessions starting 9/17/2016, ending 11/5/2016

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 7/9/2016, ending 8/13/2016

$85
Weekly - Sat 10:00 AM - 11:00 AM;
6 sessions starting 9/17/2016, ending 10/22/2016

$85
Weekly - Sat 1:00 PM - 2:00 PM;
6 sessions starting 9/17/2016, ending 10/22/2016

$85
Weekly - Sat 1:00 PM - 2:00 PM;
6 sessions starting 9/17/2016, ending 10/22/2016

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.

$100
Weekly - Sat 10:00 AM - 11:00 AM;
6 sessions starting 7/9/2016, ending 8/13/2016

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.

$85
Weekly - Sat 1:00 PM - 2:00 PM;
6 sessions starting 7/9/2016, ending 8/13/2016

$85
Weekly - Sat 1:00 PM - 2:00 PM;
6 sessions starting 7/9/2016, ending 8/13/2016

$85
Weekly - Sat 1:00 PM - 2:00 PM;
6 sessions starting 9/17/2016, ending 10/22/2016

$85
Weekly - Sat 1:00 PM - 2:00 PM;
6 sessions starting 9/17/2016, ending 10/22/2016

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 barre, which provides a foundation for all other dance styles.

$135
Weekly - Wed 5:45 PM - 6:45 PM;
8 sessions starting 7/6/2016, ending 8/24/2016

$135
Weekly - Wed 5:45 PM - 6:45 PM;
8 sessions starting 9/7/2016, ending 10/26/2016
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 7/9/2016, ending 8/27/2016

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.

$85
Weekly - Sat 12:00 PM - 1:00 PM;
6 sessions starting 7/9/2016, ending 8/13/2016

$85
Weekly - Sat 12:00 PM - 1:00 PM;
6 sessions starting 9/17/2016, ending 10/22/2016

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 7/9/2016, ending 8/13/2016

$85
Weekly - Sat 1:00 PM - 2:00 PM;
6 sessions starting 9/17/2016, ending 10/22/2016

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 7/7/2016, ending 8/25/2016

$135
Weekly - Thu 6:00 PM - 7:00 PM;
8 sessions starting 9/8/2016, ending 10/27/2016

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 7/9/2016, ending 8/13/2016

$85
Weekly - Sat 11:00 AM - 12:00 PM;
6 sessions starting 9/17/2016, ending 10/22/2016

Special Notice:
• Wear comfortable clothes and sneakers.

Course Requirements:
• Wear comfortable clothes and bring a towel.
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.

$85  
Weekly - Sat 12:00 PM - 1:00 PM;  
6 sessions starting 7/9/2016, ending 8/13/2016

$85  
Weekly - Sat 12:00 PM - 1:00 PM;  
6 sessions starting 9/17/2016, ending 10/22/2016

Martial Arts II (Ages: 8-14)

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.

$85  
Weekly - Sat 1:00 PM - 2:00 PM;  
6 sessions starting 7/9/2016, ending 8/13/2016

$85  
Weekly - Sat 1:00 PM - 2:00 PM;  
6 sessions starting 9/17/2016, ending 10/22/2016

Tennis (Ages: 10 & Up)

This co-ed, outdoor class teaches the basic skills of tennis. Basic strokes; such as overhead and underhand strokes. How to play singles and double court play and game strategies. In addition, warm-up and cool-down procedures, as well as sport participation and court etiquette. This class is taught by a certified ULSTER professional.

$129  
Weekly - Sat 11:00 AM - 12:30 PM;  
6 sessions starting 6/4/2016, ending 7/16/2016  
No class on 7/2/2016

Course Requirement:
- Must wear active wear and sneakers.
- Bring your own racket.
- Please consult your physician before any exercise program.

Please note:
The instructor will meet students in the corridor of the Health & Phys. Bldg. at 160-02 Liberty Ave.

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.

$85  
Weekly - Sat 2:00 PM - 3:00 PM;  
8 sessions starting 7/9/2016, ending 8/27/2016

$85  
Weekly - Sat 2:00 PM - 3:00 PM;  
8 sessions starting 9/10/2016, ending 10/29/2016

Course Requirement:
- Gym clothes, running 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; sessions starting 6/11/2016, ending 7/30/2016
(No class on 7/2/2016)

Special Notice:
• See swim class policies below

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 6/4/2016, ending 7/23/2016
(No class on 7/2/2016)

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

Save $10
Register Online!
(Cannot be combined with other discounts)
ART CENTER WORKSHOPS
Year-Round Saturday Arts Classes

Dance, Drama, Music, Art, Technology, and More!

FREE Open House!
Saturday, September 10th, 2016
12:00 - 5:00 pm

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Participate anytime day or evening, from any computer. All of our online courses are instructor led.

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

Some course offerings are:
- Project Management Professional (PMP) Exam Prep
- Certified Electronic Health Records Specialist Career Prep
- Cisco Certified Network Associate (CCNA) Project Management Professional Exam Prep With Organizational Leadership
- Java Introduction
- Mental Health Care Career Prep
- National Retail Certification
- Spanish for the Workplace
- Introduction to Project Management
- Microsoft Access 2010 for Beginners
- Adobe InDesign CC
- Certified Maintenance and Reliability Technician Exam Prep
- Basic Management Skills
- LEED Green Associate Career Prep
- Principles of Management
- QuickBooks 2014 for Small Business Owners
- Start Your Own Business in Bookkeeping
- Substance Abuse Counseling Career Prep

Courses start once a month.

Tuition Varies
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, student will receive a refund of 75% of 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 Technicians, 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.

Getting Around Campus - THE MAP
1. Academic Core Building
2. Performing Arts Center
3. Health and Physical Education Building
4. Science Building
5. Classroom Building
6. Track/Tennis Courts
7. FDA Regional Lab
8. Main Parking Lot
A. Parsons/Archer Jamaica Center
IND/BMT Subway Terminal E, J & Z
B. Archer Ave. Bus Terminal
C. Union Hall Street Entrance
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

<table>
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<th>Last Name*</th>
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*Must be filled out

Complete the Following Table

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<td>Mastercard</td>
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Expiration Date:__________________
Date Received:__________________

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

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<th>Course, Day &amp; Time (if applicable)</th>
<th>Course Fee</th>
<th>Reg. Fee</th>
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Registration Fee $20

NO CLASSES:  
July 2 - July 4, 2016 and September 3 - September 5, 2016

Office Hours

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<th>June</th>
<th>Mon.-Thurs.</th>
<th>9:00 AM-6:30 PM</th>
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<th>July/August</th>
<th>Mon.-Thurs.</th>
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<tr>
<td>Fri. - Sat.</td>
<td>Closed</td>
<td></td>
</tr>
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</table>
Become a Personal Trainer &
live your passion!

“Educational Excellence
For Fitness Professionals.”

Saturdays, June 4 - August 6, 2016
9:00am - 2:00pm, no class 7/2
Class Fee: $1,099 includes required textbook
and CPR/AED course

FREE Online Info Session
Visit www.witseducation.com
to register!

To register visit www.york.cuny.edu/conted

- Earn an excellent salary working with people!
- Program Internships can walk you into jobs!
- Hands-on practical labs that help you master the skills of success
- Employer driven—we have a national pool of sites waiting for you!
- Certification Exams included

Certified Wedding & Event Planner

This Summer we are offering a program for individuals who are looking
to get started in the wedding and event planning business right away!

Program Highlights
- Business plan for the wedding planner
- Wedding styles, signatures and themes
- Expanding business revenue streams
- Vendors, contracts and reception logistics
- Introduction to sales and marketing
- Music, photography, decorations

See page 16 for our Certified Wedding & Event Planner Program
Summer Getaway 2016
Register Today!

Keep your children mentally and physically fit this summer!
Enroll them in York College's summer camp.
July 5 to August 5
Call to Register 718-262-2790

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