WELCOME FROM THE PRESIDENT

I am delighted to welcome you to the College of Staten Island, a senior college of The City University of New York.

Here on our beautiful 204-acre campus, you will join other students who are pursuing associate’s degrees in selective areas, a comprehensive range of bachelor's and master's degrees, and doctoral degrees offered at the College or in cooperation with The Graduate Center, CUNY.

CSI is an exciting place, and our faculty, staff, and students are committed to contributing to the Staten Island community, New York City, and to our national and global society. Our Office of Continuing Education and Professional Development is one of several vital links between the College and our community, administering for-credit, non-credit, and certificate programs that focus on lifelong learning and the development of career-related skills through a variety of high-quality courses, all of which reflect CSI's mission of excellence in teaching and learning.

I invite you to explore the many personal and professional development opportunities available to you here at CSI, and I encourage you to visit the Office of Continuing Education and Professional Development at our new Merrill Avenue campus.

I look forward to your great success at the College.

Sincerely,

Dr. William J. Fritz, PhD

President
I am very pleased to share our Fall 2016 Catalogue with the Staten Island community and our prospective students. This fall, we have a diverse and expansive offering of courses and programs that can enrich and transform the lives of students, their families, and the many communities of Staten Island and New York City.

For those seeking to enter the workforce or change careers, we have programs that will prepare our students for new occupations in high-demand fields, particularly in the growing sectors of healthcare and technology. For professionals, we offer courses that will fulfill licensure requirements in various fields. Additionally, we are able to provide Staten Island employers with a credentialed workforce through our certificate programs, as well as customized professional development opportunities for the staff of any organization. We can tailor our offerings to meet the needs of the many employers that contribute to the vitality of Staten Island and New York City.

We are also very pleased to offer college preparation and developmental education programs such as the CUNY Start Program, which provides incoming first-year college students with the academic and college readiness skills they will need to be successful in their undergraduate studies. The CUNY Language Immersion Program (CLIP) supports non-native English speakers in their preparation for college study as well. We are also proud of our Adult Learning Center, which provides programs for high school equivalency completion, as well as college and employment preparedness.

We are dedicated to Staten Island residents throughout their lives. We are happy to offer our Options Program for Staten Islanders over the age of 55, as well as educational programs for young people throughout the calendar year. In addition, we are committed to our programs that support Staten Islanders and New York City residents with disabilities.

I invite you to learn with us this fall, and to reach out to us with any questions or suggestions that you may have. We are committed to help you reach your goals as an individual or on behalf of your organization.

I look forward to seeing you on our campus and in the community this fall.

Sincerely,

Christopher Cruz Cullari
Executive Director of Continuing Education and Professional Studies
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ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM

Administrative Assistants can work for corporate businesses, law firms, banks, hospitals, and doctors’ offices. In 3 months, you will learn the essential computer skills needed to be successful in an office environment. You’ll receive training on the most popular Microsoft Office 2013 programs, including Word, Excel, Access, and PowerPoint.

A four-gigabyte flash drive is recommended. A computer at home or some other location that has Microsoft Office 2013 installed is necessary for assignments and reinforcing the lessons covered in class.

By completing all four course modules and the capstone project, you will earn an Administrative Assistant with Microsoft Office 2013 Certificate.

Introduction to Microsoft Office – MS WORD 2013

- Create, format, edit, and proof documents, tables, lists, forms, graphics, images
- Create templates: Résumé writing and memos
- Mail merge documents
- Desktop publishing
- Create and use macros

Microsoft Office – Excel 2013

- Create, format, share and manipulate spreadsheets, workbooks, tables, charts, graphs
- Create templates
- Create: calculations, formulas and functions
- Import and export data
- Analyze data using: filter and sort/conditional formatting/look up functions/pivot tables
- Work within multiple spreadsheets and workbooks and link documents
- Create and use macros
- Security
Microsoft Office – PowerPoint 2013
• Build and format a presentation using text boxes, charts, clip art, audio, etc.
• Create dynamic presentations using transitions and animations
• Deliver presentations in different settings

Microsoft Access
• Create and design database
• Tables
• Queries
• Forms
• Reports

Section A: September 27 – January 10
Tuesday and Thursday, 6:00pm-9:00pm
No Classes: October 4, October 11, November 24
28 Sessions, 84 hours Tuition: $1,120

Section B: September 26 – January 9 (St. George)
Monday and Wednesday, 6:00pm - 9:00pm
28 Sessions, 84 hours Tuition: $1,120

NEW YORK NOTARY PUBLIC TEST PREPARATION (NP501)
Many banks, law offices and institutions that deal in financial or real property businesses employ individuals who are commissioned as Notary Publics. This three-hour seminar will prepare for the NYS Notary Public Examination through a comprehensive review of the notary public office and the responsibilities of being a notary public. Case studies are used to illustrate situations that the officer is likely to encounter.

Section A: NP501
Saturday, October 15, 9:30am-12:30pm
One Session, 3 Hours
Tuition: $125 Textbook not required (State exam given in Manhattan, exam price not included)

TECHNOLOGY
TECHNOLOGY

A+ CERTIFICATE PROGRAM* - Train to Become a Computer Support Technician

Employment of computer support specialists is projected to grow 12 percent from 2014 to 2024, faster than the average for all occupations. More support services will be needed as organizations upgrade their computer equipment and software.**

Train to become a certified computer technician. In this program, you will build your own personal computer as you learn how to upgrade, optimize, troubleshoot, and repair personal computer systems. The CompTIA A+ Certification is a foundational certification and the first step to begin a career in the world of technology. The certification also covers technical support of mobile devices, tablets, laptops, desktops, and printers.

Section A: October 15- December 11
Saturday and Sunday, 10:00am-2:00pm
15 Sessions, 60 hours
NT100: $1,300 (Textbooks, repair kit, and pc kit, registration fee included)

*Eligible for ITG voucher

NETWORK + PROGRAM - Train to Become a Network Support Technician

The Network+ certifications builds upon your existing knowledge and experience with computer operating systems and networks to increase your knowledge of networking concepts and acquire the required skills to prepare for a career in network support or administration. In this course, you will gain knowledge of major networking technologies and become able to configure, manage, and troubleshoot modern networks.

Section A: October 17- Jan 17, 2017 (St. George)
Monday, Tuesday, and Wednesday, 6:30pm-9:30pm
No Class: January 16
40 Sessions, 120 hours
AT100: $2,025 (Textbooks, repair kit, and pc kit, registration fee included)

To register: 718.982.2182 or www.csi.cuny.edu/continue
Incubate your technology ideas from concept to business reality. The CSI Technology Incubator seeks to create a new tech-oriented community on Staten Island, bridging local entrepreneurs with greater New York City and global perspectives, to stimulate economic development and expansion. The program is designed to nurture your business ambitions in the world of technology to the point of actual business development. Membership in our Incubator will provide you with the following resources and expertise.

- **TIERED ACCESS** modern facility equipped with reception, hi-speed wifi, a conference room, kitchenette, 3D printer & hackable workspace.
- **SUPPORT** collaborative workspace with mentors, industry professionals and fellow members while developing your businesses exchanging skillsets.
- **RESOURCES** events, workshops, college resources, software, HPCC access, developer talent, and intern opportunities.
- **DISCOUNTS** exclusive products by companies including Amazon Web Services, Wix and an ever growing list.
- **IN2.NYC** working alongside global entrepreneurs and taking your network worldwide.

To contact us:

Phone: (646) 766-9553  
Email: [CSITechincubator@csi.cuny.edu](mailto:CSITechincubator@csi.cuny.edu)  
Location: 60 Bay Street, Suite 902 Staten Island, NY 10301

For additional information:  
Website: [http://www.csitechincubator.com/](http://www.csitechincubator.com/)  
Instagram: [https://www.instagram.com/csitechincubator/](https://www.instagram.com/csitechincubator/)  
Facebook: [http://facebook.com/CSITechIncubator](http://facebook.com/CSITechIncubator)  
Twitter: [https://twitter.com/techincubatorsi](https://twitter.com/techincubatorsi)
HEALTHCARE

NY STATE-CERTIFIED NURSING ASSISTANT*
Employment of nursing assistants and orderlies is projected to grow 17 percent from 2014 to 2024, much faster than the average for all occupations. Because of the growing elderly population, many nursing assistants and orderlies will be needed to assist and care for these patients.**

Upon successful completion of this course, students are scheduled to complete an internship at a local nursing facility*** and take the NYS certification exam, which is necessary for employment. A physical is needed for clinical internship. Includes CPR course.

Section A: September 26 - November 29
Monday, Tuesday, and Thursday 8:30am-2:30pm
No Class: October 3-4; October 10-11, November 24
24 Sessions, 144 hours

Section B: September 26 – January 26, 2017 (St. George)
Monday, Tuesday and Thursday
6:00pm - 9:00pm
No classes: October 3-4, October 10-11, November 24, January 16
48 Sessions, 144 hours

AH100: $3,000 (includes textbook, exam, materials, and CSI registration fee)

*Eligible for ITG voucher
***Clinical hours are scheduled by the coordinator and may vary based on the clinical sites business hours, one to five days a week. A passing grade in this course is required to attend internships.

PHLEBOTOMY TECHNICIAN
Employment of phlebotomists is projected to grow 25 percent from 2014 to 2024, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform bloodwork. *

The Phlebotomy/Laboratory Technician Certificate program is a partnership between the Office of Continuing Education and Staten Island University Hospital (SIUH). This program includes 48 hours of classroom instruction and 120 hours** of clinical experience at an SIUH facility. All classroom instruction will take place in the facilities of SIUH and affiliated locations. Includes CPR.

AH200: $1,725 (Textbook not included) Classes held at Island Diagnostics

Section A: September 27 – November 17
Tuesday and Thursday, 6:00pm-9:00pm

Section B: December 1 – January 17
Tuesday and Thursday, 6:00pm-9:00pm
16 Sessions, 48 hours

**Clinical hours are scheduled by the coordinator and take place between the hours of 6:00am–4:00pm, one to three days a week. A passing grade in this course is required to attend clinical. Note: Upon successful completion of this course, students would be eligible to sit for a national certification exam. Exam fees are not included.
HEALTHCARE

EKG TECHNICIAN CERTIFICATION PROGRAM
Employment of cardiovascular technologists and technicians, including vascular technologists, is projected to grow 22 percent from 2014 to 2024, much faster than the average for all occupations. *

This comprehensive 75-hour EKG Technician Certification program prepares students to become an EKG technician. Students will train with EKG equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement, and other clinical practices. Upon successful completion of this program, students will be eligible to sit for a certified national exam. Program includes AHA CPR/First Aid/ AED, and AHA certification card will be issued upon completion.

**EKG100**: $1,575 (Textbooks included)
**Section A**: October 6 – January 5
Tuesday and Thursday, 6:30pm-9:30pm
No Classes: October 11, November 24
25 Sessions, 75 hours


CLINICAL MEDICAL ASSISTANT PROGRAM*
Employment of medical assistants is projected to grow 23 percent from 2014 to 2024, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. **


HEALTHCARE

CLINICAL MEDICAL ASSISTANT PROGRAM*
This course will prepare you to be an integral part of any medical office. You will learn all aspects of medical office procedures. Examples of topics to be covered will be anatomy and physiology, medical terminology, and routine office procedures such as: drawing blood, taking EKGs, performing vital signs, triage, prepping patients for exams. Administrative duties, including billing and coding and electronic medical records will also be covered. This will be accomplished during classroom time, labs, and clinical.*** Includes CPR.
Upon successful completion of this program, students will be eligible to sit for a certified national exam. All students will be required to complete a physical and drug screening.
MA100: $3,455 (Includes textbooks, exam and CSI registration fee)
Section A: September 26- February 2, 2017
Monday, Wednesday, Thursday, 6:00pm-9:30pm
No Class: October 3, October 10, October 12, November 24, January 16
52 Sessions, 182 hours

Section B: September 27 - April 4, 2017 (St. George)
Tuesday and Friday, 6:00pm - 9:30pm
No classes: October 4, October 11, November 25
52 Sessions, 182 hours

*Eligible for ITG voucher
***Clinical hours are scheduled by the coordinator and may vary based on the clinical sites business hours, one to five days a week. A passing grade in this course is required to attend clinical.

“The CMA class at CSI gave me the knowledge and encouragement I needed to make a change for the better in my life. Being an adult who was working two jobs and raising a family, the thought of going back to school was terrifying. However, once I met the instructors I knew I was in good hands. They made it clear from the first day that if a student was willing to work hard, they would help the student every step of the way and that’s exactly what they did. Learning the material from people who have been in the field and have years of experience working with patients is invaluable. Within days of passing my exam, the staff was starting to email me job openings. I felt like they really cared about me as a person and wanted to see me succeed.”
--Brenda Schnur, Clinical Medical Assistant 2015

DENTAL ASSISTANT CERTIFICATION PROGRAM
Employment of dental assistants is projected to grow 18 percent from 2014 to 2024, much faster than the average for all occupations. Ongoing research linking oral health and general health will likely continue to increase the demand for preventive dental services. *

Prepare for an entry-level position in one of the fastest growing healthcare positions—Dental Assistant. This program offers comprehensive training on the roles and duties of a dental assistant. All students receive a combination of classroom and clinical training with an additional focus on the soft skills required for individuals working in a dental office.
HEALTHCARE

DENTAL ASSISTANT CERTIFICATION PROGRAM
Students will gain valuable hands-on experience, assisting a dentist during their 40-hour internship.** Includes CPR.

DA200: $2,875 (Textbooks and clinical supplies included)
Section A: September 27- January 17
Tuesday and Thursday, 5:30pm-9:30pm
No class: October 4, October 11, November 24
30 Sessions, 120 hours

“Having been out of school for a while, I was initially intimidated about taking this course but my fears quickly went away. During my internship, I provided assistance with a tooth extraction, root canal and a composite filling. Within two weeks after completing my training, I had two job offers! The training I received at CSI has helped me to become a very qualified and happily employed dental assistant”.

--Christine Vitale, Dental Assistant 2015

** Internship hours are scheduled by the coordinator and may vary based on the clinical sites business hours, one to five days a week. A passing grade in the course is required to attend internships.

MEDICAL BILLING, CODING, AUDITING, AND COMPLIANCE CERTIFICATE (MB&C)
Employment of health information technicians is projected to grow 15 percent from 2014 to 2024, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages. *

Students enrolled in this program will gain practical knowledge to enhance their understandings of medical insurance billing practices as well as learn skills required to operate efficiently in today’s medical offices. Core curriculum courses must be taken in sequence beginning with AH001 and AH002 taken together, followed by AH003, AH005, and AH004. The final sequence comprises AH007, AH006, and AH008. There is an exemption examination for waiving AH001 and AH002.

Note: Students who complete the program successfully are eligible to sit for the national Certified Medical Billing Specialist exam under the Medical Association of Billers. Exam fees are not included.


MB&C: MEDICAL TERMINOLOGY
Develop a basic vocabulary of medical terminology, understanding the parts and roots of medical words. Medical terminology is a critical part of language used by medical physicians. With this knowledge, you will be able to interpret any medical report.

After you complete this course, you will have a comprehensive knowledge of what consists in a medical word. You will know how to correctly identify the different parts of a medical word. (Word root, combining form, suffixes, and prefixes).

Section C: September 28- December 14
Wednesday, 6:30pm-9:00pm
No class: October 12
11 sessions, 27.5 hours
AH001: $400

MB&C: ANATOMY AND PHYSIOLOGY
An introduction to the location, design, and function of organ systems. This course must be taken with AH001.

Section C: October 18- December 20
Tuesday, 6:30pm-9:00pm
Ten Sessions, 25 hours
AH002: $375

To register: 718.982.2182 or www.csi.cuny.edu/continue
<table>
<thead>
<tr>
<th>Course</th>
<th>Section C</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MB&amp;C: PATHOLOGY</strong></td>
<td>January 3-January 26, 2017</td>
<td>$300</td>
</tr>
<tr>
<td>Investigate the essentials of human diseases and conditions including symptoms, laboratory pathological tests, and outcomes.</td>
<td>Tuesday and Thursday, 6:30pm-9:00pm</td>
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<tr>
<td>Eight Sessions, 20 hours</td>
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<tr>
<td><strong>MB&amp;C: ICD 10-CM CODING</strong></td>
<td>January 31-March 21, 2017</td>
<td>$400</td>
</tr>
<tr>
<td>Learn how to code for medical diagnoses and in-hospital procedures using the ICD-9/10 coding language.</td>
<td>Tuesday and Thursday, 6:30pm-9:00pm</td>
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<tr>
<td>15 Sessions, 37.5 hours</td>
<td><strong>AH005</strong>: $400</td>
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<tr>
<td><strong>MB&amp;C: CPT-4 CODING</strong></td>
<td>March 23-May 23, 2017</td>
<td>$400</td>
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<tr>
<td>This course is designed for those who want to work as a medical coder, medical biller, medical collector, or medical office administrator. The class format is designed to help the beginning coder learn and understand the concept of coding using the CPT coding manual. Coding scenarios are provided to help the student build his/ her knowledge in the medical coding field.</td>
<td>Tuesday and Thursday, 6:30pm-9:00pm</td>
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<tr>
<td>No class: April 11, April 12, April 18</td>
<td>15 Sessions, 37.5 hours</td>
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<tr>
<td><strong>AH004</strong>: $400</td>
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<tr>
<td><strong>MB&amp;C: INTRODUCTION TO MEDICAL AUDITING</strong></td>
<td>May 25- June 8, 2017</td>
<td>$260</td>
</tr>
<tr>
<td>Accurate medical billing and coding is necessary to secure the maximum reimbursement for the healthcare provider in the current climate of compliance in which we find ourselves. This class is a basic introduction to the field of medical auditing. The student will learn how to audit physician progress notes to support varied levels of billing as well as gain the required elements of the medical record.</td>
<td>Tuesday and Thursday, 6:30pm-9:30pm</td>
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<tr>
<td>Five Sessions, 15 hours</td>
<td><strong>AH007</strong>: $260</td>
<td></td>
</tr>
<tr>
<td><strong>MB&amp;C: MEDICAL BILLING, CODING, AND COMPLIANCE</strong></td>
<td>September 5- Oct. 26, 2017</td>
<td>$400</td>
</tr>
<tr>
<td>To be a success in the field of medical billing, you will need to know billing, coding, and compliance, and this class covers it all! Here students will be able to apply all the tools they have learned in the previous classes. Code actual cases—check for all the rules and regulations for compliance—then bill your claim. Learn to “work” denials from the insurance companies to be sure your provider is properly reimbursed. Each student will be trained on Lytec MD, Practice Management software by Mckesson, an industry leader.</td>
<td>Tuesday and Thursday, 6:30pm-9:30pm</td>
<td></td>
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<tr>
<td>No class: September 21</td>
<td>15 Sessions, 45 hours</td>
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<td><strong>AH006</strong>: $400</td>
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<tr>
<td><strong>MB&amp;C: CHART REVIEW</strong></td>
<td>October 31- Nov. 16, 2017</td>
<td>$240</td>
</tr>
<tr>
<td>Learn a practical hands-on approach to outpatient billing. Students will enter charges and post payments in the Lytec Medical Software system. They will learn the methods of accountability to ensure proper medical billing. This class includes an introduction to the hospital billing side through the Ambulatory Payment System, DRGs, and the UB-92 claim form.</td>
<td>Tuesday and Thursday, 6:30pm-9:30pm</td>
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</tr>
<tr>
<td>Six Sessions, 18 hours</td>
<td><strong>AH008</strong>: $240</td>
<td></td>
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</tbody>
</table>

**Total tuition for Medical Billing/Coding Certificate:** $2,775 (Textbook not included)
HEALTHCARE

PHARMACY TECHNICIAN CERTIFICATION COURSE
Prepare for a rewarding career as a Certified Pharmacy Technician (CPhT). Certified Pharmacy Technicians play an integral role in drugstores, supermarkets, hospitals, and mail-order facilities by helping licensed pharmacists prepare and dispense prescription medications and other health-related products. They also often perform administrative duties and are often the first point of contact between patients and the pharmacy staff.

Employment of pharmacy technicians is projected to grow 9 percent from 2014 to 2024, faster than the average for all occupations. Increased demand for prescription medications will lead to more demand for pharmaceutical services. *

This course will provide a comprehensive overview of the topics and subjects necessary for employment as a pharmacy technician in either a hospital or retail setting. The curriculum will prepare you to work on a national level, while clearly defining your role as prescribed by New York State law. Includes CPR.

Note: Upon successful completion of this course, students would be prepared to take the national Pharmacy Technician Certification Exam (PTCE). Exam fees are not included.

"Maria is the teacher for the course. She has been working as a Pharmacy Technician for 17 years and knows her work like the back of her hand. She could not have been more professional, more helpful and just a pleasant instructor. She was always willing to help students understand the work. She had a sense when students were having difficulty with different principles and would go over those topics again.

The course meets one night a week and the hours fly by. I recommend this course to anyone who has an interest in pharmacy, to anyone who needs to find another career path or to any student who is not sure what they want to do as a career. It is a line of work that will keep you engaged and learning your whole career. Who knows you just might like it enough to go for further education and become a pharmacist!! Two thumbs up for the course and for our instructor Maria!!”.

--Karen Cocchi, Pharmacy Technician Course 2016

Section A: October 5- January 18
Wednesday, 6:30pm-9:30pm
No Class: October 12
15 Sessions, 45 hours
PHARM01: $1,300 (Textbook not included)

HEALTHCARE

PHARMACY TECHNICIAN INTERNSHIP
An optional 120-hour internship is available to program graduates at select retail pharmacies. The internship will provide students with hands-on, on-the-job training experience, additional preparation for the national certification exam, and networking opportunities. Internship hours are scheduled by the coordinator and may vary based on the clinical sites business hours, one to five days a week. A passing grade in the course is required to attend internships.

PERSONAL TRAINER NATIONAL CERTIFICATION
Come join this fun profession and be a part of what Fortune magazine and ABC News.com state is the fourth hottest job in the U.S., at a national average of $34 an hour. Employment of fitness trainers and instructors is projected to grow 8 percent from 2014 to 2024, about as fast as the average for all occupations. As businesses, government, and insurance organizations continue to recognize the benefits of health and fitness programs for their employees, incentives to join gyms or other types of health clubs are expected to increase the need for fitness trainers and instructors.*

This challenging course is taught over a five-week period for better retention and skill competency. The national exam is held on the sixth 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. The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. The Office of Continuing Education is partnering with World Instructor Training School (WITS), the only major certifying body in the country providing comprehensive practical training and internship components. Includes CPR.

Section A: October 9- November 20
Sunday, 9:00am-4:00pm, No Class: November 6
Six Sessions, 42 hours, PTC100: $825 (Textbook not included)


CPR/AED
Learn how to save a life. Upon passing this course, students will receive a certificate from the American Heart Association as a Basic Life Support Healthcare Provider, valid for two years.

Section A: October 15
Saturday, 9:00am-5:00pm
One Session, 8 hours, BLS001: $75

Section B: December 3
Saturday, 9:00am-5:00pm
One Session, 8 hours, BLS001: $75

To register: 718.982.2182 or wwww.csi.cuny.edu/continue | 16
HEALTHCARE/INSURANCE

THE BODY ELECTRIC: YOUR GUIDE TO FUNCTIONAL DISSECTION OF THE NERVOUS SYSTEM
Co-sponsored by the American Academy of Clinical Electrodiagnosis and the College of Staten Island
Enrollment is offered to any healthcare practitioner who has a state license where interpretation of EMG/NCV is within his/her scope of practice. Additionally, internationally trained medical doctors (upon documentation of training) may enroll in this course. 3 CEUs for physical therapists in New York State. For information: www.emgnvc.net or call 717.585.8473 $299

CERTIFIED NERVE CONDUCTION TECHNICIAN (NCT-C):
Embark on a new career in healthcare as a Certified Nerve Conduction Technician. As a Nerve Conduction Technician, you work closely with physicians and other healthcare professionals to help find the source of the patient’s pain, weakness, and discomfort. The certification will stand as proof of your proficiency to potential employers. Must have a High School diploma or High School Equivalency graduates.
Certificate available from the American Academy of Clinical Electrodiagnosis and the College of Staten Island.
For information: www.emgnvc.net or call 717.585.8473, $2,100

EMG/NCV CERTIFICATION COURSE
Co-sponsored by the American Academy of Clinical Electrodiagnosis and the College of Staten Island
Enrollment is offered to any healthcare practitioner who has a state license where interpretation of EMG/NCV is within his/her scope of practice. Additionally, internationally trained medical doctors (upon documentation of training) may enroll in this course. Learn the basics of EMG/NCV testing in two weekends. Listen to online lectures before investing two weekends in concentrated lecture and laboratory sessions onsite. Have access to our online textbook for several months after the course.
Further your education through a stepwise hybrid education of online lectures and onsite lecture/laboratories to achieve full certification as a specialist in EMG/NCV by becoming certified as a fellow in EMG/NCV and earn the credential as F-EMG®. All material is centered on evidence-based principles.
CEUs: Up to 162 CEUs available for physical therapists in New York State. Chiropractors CEU available in all states through the Western States University Certificate available from the College of Staten Island. For information: www.emgnvc.net or call 717.585.8473, $7,100

INTERPRETATION OF EMG/NCV STUDIES
Enrollment is offered to any healthcare practitioner who has a state license where interpretation of EMG/NCV is within his/her scope of practice. Additionally, internationally trained medical doctors (upon documentation of training) may enroll in this course.
This highly interactive course provides the licensed healthcare practitioner with the basic skills to read, understand, and interpret the results of an EMG/NCV report. The interpretation allows the licensed healthcare practitioner the opportunity to identify important markers for case management. This course is not skill-oriented in that techniques and laboratory are not included as content. Topics included in the course include anatomy, physiology, biomedical instrumentation, neurophysiology, neuroanatomy, ethics, and other related basic science items at a technical level. CEUs available for physical therapists in New York State. 16 CEUs available for chiropractors in all states through the Western States University. Certificate available from the American Academy of Clinical Electrodiagnosis and the College of Staten Island. For information: www.emgnvc.net or call 717.585.8473, $425

INSURANCE
NEW YORK STATE-APPROVED MONITOR FOR INSURANCE CONTINUING EDUCATION UNITS
The College of Staten Island Office of Continuing Education and Professional Development is a New York State Insurance Department-approved monitor. We proctor licensees taking self-study courses to complete their continuing education requirements. Call 718.982.2182 for appointment. One Session, INS003: $50

To register: 718.982.2182 or www.csi.cuny.edu/continue | 17
SOCIAL SERVICE

ADVOCACY UNLIMITED: THE PATH TO EMPOWERMENT
An exploratory course to examine the world of self-advocacy. Participants will enhance skills and learn about resources for individuals with developmental disabilities, including how to start a self-advocacy group, speak up for their rights, advocate for others, and how to teach the community about the rights of people with disabilities.

Section A: October 7 - December 9
Friday, 10:00am-noon
No Class: November 25
Nine Sessions, 18 hours
ADVOC: $50

NYS-CREDENTIALED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR (CASAC) TRAINING
These classes meet the educational requirements established by the NYS Office of Alcoholism and Substance Abuse Services (OASAS) for individuals who wish to prepare for a career in substance abuse counseling and those who are looking to obtain a CASAC-T. Upon completion of the 350 hours of training, you will be eligible to take the state examination.

This education requirement is comprised of four sections that are divided into eight modules. All CASAC courses may be taken individually, and in any sequence. Please note: It would be beneficial to the perspective student to meet or speak with the coordinator of the program prior to enrolling in classes to gain an understanding of the scope of work in the classes, OASAS’s credentialing process, and other essential information for someone who is considering a career in addiction counseling.

All courses are suitable for aspiring substance abuse professionals and some are suitable for a layperson. The eight modules must all be completed for graduation from the program. For further information concerning the credentialing process, please call 800.482.9564.

These proficiency requirements are listed as four sections:
- Knowledge of Alcoholism and Substance Abuse—85 Hours
- Alcoholism and Substance Abuse Counseling—150 Hours
- Assessment, Clinical Evaluation, Treatment Planning, Case Management, Patient/Family, Community Education—70 Hours
- Professional and Ethical Responsibilities—45 Hours

“A few years ago, I decided I wanted to learn how to help those sick and suffering from addiction after addiction touched my life personally. After speaking with as many CASAC counselors as I could, and doing my own research, I decided to attend CSI’s Continuing Education classes given for CASAC 350 education hours. After almost 2 years, I have finally finished classes, obtained my CASAC-t, and have started to work in the addiction field as a counselor. I have learned that I was very prepared for the work to be done in this field due to the very knowledgeable instructors. They were able to take their work experiences, letting us know what to expect in the work force and how each facility may handle things. They have been instrumental in guiding me with my application process and with questions on job opportunities as well. I am looking forward to taking my Certification exam, and know that I will be more than prepared to pass.”

--Melissa Forsyth, CASAC Graduate, 2016

Section II, Module 2: Group Counseling Theory
CAC 2-02: $400 (Textbook not included)

Section II: September 26 – February 6, 2017
Monday, 6:30pm-9:30pm, 17 Sessions, 50 hours
No class: October 3, October 10, January 16

To register: 718.982.2182 or www.csi.cuny.edu/continue | 18
SOCIAL SERVICE/PROFESSIONAL WORKSHOPS

Section I, Module 2:
Neurochemistry of Addiction Pharmacology
CAC 1-02: $400

Section I: September 27 – January 17, 2017
Tuesday, 6:30pm-9:30pm, 15 Sessions, 45 hours
No class: October 4, October 11

Section II, Module 3: The Family and Substance Abuse
CAC 2-03: $400 (Textbook not included)

Section II: September 22 - January 19, 2017
Thursday, 6:30pm-9:30pm, 17 Sessions, 50 hours
No class: November 24

Section IV, Module 1: (St. George)
Professional and Ethical Responsibilities
CAC 4-01: $400 (Textbook not included)

Section IV: September 26 - January 23, 2017
Monday, 6:00pm-9:00pm, 15 Sessions, 45 hours
No class: October 3, October 10 and January 16

Section I, Module 1: (St. George)
Knowledge of Substance Abuse 1
CAC 1-01: $400 (Textbook not included)

Section I: September 23 - January 6, 2017
Friday, 6:00pm-9:00pm, 14 Sessions, 40 hours
No class: November 25

Section II, Module 1: (St. George)
Substance Abuse Counseling Theory/Individual Counseling
CAC 2-01: $400 (Textbook not included)

Section II: January 24 - March 1, 2017
Tuesday, Wednesday and Thursday, 6:00pm-9:00pm
17 Sessions, 50 hours

PROFESSIONAL WORKSHOPS

DASA-HARASSMENT, BULLYING, CYBERBULLYING, AND DISCRIMINATION IN SCHOOLS:
PREVENTION AND INTERVENTION
The six-hour course will include the social patterns of bullying and discrimination, and harassment, including those acts based on but not limited to race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex through hands-on, thought-provoking group and individual activities that will offer insight and application into the Dignity Act.

Section A: Sunday, 9:00am–3:00pm September 11
Section B: Saturday, 9:00am–3:00pm September 24
Section C: Sunday, 9:00am-3:00pm October 9
Section D: Saturday, 9:00am–3:00pm October 22

Section E: Sunday, 9:00am–3:00pm November 6
Section F: Saturday, 9:00am–3:00pm November 19
Section G: Saturday, 9:00am–3:00pm December 10
One Session, DASA01: $110.

FOOD PROTECTION COURSE
A 15-hour course prepares students for NYC certification. Learn purchasing/receiving/storing food, physical/chemical/biological hazards, food-borne disease agents, preparing and serving foods, and food safety considerations.

A certifying examination will be given immediately upon completion of the local regulations training (examination cost is included in course price). Exam is held in Manhattan. Please note: A $15 transfer fee will be applied for section reassignments.

Section A: Saturday and Sunday, 9:00am–5:00pm September 24 and September 25
Section B: Saturday and Sunday, 9:00am–5:00pm November 12 and November 13

Three Sessions, FHC01: $180

To register: 718.982.2182 or www.csi.cuny.edu/continue | 19
INDIVIDUAL RÉSUMÉ PREPARATION

Customized workshop designed to meet your specific job-search needs. Working one-on-one with a leading industry expert, you will receive personal attention on how to create an effective résumé or improve an existing one. Our expert will tailor your sessions based on your career goals, which may include résumé review, strategies on creating cover letters, and writing follow-up thank you notes, or mock interviewing. Call 718.982.2182 for appointment.

Two Sessions, CE010: $125

NYS-APPROVED RECOGNIZING AND REPORTING CHILD ABUSE

Learn the physical and behavioral signs of child abuse and maltreatment. This two-hour workshop will teach you about mandated reporting and how to carry out your professional responsibilities.

Section A: Saturday, 10:00am-noon October 22
Section B: Saturday, 10:00am-noon December 3

One Session, CC860: $50

NYS-APPROVED SCHOOL VIOLENCE PREVENTION AND INTERVENTION

In this two-hour workshop, you will learn the dynamics of aggressive behavior in children and the tools used to prevent them from becoming victims of such behavior.

Section A: Saturday, 12:30pm-2:30pm October 22
Section B: Saturday, 12:30pm-2:30pm December 3

One Session, VP100: $50

LANGUAGE

INTRODUCTION TO CONVERSATIONAL SPANISH

Learn the fundamental conversation skills necessary for workplace settings such as banking, education, health and human services, and retail.

Section A: October 5- January 11, 2017
Wednesday, 6:30pm-8:30pm
No class: October 12
14 Sessions, 28 hours

SP100: $250
ONLINE REAL ESTATE COURSES

Online real estate licensing courses are offered to the general public to satisfy state educational requirements for licensure. The courses, taught through Career Web School online real estate schools, are guided by state licensing requirements and are designed to provide a comprehensive education that thoroughly prepares candidates for licensed activities in the real estate business. For more information visit www.licenseschool.com and enter code 1656.
PRE-COLLEGE MATH
The Pre-College Math course is a preparatory course designed for those students who need to pass either one or both parts of the Mathematics CUNY Assessment Test, also known as the COMPASS Test. All students must have previously taken and failed the COMPASS Test. This course will focus on the instruction of various pre-algebra and algebra-level materials found on the COMPASS Test such as substitution, linear equations, operations of polynomials, radicals, and factoring.

Section A: Tuesday and Thursday  
September 27- December 13  
9:05am-12:05pm

Section B: Tuesday and Thursday  
September 27- December 13  
1:25pm-4:25pm

Section C: Tuesday and Thursday  
September 27- December 13  
6:30pm-9:30pm

PCM01: $250, 20 Sessions, 60 hours - No class: October 4, October 11 and November 24, EXAM DATE — TBA

CUNY START
CUNY Start is an intensive semester-long program that will help you pass the CUNY placement exams and succeed in your college studies. Part-time and full-time classes are offered in reading, writing, and math.

Who is eligible for CUNY Start? CUNY Start is for high school and GED graduates who have applied and been accepted to the College of Staten Island but have not passed the CUNY reading and/or writing assessment test and at least one part of the COMPASS math test.

Why enroll in CUNY Start?
• Improve your reading, writing, and math skills and prepare for college
• Low cost: $75 per semester, includes books and supplies
• Two opportunities to retake the CUNY placement exams
• Save your financial aid for credit

When are classes?
Full time program: 25 hours a week, 9:00am – 3:00pm  
Late August – Mid January  
Monday – Friday

Part time program: 12 hours a week, 12:20 PM- 3:20PM  
And 4:40 PM- 7:40 PM  
Late August – Mid January  
Monday - Thursday

Need more information?
Visit the CUNY Start office in Building 4N, Room 207, Monday through Friday, 9:00am-5:00pm or call 718.982.3069. You can also visit the Website at www.csi.cuny.edu/cunystart.
COLLEGE PREPARATION AND REMEDIAL PROGRAMS

CUNY LANGUAGE IMMERSION PROGRAM (CLIP)

The CUNY Language Immersion Program (CLIP) offers you the opportunity to study English for an intensive period of time before you enroll (or re-enroll) in formal college courses. You will learn reading, writing, and communication skills that will help you to be a successful college student at CUNY.

When do classes meet?
Classes meet for 25 hours per week. Day and evening sessions are available. CLIP fall semester starts on September 6 and ends on December 22. Classes meet Monday - Friday, from 8:45am - 2:15pm.

Who may attend program?
Only students who have been admitted to a CUNY college may attend CLIP, including students who wish to learn more English before beginning college coursework or those referred to CLIP by a college advisor.

How long can I stay in CLIP?
You may enroll in CLIP for up to one academic year.

Will I have to use my financial aid to pay for CLIP?
No. During your time in CLIP, you will not use your financial aid.

Will it be easy for me to return to the CUNY college to which I was accepted to after I leave CLIP?
Yes. A place at the CUNY College to which you were accepted is reserved for you. You will receive assistance to make this transition when you are ready to return.

How can I enroll?
To enroll in Clip, call 718.982.3996 to set up an appointment.

How much does CLIP cost?
New York City Residents: $180
Non-Residents: $450
Welfare recipients and SEEK/CD: $45

To read the full article about CSI’s former CLIP student and 2016 Valedictorian, RinZhi Go Larocque, visit http://csitoday.com/2016/05/verrazano-student-volunteers-globally-for-conservation-efforts/#.V0zrqpErKUk
COMMUNITY SERVICE PROGRAMS

THE ADULT LEARNING CENTER

The Adult Learning Center at the College of Staten Island offers a number of different options to people who want to get a high school degree, learn English as a second language, improve their career readiness, explore their educational opportunities, or even apply to college. Our classes are free to members of the entire Staten Island community. Below is a list of the programs we offer. Not sure which program is for you? Call 718.313.0847 to make an appointment with our Assessment Coordinator. Together, you can find out which program is the best fit for you and your goals.

The Adult Learning Center offers the following classes:

**Adult Basic Education:**
These classes provide instruction that enables students to improve their reading, writing, and math skills.

**Adult Secondary Education:**
These classes, also called High School Equivalency (HSE), provide instruction in reading, writing, science, social studies, and math, in order for students to pass the TASC™ Test and earn a HSE diploma in New York State. These classes are offered in both English and Spanish.

**College Transition:**
These classes provide instruction to students who have already passed or are close to passing the GED or TASC™ tests and want to prepare to take the CUNY Assessment Tests to enroll in a CUNY college.

**English for Speakers of Other Languages:**
These classes provide English language instruction to students seeking to improve their abilities to speak, understand, read, and write the English language. Classes are offered to students at all levels; however the upper-level classes focus on preparing for college-level work. Join our Facebook page at ESL Program at the College of Staten Island.

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OPTIONS PROGRAM FOR MATURE LEARNERS

A program specifically designed for individuals over age 55

"Learning is a lifetime journey... growing older merely adds experience to knowledge of man, and wisdom to curiosity." —C. E. Lawrence (author)

The College of Staten Island OPTIONS program offers opportunities for learning, creativity, socialization, and fun...keeping students active, involved, and thriving!

Courses range from Shakespeare to technology, politics to painting, and history to religion. There’s something for everyone. All courses are non-credit with no tests or grades and are open to anyone 55 and older. A one-time semester fee of $75 allows students to take a variety of courses designed with their interests and needs in mind. An end-of-semester luncheon and a club that meets every Thursday afternoon help to create an engaging experience of learning and socialization. For more information, please call 718.982.2182.
COMMUNITY SERVICE PROGRAMS

PROGRAMS FOR PEOPLE WITH DISABILITIES

AHRC MELISSA RIGGIO HIGHER EDUCATION PROGRAM

AHRC New York City’s Melissa Riggio Higher Education Program at the College of Staten Island (CSI) is a fully inclusive college-based program designed to prepare people with intellectual and developmental disabilities for adult life through higher education coursework, career exploration and preparation, self-awareness and personal improvement, community engagement, and the development of self-advocacy skills. This is a non-credit, non-degree program that provides individualized academic, vocational, community, and social experiences for young adults in a highly supportive, yet challenging environment. These students have the same opportunities for social and personal growth as other young adults at the college level.

Each student has an individualized weekly schedule. Students are encouraged to think critically, as well as to develop an academic and life plan. Students take classes that are reflective of areas of interest and strength, as well as the core courses required of all students.

Melissa Riggio Higher Education Programs students are pursuing internships, both on and off campus, in a variety of areas. The social conscience and personal dedication of the College’s administration and faculty and AHRC New York City administrators and program staff enable us to collectively struggle, grow, persist, and share with others, creating new enduring models for education for people with intellectual and developmental disabilities. For more information, call the Melissa Riggio Program at 718.982.2083.

CREATIVE EXCHANGE PROGRAM

The Creative Exchange Program has been serving developmentally disabled adults in a non-degree program for more than 30 years. Creative Exchange consistently offers a wide range of classes that include, but are not limited to, English language arts, poetry, world history, and geography. Students enrolled must be at least 21 years of age. Classes are run in the evenings, from Tuesday through Friday, in the community and on campus, from mid-September until mid-May, from 6:30 pm to 8:30 pm.

The Creative Exchange Program also offers a more demanding program called Life Skills. This program also serves developmentally disabled adults, aged 21 and older, in a non-degree program. Classes offered include math, reading, social studies, social skills, and group interaction. Students are also encouraged to work independently on a number of assignments. Classes are held on Mondays and Thursdays, 6:30 pm to 8:30 pm, and follow the College calendar. Applying to both programs is achieved by completing the registration form and sending it with the required attachments.

Registration forms can be obtained by emailing michael.green@csi.cuny.edu.

Return the required forms to:
Michael Green
Creative Exchange Program College of Staten Island
Office of Continuing Education and Professional Development
2800 Victory Boulevard Staten Island, NY 10314

To register: 718.982.2182 or www.csi.cuny.edu/continue | 25
**GENERAL INFORMATION**

**REGISTRATION**

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Check, money order, credit card. Cash payments are not accepted.

**Registration Fees**

- $5 for one-day workshop/seminar; $10 for two-day workshop/seminar
- $30 for all other courses
- $35 late registration fee (registrations received two weeks prior to the start of the course)
- $25 check return fee
- $60 credit card dispute fee

**Refund Policy**

100% refund if written notice is received five business days prior to the first class. Email your request for a refund to continuing_ed@csi.cuny.edu. Registration fees and late fees are non-refundable. No refunds are given after the course has begun. Please allow four to six weeks for processing.

**Reduced Fees**

Seniors (65 and over), CSI alumni, full and part-time CSI employees and immediate family members*, veterans and active military: 10%. *No discounts apply to: online certificates, online courses, DASA training, remedial courses, CPR, Pharmacy Tech, Food Handler’s Certification, Remedial ESL and Language Courses, WITS Fitness Training courses, State-mandated Workshops, and American Academy of Clinical Electrodiagnosis.

*discount applies to spouse/partner and children residing in the same household.

**Textbooks**

Unless otherwise specified, textbooks are not included in course tuition.

**Class Cancellations**

The College reserves the right to cancel or withdraw courses from the Catalog and to change the course. The College reserves the right to cancel classes due to inclement weather or at the discretion of the Office of Continuing Education and Professional Development. Call 718.982.2182 for class make-up information. For snow day information, call 718.982.3333 or 718.982.4444.

**ID Cards**

All students attending classes for more than one night must obtain a student ID. Please request a letter from our office to take to Parking Services, Building 3A, Room 106. Call 718.982.2294.

**Parking**

Continuing Education classes that are more than five sessions in succession require a parking decal, available for a fee in Building 3A, Room 106. Call 718.982.2294. Parking is not available at Merrill Avenue Campus.

**Statement of Non-Discrimination**

The College of Staten Island is committed to a campus environment that reflects and respects our pluralistic and culturally diverse society. The College admits students without regard to age, alienage or citizenship, color, gender, handicap, national or ethnic origin, race, religion, sexual orientation, veteran or marital status. In welcoming new students to our campus, we are committed to providing equal educational opportunity and a learning environment in which students are free to realize their full potential as productive members of the community.
GENERAL INFORMATION

HIRING ASSISTANCE AT NO COST TO YOU

The Office of Continuing Education and Professional Development can help you hire qualified employees by recruiting and screening our program graduates to ensure that their skillsets meet your job requirements.

- Reduce Your Advertising Cost
- Save Time Looking for Qualified Candidates

Before you place a help-wanted advertisement, contact us at 718.982.2182 to discuss your hiring needs.

CUSTOM TRAINING

The College of Staten Island Office of Continuing Education has the solution to your training needs with a faculty of subject-matter specialists and professionals versed in solutions-oriented programs.

We can design customized educational programs for businesses, non-profits, and other community organizations, based on your specific needs, to help your employees grow and business thrive.

We will deliver:

- Training specific to your business environment
- Skill training targeted to specific fields and tasks
- Courses to keep you in compliance within your changing industry

Training can be held at your site or on our beautiful campus.

YOU MAY BE ELIGIBLE FOR TRAINING AT NO COST

A+ Technician, Network+ Technician, Certified Nursing Assistant and Clinical Medical Assistant are growing careers!

You may be eligible to apply for an Individual Training Grant if the following applies to you*:

- Have a minimum of a high school or high school equivalency diploma
- Are actively looking for employment or currently employed and earning less than $63,928/year
- Have 12-months of work experience in a related industry

How can I apply for an Individual Training Grant?


Indicate that the College of Staten Island is the organization that referred you.

The application* process takes four to eight weeks and includes passing a Workforce skills test.

*Meeting these prerequisites and completing an application does not guarantee receipt of an ITG voucher.
GENERAL INFORMATION

HC4 PROGRAM
The HC4 Program can help you. Health Careers College Core Curriculum (HC4)

The 1199SEIU Training and Employment Fund’s Health Careers College Core Curriculum (HC4) is a credited college program offered through The City University of New York (CUNY). The program gives 1199SEIU members the opportunity to earn college credits in prerequisite classes designed specifically for working health professionals as a step toward matriculation into a degree program. Courses offered through the College of Staten Island are off campus at 1199 sites in Staten Island, Manhattan, and Brooklyn (except for biology).

Members are enrolled in cohort (group) classes that are supported by skilled case managers and counselors who provide:

- Counseling on campus and at the Fund
- Assistance with course selection, matriculation into appropriate majors, and referral to support services
- Support services including tutoring and workshops to assist with college-level work.

“I wouldn’t have made it through college without the HC4 program. They really support the students.”

—Ying Yu, former 1199 student and currently an adjunct instructor at CSI

Members benefit from no out-of-pocket expenses for tuition. Returning to college has never made more sense. For more information, call 718.982.2180.

THE ENGLISH LANGUAGE INSTITUTE (ELI)
The English Language Institute of the Center for International Service offers: small class sizes with excellent opportunities to use English through intensive English language instruction and cultural orientation, and all aspects of spoken and written English (listening, speaking, reading, and writing).

ELI students in F or J status participate in CSI campus events and activities, which fosters English language practice and integration into campus life (optional for students with other status).

- Classes range from beginner to advanced levels of proficiency.
- Workshops are available for formal test preparation, such as the TOEFL, CAT-W, and ACT exams. Semester sessions typically begin in late January and late August.
- Two Intensive Summer Sessions are offered with 22 hours of instruction per week. All classes are fee based.
- Tutoring sessions are now available on request.
- ELI offers international events: lectures and workshops that help students understand U.S. culture and institutions, culture day, coffee hours. Students receive a certificate after completion of each session. Students applying to ELI must complete an application, provide proof of financial support (for non-immigrants in F or J status), and pay a $100 application fee and a document processing fee, if issuing an I-20
- ELI works with the CSI Admissions staff in providing assistance to students interested in applying to CSI for

For questions, call 718.982.2100, email elistudy@csi.cuny.edu or check ELI’s Website at www.csi.cuny.edu/international and click on “Welcome to the Center for International Service.”

Find us on Facebook: www.facebook.com/englishinnewyork.

Increase your English proficiency and broaden your academic and professional opportunities! ELI is a member of AAIEP

To register: 718.982.2182 or www.csi.cuny.edu/continue | 28
GENERAL INFORMATION

ADVANCE YOUR CAREER, CHANGE YOUR PROFESSION, TRANSFORM YOUR LIFE

Did you serve in the Armed Forces?
You may be eligible for benefits* to take a class that will teach you the skills you need to get the job you want!

- Administrative Professional Microsoft Office Specialist 2013
- Medical Billing, Coding, Auditing, and Compliance Certificate
- NY State-certified Nursing Assistant
- Clinical Medical Assistant
- Phlebotomy Technician

To discuss benefits, call Veteran Support Services at 718.982.3108.

*Veterans Tuition Awards (VTA) are awards for full-time study and part-time study for eligible veterans matriculated at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York State. Eligible students are those who are New York State residents discharged under honorable conditions from the U.S. Armed Forces and who are:

- U.S. citizens or eligible noncitizens.
- High school graduates, earned GED, or passed a federally approved “Ability to Benefit” test.
- Vietnam veterans who served in Indochina between February 28, 1961 and May 7, 1975; Persian Gulf veterans who served in the Persian Gulf on or after August 2, 1990; Afghanistan veterans who served in Afghanistan during hostilities on or after September 11, 2001; Veterans of the Armed Forces of the United States who served in hostilities that occurred after February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal, or a Marine Corps Expeditionary Medal.

To establish eligibility, complete the New York State Veterans Tuition Award Supplement online. Print the Web Supplement Confirmation, sign and return it along with the required documentation according to the instructions. Questions regarding eligible service or how to document service should be directed to the HESC at 888.697.4372.

All veterans interested in obtaining information from the VA regarding their eligibility for funding need to have a copy of their DD-214 form.

Visit www.vabenefits.vba.va.gov/vonapp/default.asp to request official notification of education benefits.
FINANCIAL ASSISTANCE

1199SEIU Members
If you are currently an 1199SEIU member, you may be eligible to receive tuition reimbursement. To obtain reimbursement for a continuing education course, you must submit a completed application with all supporting documents to the Training and Upgrading Fund within 90 days of completing the course. For questions or an application, call the Tuition Assistance Hotline at 646.473.9200. You can also email training@1199funds.org.

AARP
The AARP Foundation Women’s Scholarship Program is helping win back opportunity for low-income, 50+ women by funding education, training, and skills upgrades that can lead to better employment and increased financial security for women and their families.
www.aarp.org/ aarp-foundation/our-work/income/ womenscholarship-program/how- to-apply.html

ACCES-VR (Adult Career and Continuing Education Services- Vocational Rehabilitation)
Phone: 718.816.4800 or www.acces.nysed.gov/vr/

DC 37 Members
Many courses are reimbursable for NYC employees who are members of District Council 37. For general information, to check eligibility, or to request a tuition reimbursement application, call 212.815.1663 or visit District Council37, AFSCME,AFL-CIO.

Department of Veterans Affairs
You may be eligible for VA Education Benefits under the GI Bill. All veterans interested in obtaining information from the VA regarding their eligibility for funding need to have a copy of their DD-214 form. Visit www.vabenefits. vba.va.gov/vonapp/default.asp to request official notification of education benefits.

Employer and Union Vouchers
Many employers and most unions have education and skill upgrades. Talk with your employer or union representative. We can provide course registration documentation for you.

Individual Training Grants
Individual Training Grants are available for Workforce1 customers who are looking to develop the occupational skills needed to pursue careers in healthcare and computer technology, including A+ Technician, Certified Nursing Assistant, and Clinical Medical Assistant.

You may be eligible to apply for an Individual Training Grant if the following applies to you*:

- Have a minimum of a high school or high school equivalency diploma
- Are actively looking for employment or currently employed and earning less than $63,928/year
- Have 12-months of work experience in healthcare or a related industry

To apply for an Individual Training Grant, register online at http://www.nyc.gov/html/sbs/wf1/html/register/register_ now.shtml. Indicate that the College of Staten Island is the organization that referred you.

The application process takes four to eight weeks and includes passing a Workforce skills test.

*Meeting these prerequisites and completing an application does not guarantee receipt of an ITG voucher.

Independent Training Accounts
Independent Training Accounts (ITAs) provide funding for occupational skills trainings and are available only to job seekers receiving cash assistance from the Human Resources Administration (HRA). To find out more about training vouchers available, please speak to your program representative.
FINANCIAL ASSISTANCE/ADMINISTRATION

Loans
Students may arrange a private loan to help cover educational expenses for certificate programs. The College does not recommend any specific lender or preferred lender arrangement. We recommend thoroughly investigating your loan options before making educational financing decisions.

MyCAA
The My Career Advancement Account (MyCAA) Scholarship is a workforce development program that provides up to $4,000 of financial assistance to eligible military spouses who are pursuing a license, certification, or Associate’s degree in a portable career field and occupation.

NYS & CSEA Partnership for Education and Training
The Tuition Benefits Program provides educational benefits to CSEA-represented New York State (NYS) employees, enabling them to achieve greater career mobility, qualify for promotional opportunities, improve job skills, and prepare for future state workforce needs. The College of Staten Island, Office of Continuing Education and Professional Development participates in the Tuition Voucher Program. Applications can be made online https://www.nyscseapartnership.org/TuitionCatalogs/2016/AppForm2016.pdf, School Code for training programs is 337 The College of Staten Island/CUNY (NC).

Scholarships
The Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement Limited scholarships are available to cover up to 90% of tuition for individuals who seek to advance their careers through education and training, and who do not have access to other sources of funding that can pay for tuition and fees. Scholarship applicants may also be disadvantaged individuals who are unemployed or seeking a career change. For more information, visit www.cuny.edu/academics/conted/rubinsteinscholarship.html.

ADMINISTRATION

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Coordinator, Creative Exchange Program

To register: 718.982.2182 or www.csi.cuny.edu/continue