Lifelong Learning & Professional Development
Division of Continuing Education and Workforce Development
914-606-6830

Summer 2014

Here's What's Inside!

- Arts & Hobbies: 26
- Home & Garden: 27
- Languages & Literature: 28
- Learning Camps for Kids: 29
- Learning Online: 30
- Performing Arts: 31
- Real Estate: 32
- Self-Awareness & Relationships: 33
- Skills for Everyday Life: 34
- Special Interest: 35
- Sports & Fitness: 36
- Taste of Westchester: 37
- Travel & Tours: 38
- Writing Center: 39

www.sunywcc.edu/ce
continuinged@sunywcc.edu

email us at: continuinged@sunywcc.edu
Build and Maintain a Profitable Consulting Practice

Do you have an idea for your own business or consulting practice, but don’t know how to get started? In this workshop, you will get all the tips, tricks, and techniques to succeed. Gain the tools and business knowledge to help make your idea profitable. Learn how to reach clients with a sellable identity, close contract deals and how to succeed with a strong and powerful marketing plan. Learn the planning and communication tools needed for a successful and profitable consulting practice.

CE-CRXPL 2016, 1 Tues., Aug. 5, 6:00-9:00 pm, Room TBD, $50. D Ewen. #5767

Become a Radio Talk Show Host

Did you ever want to get your foot in the door on radio or TV? Have you wondered how to get a demo disk for radio stations to show them what you’ve got? Learn how to get experience as a talk show host. Find out how to increase your listening audience. Learn the tools of creating and marketing an online radio show that is broadcast to cell phones, tablets, laptops, iPods, and websites. If you have a landline and high-speed Internet, you can create an online radio show from home. Learn how to get the opportunity to make money through a revenue sharing site.

CE-CRXPL 2015, 1 Tues., June 17, 6:00-9:00 pm, Room TBD, $50. D Ewen. #5768

Short Film Production, Marketing, and Distribution

Do you love movies? Do you have an idea for a movie for theater, TV, or online? Learn to use your own camera to make a quality movie and make your project available on DVD, YouTube, Facebook, Amazon and/or streaming on your own website. Learn how to promote your project at film festivals and local public access television.

CE-FILM 2028, 1 Wed., June 25, 6:00-9:00 pm, KNC-2, $50. D Ewen. #5764

Accounting & Bookkeeping for Beginners

An introduction to beginning accounting practices including: transaction analysis, journal entries, general ledger, and financial statements. Bring a calculator to class. Purchase textbook and workbook and bring to first day of class. 2.0 CEUs.

CE-BUS 2000, 5 Sat., July 12-Aug. 9, 8:00 am-12:30 pm, KNC-3, $285 (+ textbook). H Cuevas. #5752

Math for the Pre-Nursing Student

For those planning to take competitive nursing entrance exams and needing help with the math portion of the exam. Topics covered include operations, percent, ratios, proportions, measurements, graphs, and algebra.

CE-TESTG 2006MV, 5 Mon., July 7-Aug. 4, 5:00-8:00 pm, $190 (+ textbook). #5836
Become a Certified Life Coach

Success today requires advanced communication and leadership skills useful to you right now. We offer accelerated learning techniques, expert modeling, and proven methods that are ready for immediate use. CCM@WCC is powered by CoachVille, the world largest coach training organization. You choose how to use your coach training:

- Accelerate your personal development (explore that encore career idea)
- Build a new career as an ICF certified coaching professional
- Amplify your influence by learning a coach approach to your present career or lifestyle

Coach training through CCM@WCC provides the affordable, flexible, and solid foundation from which to launch. Find out more about CCM@WCC at www.CCMWCC.com

Free Information Session
Saturday, May 17 10:00 am-12:00 noon
Knollwood Center, Room 3

The event is FREE but reservations are required by May 10 using the form found at www.ccmwcc.com/Open-House.html.

Level 1: Pursuit of Human Greatness
Classes deliver immediately usable leadership and coaching skills through methods-based modeling. Learn how to enter the market place making offers to fill your practice.

Basic Coaching Skills & Ethics
Learn and practice the eleven core coaching competencies. Leverage your strengths and avoid common pitfalls. 15 ICF-CECs
Sec. A: 6 Wed., May 28-July 2, 10:00 am-12:30 pm, KNMC-3, $300
Sec. B: 7 Wed., May 28-July 2, 6:30-9:00 pm, KNMC-3, $300.
Sec. C: 6 Sat., May 31-July 12 (skip 7/5), 10:00 am-12:30 pm, KNMC-4, $300

Play Two Win Method
Unleash the spirit of play! Learn a 9-step method to design winnable game plans for tangible results. 30 ICF-CECs.
Fall Schedule TBA

Step Up & Stand Out
Learn how to communicate with confidence to start (or restart) your business. 15 ICF-CECs
Sec. A: 6 Tues., May 27-July 1, 6:30-9:00 pm, $300 (teleclass)
Sec. B: Intensive: 6 T/Th, July 8-24, 6:30-9:00 pm, $300 (teleclass)

Practicum Participant
(required for certification)
Practice coaching under the guidance of an ICF certified coach. Written feedback of your coaching is included. Space limited to 5 students per session. 5 ICF-CECs per session.
Teleconference: 1 Sat., July 19, 10:00 am-3:00 pm, $250

Coming in Fall 2014
Level 2 Coach Training: The Pursuit of Inner Freedom
Level 3 Coach Training: The Pursuit of Personal Evolution
Learn more about all our classes at www.CCMWCC.com/classes
Our certified coach training programs are accredited by the International Coach Federation. Find out more about each level of coach training and register for summer classes at www.CCMWCC.com/enrollment.html or email CoachLorraine@CCMWCC.com.

NOTE: Payment options are available through www.CCMWCC.com.

Home Inspection
In partnership with American Home Inspectors Training (AHIT), we now offer training to prepare for a career in Home Inspection. Get ready to both start and operate your own successful home inspection business or to be a significant contributor in an established company. For those new to the field, our classroom-based training program gets you started. For those already established and looking for professional development opportunities, our online classes make it easy!

Classroom-Based Home Inspection Training Program
Our hands-on program will show you how to succeed as a professional home inspector: The courses and field training provide you with a step-by-step process to execute a complete professional home inspection and produce a professional home inspection report. In addition, the classroom courses provide information on how to start, market, and build your own business. Perform actual inspections with our instructors. Curriculum approved by NYS. All classes held in the Valhalla campus library, LIB-G36 (within in the Academic Support Center).
CE-TECH 2005, Lecture: June 2-14, Field training: June 23-27. #5920
For additional course information on the home inspection licensing training programs, and to register, visit www.ahit.com/affiliates/sunywcc or contact American Home Inspectors Training Institute, N19 W24075 Riverwood Dr., Waukesha, WI 53188. Phone: 800-441-9411 or 262-754-3744. Fax: 262-754-3748. Registration through AHIT only.
For further information on these courses and to register, visit www.ahit.com/affiliates/sunywcc.
### Fiber Optics Training Certificate

Course fees include all books and study materials. This program is offered in partnership with BDI datalynk. For more information, visit www.bdidatalynk.com/newyork.html or call them at 512-785-9024. To register, call Westchester Community College at 914-606-6830 and press 1 or visit us online at www.sunywcc.edu/ce.

#### Certified Fiber Optics Technician Course (CFOT)

This introductory 3-day fiber optics course is designed for anyone interested in becoming a Certified Fiber Optics Technician. This program prepares the student to take the CFOT (Certified Fiber Optics Technician) test, sanctioned by the FOA (Fiber Optics Association), which is given and graded on the final class day.

**Suggested Prerequisites:** Basic working knowledge of computers. Able to see and identify small items and able to speak and understand the English language.

CE-TECH 2000, M/T/W, June 23-25, 8:00 am-5:00 pm, LIB-G36, $700. #5921

### Certified Fiber Optics Specialist Outside Plant (CFOS/O)

For students who will be directly involved with installing Outside Plant (OSP) Fiber Optics Cabling. Further, it is an add-on course to their FOA portfolio once they have successfully completed the 3-day, basic CFOT course and can be taken concurrently with the CFOT course.

**Prerequisite:** CFOT Course or another formal Fiber Optics Training Course within preceding 6 months, or 1 Year Fiber Optics Related Experience. Must have taken and passed the Basic CFOT Exam prior to registering Outside Plant Specialist Certification (CFOS/O) with the FOA. This course may be taken immediately after successfully completing the CFOT course.

CE-TECH 2029, S/Su, June 28 & 29, 8:00 am-5:00 pm, LIB-G36, $775. #5923

### Personal Training Programs

#### Personal Training Certification Orientation: Online

This online WebEx is a great way to enjoy the fact finding mission from the comfort of your home or even on the go. You will be able to ask questions and participate in a live chat with our instructor.

Please register for the Personal Training as a SUPER Career info session:
- May 8 at 12:00 noon EDT at [http://tinyurl.com/m5a6ps4](http://tinyurl.com/m5a6ps4)
- June 5 at 5:00 pm EDT at [http://tinyurl.com/k4zmvgl](http://tinyurl.com/k4zmvgl)

#### Personal Training Certification

Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. Employers like 24 Hour Fitness, LA Fitness and Gold’s Gyms are just a few of the club groups that seek out our graduates. This challenging course is taught over a 5-week period for better retention and skill competency; the national exam is held on the 6th week. This 60-hour program has 15 hours of lecture, 15 hours of hands-on practical training, and a 30-hour internship that networks many graduates right into a job. Prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment. CPR/AED is needed to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. Textbook is required and not included in course fees; call to order and start reading immediately 888-330-9487; www.witseducation.com.

CE-CERTS 2018, 6 Sat., June 21-Aug. 2 (skip 7/5), 9:00 am-4:00 pm, Room TBD (morning lecture held on campus; afternoon practical held offsite), $675. #5924

**Note:** W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, the International Association of Continuing Education and Training (IACET). The American Council on Education has recommended 3 undergraduate academic credits for this course.
“Servsafe” Food Service Sanitation & Safety
Available at Valhalla campus, Mt. Vernon and Ossining Extension Centers, and Port Chester Middle School. Mandatory for anyone who handles and/or distributes food. English and Spanish sections available. Prepare for the Dept. of Health Food Protection Certificate exam; also meets State Agriculture and Markets education requirements for food purveyors. Call 914-606-6830 (press 1) for schedule and registration form.

Pool Operator Safety
For both professional pool operators (complies with NYS Sanitary Code requirements) and homeowners with private pools. Topics include water chemistry, filtration, disinfection systems, whirlpool operations safety, and liability. Offered in cooperation with UYMCA and Westchester Department of Health.
CE-CERTS 2009, 5 Wed., June 4-July 2, 5:30-7:45 pm, Room TBD, $195 (+ textbook). F Guido. #5975

Life, Accident and Health Pre-Licensing
Approved by the NYS Insurance Department, 518-474-6630, as meeting the educational requirements under Sections 2103 & 2104 of the Insurance Law. Prepare for the State exam. Textbook is required and chapters 1-14 must be read prior to the first class. Register 1 week in advance.
CE-INS 2007, F/S/Su, June 27-June 29, 8:00 am-5:00 pm and Mon., June 30, 8:00 am-1:00 pm, KNC-4, $375 (+ textbook). J Sayour. #5969

Tobacco Sales Training
NYS Department of Health approved coursework designed to prevent the sale of tobacco products to minors. For owners and employees of establishments licensed to sell tobacco; participation is encouraged by a penalty-reduction incentive, which allows for reduced penalty in case of violation. Certification valid for 3-year period. Call 914-606-6830 (press 1) for schedule and to register.
CE-CERTS 2003, $55.

Child Abuse Seminar
New York State approved coursework for educators and healthcare professionals. If already licensed, bring license to class.
At Valhalla Campus: CE-CERTS 2001, $60. D Flynn-Capaiba. Sec. A: 1 Sat., June 28, 9:00 am-12:00 noon, KNC-3. #5917
Sec. B: 1 Wed., July 23, 6:00-9:00 pm, KNC-5. #5918
At Ossining Center: CE-CERTS 2001OS, 1 Sat., July 19, 9:00 am-12:00 noon. #5990

Education to Go Courses
Our instructor-led online courses from Education to Go each run for 6 weeks and consists of 12 lessons. The lessons are supplemented by interactive quizzes, assignments, tutorials, and an online discussion area available via the Web. Read your lessons and ask questions of your instructor at the time most convenient to you. Tuition for each course is $125.

How to learn more about – and register for – our Education to Go online courses
Explore
Visit the website: www.ed2go.com/sunywcc
Learn More
Find a course you like? Click on the no-obligation Enroll Now button located on the course description page. As you complete the process you will receive further details by email on how to complete your registration and tuition payment.
Register
Follow the instructions in the email message to complete your registration and tuition payment by mail, phone, fax or online.

LEARNING ONLINE
We have hundreds of Summer classes in these categories; see complete descriptions at www.ed2go.com/sunywcc

Accounting
Art, History, Psychology, & Literature
Basic Computer Literacy
Business Administration
Child Care & Parenting
Computer Applications
Courses for Teaching Professionals
Database Management & Programming
Digital Photography & Digital Video
Grant Writing & Non-Profit Management
Healthcare, Nutrition, & Fitness
Languages
Math, Philosophy, & Science
Personal Development
Personal Enrichment
Personal Finance & Wealth Building
Sales & Marketing
Start Your Own Business
Test Prep
The Internet
Web Page Design
Writing & Publishing

Tuition for each course is $125.

Register online at www.sunywcc.edu/ce/registration or call 914-606-6830

Textbook required.
SKILLS FOR COLLEGE & WORK SUCCESS

NY/Westchester County Residency: All tuition rates in the section below are resident rates. Call 914-606-6830 (press 1) for information. Non-residents are welcome, but pay a 175% non-resident surcharge in addition to the regular tuition.

Spelling & Grammar Workshop
Improve your spelling skills through phonics, syllabification, and the study of prefixes, suffixes, and roots. Grammar instruction includes parts of speech, sentence structure, and punctuation. The focus is on correcting the most common errors. For native English speakers only. CE-BSKLS 1004, 10 Tues., June 3-Aug. 5, 7:00-9:00 pm, KNC-4, $225 (+ textbook). P Alexander. #5931

Spelling 101
Are you embarrassed by misspelling and a poor vocabulary? Learn the phonetic and syllable-based rules that lead to better spelling. Learn word roots and apply new words in communicating. Recommended for anyone who wants to improve their spelling skills. CE-BSKLS 1005, 4 Sat., June 7-28, 10:30 am-12:00 noon, KNC-2, $69. P Alexander. #5932

Building a Good Vocabulary
Learn new words, their spellings, pronunciations, definitions and how to use each correctly in a sentence. The importance of prefixes and suffixes in identifying a word will be explained. Bring a paperback dictionary to class. CE-BSKLS 1001, 6 Thurs., June 5-July 10, 6:00-8:00 pm, KNC-4, $138. P Alexander. #5933

Math 101
For those who want a math brush-up before tackling college-level math classes. This refresher class covers skills in basic math through algebra. CE-BSKLS 1003, 8 Tues., June 10-July 29, 6:00-8:00 pm, Room TBD, $184 (+ $25 materials fee, payable to instructor). S Zidan. #5919

Improve Your Writing Skills
For both new and out-of-practice writers. Learn to write clearer sentences, develop effective paragraphs, design opening statements, arrange facts and ideas logically, and increase readability. A knowledge of basic grammar rules is assumed. CE-WRTG 1000, 6 Thurs., July 17-Aug. 21, 6:00-8:00 pm, KNC-4, $138. P Alexander. #5934

Public Speaking with Ease
Develop proficiency in public speaking through techniques, practice and feedback. Each participant will deliver 5 speeches: anecdote, informative, persuasive, virtue and tribute. You’ll also learn oral interpretation by speaking from prepared texts. CE-COMM 2004, 6 Mon., June 2-July 14 (skip 6/30), 7:00-9:00 pm, KNC-3, $125. S Horowitz. #5772

Mock Interview Workshop
Learn how to make a winning impression by using correct verbal and non-verbal techniques and to highlight your capabilities and strengths during an interview. Resumes will be reviewed and evaluated. Students will practice interviewing and get individualized feedback. CE-JBPRP 2023, 2 Sat., July 26 & Aug. 2, 1:30-3:30 pm, KNC-3, $65. H Cuevas. #5754

How to Schmooze
Do you hate walking into a room where you don’t know anyone? Successful schmoozing may yield many benefits: a promotion at work, a date, investor interest, etc. Learn key techniques, participate in various exercises, and get individualized feedback. CE-PRSDV 2072, 2 Tues., July 29 & Aug. 5, 6:30-9:30 pm, KNC-2, $65. H Cuevas. #5755

Managing for Peak Performance
Become a knowledgeable coach and resource to maximize your peers’ and subordinates’ potential. Learn how to enhance your employees’ capabilities and strengthen competency without imposing your authority. Students will get individualized feedback. CE-LDRSP 2001, 2 Sat., July 12 & 19, 1:30-3:30 pm, KNC-2, $50. H Cuevas. #5757

Master Time Management Skills
Learn to prioritize, organize, and carry out tasks in a timely manner. CE-PRSDV 1000, 3 Sat., July 26-Aug. 9, 6:30-9:30 pm, KNC-2, $103. P Alexander. #5935

Learning Strategies and Study Skills
Thinking of returning to school or the workforce? Or simply want to improve your ability to learn more effectively? Empower yourself by improving your study skills and boosting your confidence. Topics include: organization and time management, textbook reading, note taking and highlighting, memory techniques, reducing test taking anxiety, and test taking strategies. CE-BSKLS 1002, 4 Thurs., June 12-July 3, 7:00-9:00 pm, KNC-2, $82. #5936

Study Skills for Adults
Designed to improve your ability to read, study, learn, and succeed in college and other situations. Individual and group instruction in reading comprehension, note taking, and study skills. CE-CLPRP 1000, 5 Sat., June 7-July 12 (skip 7/5), 6:30-8:30 pm, KNC-2, $115. #5937

Test-Taking Made Easy
Good test-taking skills will help you succeed, both in school and in life. Designed to help you master effective test-taking strategies to help reduce your anxiety and improve your performance. Includes isolating key words, techniques for answering multiple-choice questions, and organizing your essays. CE-TESTG 1002, 3 Mon., June 9-23, 6:30-9:30 pm, KNC-2, $103. #5938

Textbook required.
All courses have been approved by the NYS Department of State. For further licensing and exam information, contact the New York Department of State at 518-474-4429 or visit www.dos.state.ny.us/lcns/realestate/index.html

Free Real Estate Career Seminar:
Wed., May 21, 6:30-8:00 pm, KNC-5. D Zagaroli.
FREE, but please call 914-606-6830, option 1 to reserve your space.

Real Estate Licensing and Continuing Education Courses
All courses are approved by NYS Department of State, as meeting the educational requirements under Sections 176.3 and 176.4. Real Estate Appraisal Classes also qualify as CE for Salespeople and Brokers – see appraisal section below. For further licensing and exam information, call 518-474-4429 or visit www.dos.state.ny.us/lcns/realestate/index.html

NOTE: NYS Department of State requires 90% attendance to sit for the Real Estate Sales exam and 100% attendance in all CE classes is required to earn CE credit. No partial CE hours can be awarded. You are required to bring license to first class for CE credit to be awarded.

Real Estate Salespersons
Meets the current NYS Department of State requirement: 75-hr. required course for salespersons licensing exam.
CE-REAL 2024, KNC-5, $595 (+ textbook).
D Zagaroli
Sec. A: 20 T/Th, June 3-Aug. 7, 6:00-10:00 pm. #5838
Sec. B: Intensive: 12 Sa/Su, June 14-July 27 (skip 7/5 & 7/6), 9:00 am-3:45 pm (1-hour lunch break). #5839

Real Estate Appraisal
These qualifying courses are approved by the Appraisal Qualifications Board (AQB) and the NYS Department of State (DOS), 518-474-4429, as meeting the educational requirements under Section 1103 to meet NYS Licensed Appraiser Assistant, Licensed and Certified Residential, and Certified General categories. The courses may be taken in any sequence; however, DOS recommends that R-5 and R-6 be taken first so that the student has a clearer understanding of the appraisal profession and process.

R-5: Basic Appraisal Principles
A 30-hr. qualifying course. Approved for 19.5 hrs. of CE for Salespersons and Brokers upon passing the exam.
CE-REAL 2013, 8 M/W, June 9-July 2, 6:00-9:45 pm, KNC-4, $395. D Zagaroli. #5835

R-6: Basic Appraisal Procedures
A 30-hr. qualifying course. Approved for 19.5 hrs. of CE for Salespersons and Brokers upon passing the exam.
CE-REAL 2014, 8 M/W, July 7-30, 6:00-9:45 pm, KNC-4, $395. D Zagaroli. #5834

Note: R-7, R-8 and the 15-Hour National USPAP course will be offered in Fall 2014

Appraiser Assistant Supervisory Courses
The New York State Department of State has implemented changes to the New York Appraiser Program.
All New York State Licensed Appraiser Assistants must be supervised by a New York State approved Supervisory Appraiser as of July 1, 2013. If you’re an Appraiser Assistant, prepare now for the required supervision as outlined in Section 1104(b) of the rules and regulations of New York State Real Estate Appraisal Board. Initial courses will include:
• Appraiser Assistant Supervisory Course 101: USPAP Overview and Data Collection
• Appraiser Assistant Supervisory Course 102: Property Inspection and Data Analysis
• Appraiser Assistant Supervisory Course 103: Residential Report Writing

The courses will be taught by Domenic Zagaroli, a NYS approved Supervisory Appraiser and Instructor. For additional information and class dates, please contact him at 914-309-3001 or via email at domzagaroli@aol.com

Appraiser Exam Review Class
Real Property Appraiser qualifications will change as of January 1, 2015; education and experience will need to be completed prior to taking the AQB approved National Uniform Licensing and Certification Examinations. This class will prepare you for these exams and a wide range of topics from the appraisal principles to test taking techniques will be covered. A must for all eligible exam candidates and can also be taken as a refresher course. Approved for 7 hrs. of CE for appraisers. Co-sponsored by the Westchester County Society of Real Estate Appraisers.
CE-REAL 2050, 1 Sat., June 21, 9:00 am-5:00 pm (1-hour lunch break), LIB-G36, $250.
D Zagaroli. #5840

Register online at www.sunywcc.edu/ce/registration or call 914-606-6830
7
CE Courses Approved for Appraisers, Salespersons and/or Brokers

The following continuing education courses are approved for various disciplines including salespersons, brokers, and appraisers. Please check individual courses for appropriate approval status. No textbooks are required for CE courses; applicable handouts will be distributed in class and are included as part of the tuition. NYS requires 100% attendance to earn a certificate of completion. If you are taking the classes for Sales or Broker CE, please bring your pocket card with your Unique ID number to class so that your CE certificate can be processed properly.

Short Sales & Foreclosures
Learn what qualifies as a short sale and what qualifies as a foreclosure and make money in the default real estate market. Navigate the process and get the deal done by following these steps. Approved for 7.5 hrs. of CE for Salespersons and Brokers.
CE-REAL 2026, 1 Sat., June 7, 9:00 am-5:30 pm (1-hour lunch break), KCN-5, $95.
S Macaulay. #5784

3-Hr. Fair Housing
This is a mandatory continuing education class that must be taken every 2 years as part of the continuing education renewal cycle. Approved for 3 hrs. of CE for Salespersons and Brokers. Mandatory CE class.
CE-REAL 2032, 1 Wed., June 18, 9:30 am-12:30 pm, LIB-G36, $40. D Zagaroli. #5833

The Deal Killers: Appraisers, Underwriters and Home Inspectors
Find out the reasons why a mortgage is not approved because of the appraisal report, actions of the loan underwriter, and/or the findings of the home inspector. There are ethical obligations that must be adhered to along the way by the parties involved. Learn how to be proactive so a real estate transaction can be salvaged. Approved for 3 hrs. of CE for Appraisers, Salespersons and Brokers.
CE-REAL 2038, 1 Wed., June 18, 1:30-4:30 pm, LIB-G36, $70. D Zagaroli. #5832

Infection Control Seminar
New York State approved coursework for practicing MDs, physician’s assistants, dentists, dental hygienists, RNs, LPNs, optometrists, funeral directors, and podiatrists.
CE-HCARE 2010OS, 1 Thurs., June 19, 5:30-8:30 pm, $80. #5976

Infection Control for Phlebotomy Students
Prerequisite for students entering Phlebotomy. Designed for entry-level healthcare professionals and includes key infection control concepts and regulations surrounding infection control practices in New York State.
CE-HCARE 2009OS, 5:30-9:30 pm, $85.
J Borreggine.
Sec. A: 1 Tues., May 27. #5977
Sec. B: 1 Thurs., May 29. #5978

Condominiums and Cooperatives
Co-ops and condos are in demand in today’s real estate market because they are affordable. To complete these transactions, agents must understand the client’s financial profile where debt-to-income ratios and FICO credit scores are the name of the game. Learn the meaning of eviction plan vs. non eviction, co-op board application process, lending banks questionnaire, sponsor vs. board approval process and much more. Approved for 15 hrs. of CE for Salespersons and Brokers.
CE-REAL 2007, 2 Sat., July 12 & 19, 9:00 am-5:30 pm (1-hour lunch break), LIB-G36, $190.
S Macaulay. #5779

Real Estate Financing
Learn the process flow from initial meeting to closing. Ask the right questions, confirm pre-approval and proof of funds, communicate effectively with the lender and follow guidelines and procedures. Approved for 15 hrs. of CE for Salespersons and Brokers.
CE-REAL 2021, 2 Tues., July 22 & 29, 9:00 am-5:30 pm (1-hour lunch break), LIB-G36, $175. D Zagaroli. #5842

Center for Allied Healthcare Training

Infection Control for Phlebotomy Students

Prerequisite for students entering Phlebotomy. Designed for entry-level healthcare professionals and includes key infection control concepts and regulations surrounding infection control practices in New York State.

CE-HCARE 2009OS, 5:30-9:30 pm, $85.

J Borreggine.

Sec. A: 1 Tues., May 27. #5977

Sec. B: 1 Thurs., May 29. #5978

Electrocardiography (ECG)
Introduction to the techniques necessary to perform a twelve-lead electrocardiogram, troubleshoot technical problems, and identify normal and common abnormal rates.
Prerequisite: Infection Control for Phlebotomy Students. Upon successful course completion, students are eligible to take the Certified ECG Tech Examination offered by the NHA. Bring a bag lunch.
CE-HCARE 2007OS, 9:00 am-3:00 pm, $340.
Sec. A: 4 Sat., July 26-Aug. 16 #5979
Sec. B: 4 Sun., July 27-Aug. 17 #5980

Advanced Dosage/Calculations Workshop
At Valhalla Campus: CE-HCARE 2034, 1 Thurs., Aug. 21, $40 each section. K Deluca.
Sec. A: Intro to measurement and basic calculations. 9:00 am-12:00 noon, Room TBD. #5842
Sec. B: Insulin, IV therapy and clinical calculations. 1:00-4:00 pm, Room TBD. #5843

All of the following classes, unless otherwise noted, are held at the Ossining Extension Center, 22 Rockledge Ave. in the Arcadian Shopping Center. Call 914-606-7400 for more information and to register for classes in this section.

STUDENT FEE INFORMATION
All students pay a student fee, which is $8.00 for Valhalla campus classes and $3.25 for classes held at any off-campus location. This fee is payable once each semester, regardless of the number of classes in which a student is enrolled. All students also pay a non-refundable $5.00 registration fee each semester.

AT THE OSSINING EXTENSION CENTER
From May 1 to June 27, the Ossining Extension Center, 22 Rockledge Ave., is open from 9:00 am to 4:00 pm Monday through Friday. For more information, call 914-606-7400.
Phlebotomy Training Program
Introduces basic concepts of the procedures used for obtaining blood from veins and capillaries. The use of equipment and types of blood tubes will be explained. Prerequisite: Infection Control for Phlebotomy Students CE-HCARE 2044OS, $610
Sec A: 8 M/Th, June 2-26, 3:00-7:30 pm #5981
Sec B: 8 Sa/Su, May 31-June 22, 9:00 am-1:30 pm #5982

BLS for Health Care Providers
Designed for medical and dental professionals and those entering a medical or allied health program. The course includes one- and two-person rescue techniques for infants, children, and adults, and use of the AED (automated external defibrillator). In order to participate, you must have a pocket face mask (available at the Campus Bookstore in Valhalla). This is an American Heart Association certification course.
1 Sat., June 7, 9:00 am-3:00 pm, $80 (+ $5 materials fee and optional textbook, payable to instructor); J. Lederman, At Valhalla Campus: CE-HCARE 2005, KNC-3, #5774
At Ossining: CE-HCARE 2005OS
Sec A: June 28. #5985
Sec. B: July 26. #5986

Certified Nursing Assistant
New York State approved training for nursing assistants. Prepare for employment in hospitals and nursing homes. 120-hour course includes classroom work and clinical experiences at a local nursing home. Application to program and a personal interview are required before registration; application due date is May 10. Enrollment into the program is based on admissions only; call 914-606-7400 for an application.
CE-HCARE2035OS, M/W, June 2-July 21, 9:00 am-3:30 pm and Fri, 9:00 am-12:00 noon, $1,425 (+ textbook/workbook).

Phlebotomy Practicum
Under the direction and supervision of a certified phlebotomy instructor, students will receive hands-on experience in phlebotomy and will practice venipuncture and capillary sticks in accordance with regulations of the National HealthCareer Association (NHA) on each other. Prerequisite: successful completion of Infection Control for Phlebotomy Students and Phlebotomy Training Program. NOTE: completion of 30 live sticks required to sit for the NHA Certified Phlebotomist Examination. Application deadline: June 7.
CE-HCARE 2045OS, $400 (+ additional fees)
Sec A: 15 Mon., June 30-Oct. 6, 3:00-6:00 pm. #5994
Sec B: 15 Sat., June 28-Oct. 11, 9:00 am-12:00 noon. #5995

NEW Surgical Technology Certification Review Course
Designed to prepare surgical technologists for the National Certification Exam to become a Certified Surgical Technologist or renew certification through Association of Surgical Technologists. Review basic surgical practices and techniques in the peri-operative environment, anatomy and physiology, pharmacology, and microbiology. Includes comprehensive examination study resource for test taking strategies. Prerequisite: Current or previously certified CST or a graduate of a surgical technology program accredited by CAAHEP or ABHES. For more information call 914-606-7400.
CE-HCARE 2046OS, 12 Sat., June 7-Aug. 30 (skip 7/5), 9:00 am-3:30 pm, $400. #5987

Spanish for Medical Professionals
Focuses on specific vocabulary, communication skills and medical terminology used in realistic, everyday situations in the healthcare workplace.
CE-LANG 2117OS, 5 Sat., July 12-Aug. 9, 12:30-4:30 pm, $120 (+ textbook). #5989

Information Sessions for Allied Health Careers
All sessions meet from 5:00-6:00 pm at the Ossining Center and are FREE; call 914-606-7400 to reserve your space.
Nursing Assistant, Patient Care Technician, and Phlebotomy: Thursday, May 8

How to Register for a Class
Returning Students:
• You can register by phone, fax, mail, or in person
• You can register and pay online with our easy self-service registration system at www.sunywcc.edu/MyWCC
Activate your User ID to use MyWCC! If you don’t know your User ID, call us at 914-606-6830, option 1 to get it. Once active, log in and click the link for Student Center.
New Students:
• You can register by phone, fax, mail, or in person
• You can register and pay online with our easy self-service registration system at www.sunywcc.edu/MyWCC
Create a user account and enroll using our First Time student process. Look for “Registration for First Time Continuing Education Students” link in the upper right corner of the MyWCC page.

Problems using MyWCC? Forgot your password? Get help at MyWCChelpdesk@sunywcc.edu

Register online at www.sunywcc.edu/ce/registration or call 914-606-7405
Computer students: please bring a USB flash drive to class. Classes are taught with Windows 8 and Office 2013 except as noted.

Essential Computer Skills 1 – Operational Skills
Whether you’ve been using the computer for a while or are a new user, you will pick up some tips and new skills from this course! Learn about the Windows desktop (using menus, toolbars, and panes), launching programs, keyboard and mouse operations, and more. CE-COMP 2073, $140 (+ textbook).

Windows 8
Sec. A: 2 Sat., May 31 & June 7, 9:00 am-12:00 noon, GTW-203. #6039
Sec. B: 1 Mon., June 30, 9:00 am-4:00 pm (includes 1-hour lunch break), GTW-203. #6040
Sec. C: 2 T/Th, July 8 & 15, 6:00-9:00 pm, GTW-209. #6041

Windows 7
Sec. D: 2 M/W, June 9 & 11, 6:00-9:00 pm, GTW-215. #6042

Essential Computer Skills 2 – Mastering Windows and File Management
Build your confidence and get control of your computer with these techniques for using Windows. Learn to manage and organize your files and folders; use control panels; protect your computer and your identity with Windows security settings; use Windows Live Mail; get the most from Internet Explorer. Prerequisite: Essential Computer Skills 1 or equivalent experience. CE-COMP 2074, $280 (+ textbook).

Windows 8
Sec. A: 4 Sat., June 14-July 12 (skip 7/5), 9:00 am-12:00 noon, GTW-203. #6043
Sec. B: 2 Mon., July 7 & 14, 9:00 am-4:00 pm (includes 1-hour lunch break), GTW-203. #6044
Sec. C: 4 T/Th, July 22-Aug. 12, 6:00-9:00 pm, GTW-209. #6045

Windows 7
Sec. D: 4 M/W, June 16-25, 6:00-9:00 pm, GTW-215. #6046

Social Networking and Internet Applications

Social Media for the Masses
Social media continues to grow and transform itself. Learn how to connect and more efficiently use several of the more popular social media sites: LinkedIn, Facebook, Pinterest, Twitter, Flixster, Google Plus, Flickr. Learn how to connect these sites, understand when to “like” something, set security features, promote yourself, join groups, understand hashtags, and social media “etiquette.” This course will introduce these sites and get you on the road to using social media more effectively. Prerequisite: Essential Computer Skills 1 or equivalent experience. CE-COMP 2075, 4 T/Th, May 27-June 5, 6:00-9:00 pm, GTW-209, $135. #6008

Using Pinterest, a Social Network for Fun and Profit
Pinterest is a social network that allows you to save images from anywhere, along with links to where they were found, and to organize them into virtual bulletin boards or inspiration boards. Learn to create your own Pinboards, re-pin and “like” images that others have posted and how to use Pinterest in marketing your business. CE-COMP 2109, $65.

Sec. A: 2 M/W, June 9 & 11, 9:00 am-12:00 noon, GTW-209. #6038
Sec. B: 2 Thurs., July 10 & 17, 6:00-9:00 pm, GTW-209. #6037

Cybersecurity Awareness
Everyone who uses a computer, whether for personal or business reasons, needs to be aware of the security threats that can compromise your sensitive information or system. This workshop provides relevant and current information regarding best practices and policies to prevent security breaches. You’ll gain a firm understanding of malicious programs and the tools and strategies to protect your data and computer. Hands-on lab work introduces you to these dangerous scenarios in a controlled environment. CE-COMP 2116, 4 Tues., June 3-24, 6:00-7:30 pm, CLA-101, $280. #6055

Social Networking with Facebook
Facebook and other social networks, such as YouTube and Farmville, enable millions of older adults to stay involved with children, grandchildren, and distant family members. Learn how to find and connect with old friends and family members to share activities and renew relationships. Join millions of others of all ages in the fun of managing virtual farms on the Internet. Share photos and videos to stay in touch. Prerequisite: Essential Computer Skills 1 and 2 or equivalent experience. CE-COMP 2071, $90.

Sec. A: 2 M/W, June 9 & 11, 9:00 am-12:00 noon, GTW-209. #6038
Sec. B: 2 Thurs., July 10 & 17, 6:00-9:00 pm, GTW-209. #6037

Keyboarding on the Computer
This course provides students with the basic skills necessary to learn touch typing on a computer keyboard. The ability to type faster and accurately saves time and increases productivity. Keyboarding and word processing experience is not required for this hands-on class. CE-COMP 2016, 5 Thurs., May 29-June 26, 6:00-7:30 pm, GTW-215, $95. #6054

Cybersecurity Awareness
Everyone who uses a computer, whether for personal or business reasons, needs to be aware of the security threats that can compromise your sensitive information or system. This workshop provides relevant and current information regarding best practices and policies to prevent security breaches. You’ll gain a firm understanding of malicious programs and the tools and strategies to protect your data and computer. Hands-on lab work introduces you to these dangerous scenarios in a controlled environment. CE-COMP 2116, 4 Tues., June 3-24, 6:00-7:30 pm, CLA-101, $280. #6055

Social Networking with Facebook
Facebook and other social networks, such as YouTube and Farmville, enable millions of older adults to stay involved with children, grandchildren, and distant family members. Learn how to find and connect with old friends and family members to share activities and renew relationships. Join millions of others of all ages in the fun of managing virtual farms on the Internet. Share photos and videos to stay in touch. Prerequisite: Essential Computer Skills 1 and 2 or equivalent experience. CE-COMP 2071, $90.

Sec. A: 2 M/W, June 9 & 11, 9:00 am-12:00 noon, GTW-209. #6038
Sec. B: 2 Thurs., July 10 & 17, 6:00-9:00 pm, GTW-209. #6037

Keyboarding on the Computer
This course provides students with the basic skills necessary to learn touch typing on a computer keyboard. The ability to type faster and accurately saves time and increases productivity. Keyboarding and word processing experience is not required for this hands-on class. CE-COMP 2016, 5 Thurs., May 29-June 26, 6:00-7:30 pm, GTW-215, $95. #6054

NEW Cybersecurity Awareness
Everyone who uses a computer, whether for personal or business reasons, needs to be aware of the security threats that can compromise your sensitive information or system. This workshop provides relevant and current information regarding best practices and policies to prevent security breaches. You’ll gain a firm understanding of malicious programs and the tools and strategies to protect your data and computer. Hands-on lab work introduces you to these dangerous scenarios in a controlled environment. CE-COMP 2116, 4 Tues., June 3-24, 6:00-7:30 pm, CLA-101, $280. #6055

NEW Cybersecurity Awareness
Everyone who uses a computer, whether for personal or business reasons, needs to be aware of the security threats that can compromise your sensitive information or system. This workshop provides relevant and current information regarding best practices and policies to prevent security breaches. You’ll gain a firm understanding of malicious programs and the tools and strategies to protect your data and computer. Hands-on lab work introduces you to these dangerous scenarios in a controlled environment. CE-COMP 2116, 4 Tues., June 3-24, 6:00-7:30 pm, CLA-101, $280. #6055

Social Networking and Internet Applications

Social Media for the Masses
Social media continues to grow and transform itself. Learn how to connect and more efficiently use several of the more popular social media sites: LinkedIn, Facebook, Pinterest, Twitter, Flixster, Google Plus, Flickr. Learn how to connect these sites, understand when to “like” something, set security features, promote yourself, join groups, understand hashtags, and social media “etiquette.” This course will introduce these sites and get you on the road to using social media more effectively. Prerequisite: Essential Computer Skills 1 or equivalent experience. CE-COMP 2015, 4 T/Th, May 27-June 5, 6:00-9:00 pm, GTW-209, $135. #6008

Using Pinterest, a Social Network for Fun and Profit
Pinterest is a social network that allows you to save images from anywhere, along with links to where they were found, and to organize them into virtual bulletin boards or inspiration boards. Learn to create your own Pinboards, re-pin and “like” images that others have posted and how to use Pinterest in marketing your business. CE-COMP 2109, $65.

Sec. A: 2 M/W, June 16 & 18, 9:00 am-12:00 noon, GTW-209. #6051
Sec. B: 2 Thurs., July 24 & 31, 6:00-9:00 pm, GTW-209. #6046

Social Networking with Facebook
Facebook and other social networks, such as YouTube and Farmville, enable millions of older adults to stay involved with children, grandchildren, and distant family members. Learn how to find and connect with old friends and family members to share activities and renew relationships. Join millions of others of all ages in the fun of managing virtual farms on the Internet. Share photos and videos to stay in touch. Prerequisite: Essential Computer Skills 1 and 2 or equivalent experience. CE-COMP 2071, $90.

Sec. A: 2 M/W, June 9 & 11, 9:00 am-12:00 noon, GTW-209. #6038
Sec. B: 2 Thurs., July 10 & 17, 6:00-9:00 pm, GTW-209. #6037

Textbook required.

Save $$ when you register for both Essential Computer Skills classes during the Summer for only $378. Savings will reflect when your course fees are calculated after enrolling.
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Level</th>
<th>Description</th>
<th>Prerequisite or Experience</th>
<th>Course Code</th>
<th>Fee (+ textbook)</th>
<th>Dates</th>
<th>Location</th>
<th>Course ID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MS Word – Level 1</strong></td>
<td></td>
<td>Get started with Word even if you have never done word processing before. Covers editing documents, formatting text, paragraphs and documents, and creating and formatting tables – fundamental skills for creating letters, reports and documents. Prerequisite: Essential Computer Skills 1 and 2 or equivalent experience.</td>
<td>CE-COMP 2029, $280 (+ textbook).</td>
<td>Word</td>
<td>$280 (+ textbook)</td>
<td>Sec. A: 4 M/W, June 2-11, 6:00-9:00 pm, GTW-209. #6025 Sec. B: 4 M/W, July 21-30, 9:00 am-12:00 noon, GTW-203. #6026</td>
<td>GTW-215. #6027</td>
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<td><strong>Word 2010</strong></td>
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<td>Sec. C: 4 T/Th, July 8-17, 6:00-9:00 pm, GTW-215. #6027</td>
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<tr>
<td><strong>MS Word – Level 2</strong></td>
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<td>Expand your skills and enhance your documents by adding graphics, using styles and templates, and managing multi-page documents. Create personalized mailings by merging data into your documents. Learn how easy it is to turn your Word document into a web page. Prerequisite: Microsoft Word Level 1 or equivalent experience.</td>
<td>CE-COMP 2030, $280 (+ textbook).</td>
<td>Word</td>
<td>$280 (+ textbook)</td>
<td>Sec. A: 4 M/W, June 16-25, 6:00-9:00 pm, GTW-209. #6028 Sec. B: 4 M/W, Aug. 4-13, 9:00 am-12:00 noon, GTW-203. #6029</td>
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<td>Sec. C: 4 T/Th, July 22-31, 6:00-9:00 pm, GTW-215. #6030</td>
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<tr>
<td><strong>MS Word – Level 3</strong></td>
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<td>Master more advanced features of Word such as building forms, creating charts and diagrams, collaborating with others on a document, working with references, advanced graphics, and integrating Word with other applications. Prerequisite: Microsoft Word Level 2 or equivalent experience.</td>
<td>CE-COMP 2031, $280 (+ textbook).</td>
<td>Word</td>
<td>$280 (+ textbook)</td>
<td>Sec. A: 4 M/W, July 7-16, 6:00-9:00 pm, GTW-209. #6031 Sec. B: 4 M/W, Aug. 18-27, 9:00 am-12:00 noon, GTW-203. #6032</td>
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<td>Sec. C: 4 T/Th, Aug. 5-14, 6:00-9:00 pm, GTW-215. #6033</td>
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</table>

**Save $5 when you register for all three Word classes during the Summer for only $756. Savings will be reflected when your course fees are calculated after enrolling.**

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<thead>
<tr>
<th>Course Name</th>
<th>Level</th>
<th>Description</th>
<th>Prerequisite or Experience</th>
<th>Course Code</th>
<th>Fee (+ textbook)</th>
<th>Dates</th>
<th>Location</th>
<th>Course ID</th>
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<tbody>
<tr>
<td><strong>MS Excel – Level 1</strong></td>
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<td>Get started with Excel even if you have never used a spreadsheet before. Includes building and editing worksheets, formatting a worksheet, working with charts and working with formulas and functions. Prerequisite: Essential Computer Skills 1 and 2 or equivalent experience.</td>
<td>CE-COMP 2020, $280 (+ textbook).</td>
<td>Excel</td>
<td>$280 (+ textbook)</td>
<td>Sec. A: 4 T/Th, June 3-13, 6:00-9:00 pm, GTW-203. #6012 Sec. B: 4 M/W, July 21-30, 1:00-4:00 pm, GTW-203. #6013</td>
<td>Excel</td>
<td>#6014</td>
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<td>Sec. C: 4 M/W, July 7-16, 6:00-9:00 pm, GTW-215. #6014</td>
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<td><strong>MS Excel – Level 2</strong></td>
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<td>Expand your skills in Excel by learning to use and analyze tables and enhance your charts and worksheets. Explore techniques for managing workbooks, sharing Excel files, and incorporating web information. Prerequisite: Microsoft Excel Level 1 or equivalent experience.</td>
<td>CE-COMP 2021, $280 (+ textbook).</td>
<td>Excel</td>
<td>$280 (+ textbook)</td>
<td>Sec. A: 4 T/Th, June 17-26, 6:00-9:00 pm, GTW-203. #6015 Sec. B: 4 M/W, Aug. 4-13, 1:00-4:00 pm, GTW-203. #6016</td>
<td>Excel</td>
<td>#6017</td>
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<td>Sec. C: 4 M/W, July 21-30, 6:00-9:00 pm, GTW-215. #6017</td>
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<td><strong>MS Excel – Level 3</strong></td>
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<td>Master more advanced features of Excel such as analyzing data with PivotTables, exchanging data with other programs, and advanced worksheet management. Prerequisite: Microsoft Excel Level 2 or equivalent experience.</td>
<td>CE-COMP 2022, $280 (+ textbook).</td>
<td>Excel</td>
<td>$280 (+ textbook)</td>
<td>Sec. A: 4 T/Th, July 8-17, 6:00-9:00 pm, GTW-203. #6018 Sec. B: 4 M/W, Aug. 18-27, 1:00-4:00 pm, GTW-203. #6019</td>
<td>Excel</td>
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<td>Sec. C: 4 M/W, Aug. 4-13, 6:00-9:00 pm, GTW-215. #6020</td>
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</tbody>
</table>

**Save $5 when you register for all three Excel classes during the Summer for only $756. Savings will be reflected when your course fees are calculated after enrolling.**

**Take Your Microsoft Office Certification Exams on Campus!**
You can now take your Microsoft Office Specialist certification exams at the Valhalla campus. Contact Mary Beth Jerry by email at marybeth.jerry@sunywcc.edu or 914-606-7904 for further details or to make a test appointment.

Where required, textbooks can be purchased at the bookstore at 914-606-6475 or ordered online at www.sunywcc.edu
MS Access – Level 1
Get started with Access, the Office Suite's powerful database program. Includes building and editing tables, using queries, forms and reports, and modifying your database structure. Prerequisite: Essential Computer Skills 1 and 2 or equivalent experience.
CE-COMP 2017, 4 M/W, June 30-July 9, 6:00-9:00 pm, GTW-203, $280 (+ textbook). #6009

MS Access – Level 2
Expand your skills in Access by learning to create multiple table queries, develop forms and subforms, create charts and PivotTables, and build advanced queries. Explore how to share Access data with other applications and enhance your reports. Prerequisite: Microsoft Access Level 1 or equivalent experience.
CE-COMP 2018, 4 M/W, July 14-23, 6:00-9:00 pm, GTW-203, $280 (+ textbook). #6010

MS Access – Level 3
Master more advanced features of Access such as creating macros, creating modules, and developing advanced forms and reports. Learn how to simplify the database interface for other users and tips for maintaining your database. Prerequisite: Microsoft Access Level 2 or equivalent experience.
CE-COMP 2019, 4 M/W, July 28-Aug. 6, 6:00-9:00 pm, GTW-203, $280 (+ textbook). #6011

Save $ when you register for all three Access classes during the Summer for just $756
Savings will be reflected when your course fees are calculated after enrolling.

MS PowerPoint – Level 1
Learn the basics of this easy-to-use program to create visually compelling presentations and slides. Wizards and templates give you a quick start on professional presentations and you'll also learn to develop your own designs with text, graphics and special effects. Prerequisite: Essential Computer Skills 1 and 2 or equivalent experience.
CE-COMP 2025, 4 M/W, July 21-30, 6:00-9:00 pm, GTW-209, $280 (+ textbook). #6022

MS PowerPoint – Level 2
Enhance your presentations with a variety of chart types. Integrate PowerPoint with other programs, like Excel, to represent data graphically with more impact. Include multimedia and web resources in your presentations. Explore options for preparing a presentation for live delivery, web delivery, and distribution on CD. Prerequisite: Microsoft PowerPoint Level 1 or equivalent. $280 (+ textbook).
CE-COMP 2026, 4 M/W, Aug. 4-13, 6:00-9:00 pm, GTW-209, $280 (+ textbook). #6023

Save $ when you register for both MS PowerPoint classes during the Summer for just $504
Savings will be reflected when your course fees are calculated after enrolling.

MS Outlook – Email Functions
Tame your Inbox with these techniques for managing your email. Learn the many options Outlook provides for creating, reading and sending email, working with attachments, flagging and categorizing messages, and working with distribution lists and your contacts. Prerequisite: Essential Computer Skills 1 and 2 or equivalent experience.
CE-COMP 2079, 2 T/Th, July 22-24, 6:00-9:00 pm, GTW-203, $140 (+ textbook). #6047

MS Outlook – Calendars and Task Management
Outlook is more than just email! Improve your time and task management with advanced features of Outlook mail, the powerful calendar and meeting scheduler, contacts and address book, and task manager. Prerequisite: Essential Computer Skills 1 and 2 or equivalent experience.
CE-COMP 2080, 2 T/Th, July 29-31, 6:00-9:00 pm, GTW-203, $140 (+ textbook). #6047

Microsoft Office – One on One
Get the benefits of the expertise of our experienced instructors in a one on one, two-hour session! Whether you want a private tutorial or you're struggling with getting an Office application to do what you need, our One on One program can help. We will match you with one of our excellent instructors to meet at our Valhalla campus for a session arranged by appointment. Call Mary Beth Jerry at 914-606-7904 to set an appointment time. A two-hour session is $240.

Microsoft Certification Training – Online Programs
If our class schedule doesn't match your availability, you can still train for a new career and sharpen your computer skills by enrolling in our online class offered in partnership with Education to Go/Gatlin Education Services. For more information, see page 15 or visit www.careertraining.ed2go.com/sunywcc

MS Office Skills Non-Credit Certificate
The applications in the Microsoft Office Suite (Access, Excel, Word, PowerPoint) are widely used and these skills are expected of today's working professional. Complete our series of classes in these four programs to qualify for this non-credit certificate. Apply for the certificate upon completing all requirements.
MS Word Basics
Learn the fundamentals of word processing for creating basic documents. Enter and edit text, correct spelling and grammar as you type, change fonts and font sizes, emphasize text, set margins and tabs, use bullets and numbering, create an envelope, search for and replace text. Prerequisite: Essential Computer Skills 1 and 2 or equivalent experience.
CE-COMP 2009, 1 Thurs., June 5, 9:00 am-1:00 pm, GTW-203, $140. #6005

MS Excel Basics
Learn the fundamentals: enter and edit text and values; create simple formulas; select cells and ranges; move around the worksheet; change column widths and row heights; insert and delete rows and columns; format numbers; copy and move data from one location to another using menus, fill-handle and drag and drop; save, retrieve and print worksheets. Prerequisite: Essential Computer Skills 1 and 2 or equivalent experience.
CE-COMP 2023, 1 Thurs., June 19, 9:00 am-4:00 pm (includes 1-hour lunch break), GTW-203, $140. #6021

Data Management with MS Excel
Learn to sort data with multiple keys, validate data, create a data-entry form and get subtotals based on various criteria. Use named ranges and Lookup tables to retrieve and summarize data. Import data into Excel from other applications. Prerequisite: Excel Basics or Excel Level 1 or equivalent experience.
CE-COMP 2010, 1 Thurs., July 17, 9:00 am-4:00 pm (includes 1-hour lunch break), GTW-203, $140. #6006

Using MS Word Functions
Learn to use a variety of financial and statistical functions to analyze your data. Develop conditional calculations using the logical functions. Track time-dependent data with date and time functions. Prerequisite: Excel Basics, MS Excel Level 1 or equivalent experience.
CE-COMP 2030, 1 Thurs., July 10, 9:00 am-4:00 pm (includes 1-hour lunch break), GTW-203, $140. #6036

Creating Brochures, Flyers and Newsletters with MS Word
Learn to use clip art, graphics, Word Art objects and watermarks, insert special characters and symbols, format text in columns, and use borders and shading. Prerequisite: Word Basics or equivalent experience.
CE-COMP 2032, 1 Thurs., May 29, 9:00 am-4:00 pm (includes 1-hour lunch break), GTW-203, $140 (+ textbook). #6034

Creating Custom Mailings with Word Mail Merge
Design form letters with merge fields; create data lists in Word or use data from Excel or Access; sort and select data records; create mailing labels. Prerequisite: Word Basics or Word Level 1 or equivalent experience. Excel and/or Access experience is helpful.
CE-COMP 2006, 1 Thurs., June 12, 9:00 am-1:00 pm, GTW-203, $70. #6005

Creating Custom Mailings with MS Access
Design form letters with merge fields; create data lists in MS Access or use data from Excel or Access. Prerequisite: MS Access Basics or equivalent experience.
CE-COMP 2034, 1 Thurs., Aug. 5, 9:00 am-1:00 pm, GTW-203, $70. #6035

Using MS Excel Charts
Excel supports a wide variety of standard types of charts and graphs. Create effective charts that clearly and accurately convey the meaning of your data. Prerequisite: Excel Basics or Excel Level 1 or equivalent experience.
CE-COMP 2034, 1 Thurs., Aug. 5, 9:00 am-1:00 pm, GTW-203, $70. #6035

Creating Brochures, Flyers and Newsletters with MS Word
Learn to use clip art, graphics, Word Art objects and watermarks, insert special characters and symbols, format text in columns, and use borders and shading. Prerequisite: Word Basics or equivalent experience.
CE-COMP 2032, 1 Thurs., May 29, 9:00 am-4:00 pm (includes 1-hour lunch break), GTW-203, $140. #6034

Using MS Excel Charts
Excel supports a wide variety of standard types of charts and graphs. Create effective charts that clearly and accurately convey the meaning of your data. Prerequisite: Excel Basics or Excel Level 1 or equivalent experience.
CE-COMP 2034, 1 Thurs., Aug. 5, 9:00 am-1:00 pm, GTW-203, $70. #6035

Using PivotTables in Excel
A PivotTable is an interactive table that automatically extracts, organizes, and summarizes your data, making it easier to analyze. If you work with large data sets, PivotTables can help you make comparisons, detect patterns and relationships, and analyze trends with ease. Prerequisite: Excel Level 2 or equivalent experience.
CE-COMP 2086, 1 Thurs., July 24, 9:00 am-1:00 pm, GTW-203, $70. #6050

NEW Data Analysis with Excel
Get a handle on some of Excel’s more advanced features for analyzing your data including Dashboards with slicers and timelines, creating What-If Scenarios, and using the Inquire add-in. Prerequisite: MS Excel Level 2 or equivalent experience.
CE-COMP 2115, 2 M/W, May 19 & 21, 9:00 am-12:00 noon, GTW-203, $140. #6053

MS Access Basics
Learn the fundamentals of developing a database in this powerful application. This intensive course will give you a quick introduction to the concepts and tools you need to get started in creating tables, forms, queries and reports. Prerequisite: Essential Computer Skills 1 and 2 or equivalent experience.
CE-COMP 2081, 1 Thurs., Aug. 14, 9:00 am-4:00 pm (includes 1-hour lunch break), GTW-203, $140 (+ textbook). #6049

MS PowerPoint Basics
Learn the fundamental skills needed to create effective PowerPoint presentations that incorporate text, graphics, charts, and tables. Prerequisite: Essential Computer Skills 1 and 2 or equivalent experience.
CE-COMP 2027, 1 Thurs., Aug. 7, 9:00 am-4:00 pm (includes 1-hour lunch break), GTW-203, $140 (+ textbook). #6024

Register online at www.sunywcc.edu/ce/registration or call 914-606-6830

Summer 2014 Continuing Education Schedule was prepared by the Publications Office, the Division of Continuing Education and Workforce Development of Westchester Community College and TypeWorks.

Information contained within this schedule is subject to change. Visit www.sunywcc.edu for updated information.

Robert P. Astorino  
Westchester County Executive

Dr. John F.M. Flynn  
Interim President, Westchester Community College

Textbook required.
Programming

Introduction to SQL
This course will allow the student to understand and write SQL (Structured Query Language), the language used to manipulate and read data from relational databases such as Access, Oracle, and Microsoft SQL Server.
CE-COMP 2102, 3 Sat., June 7-21, 9:00 am-4:00 pm (includes 1-hour lunch break), GTW-215, $350 (+ textbook). #6056

Advanced SQL
This course is a follow up to the Introduction to SQL course, and shows the student how to take full advantage of SQL’s expressive power that goes far beyond the simple SELECT statement. Topics include applying real-world scenarios based on instructor experiences.
Prerequisite: Introduction to SQL.
CE-COMP 2108, 3 Sat., July 12-26, 9:00 am-4:00 pm (includes 1-hour lunch break), GTW-215, $350 (+ textbook). #6057

Digital Art Computer Classes in Peekskill
For more information or to register, call 914-606-7300. The Center for the Digital Arts is located at 27 N. Division Street. Software versions are subject to change.

Intro to the Mac
Computers provide essential life skills for adults to function effectively. Computer Art and Design programs require basic knowledge of a Macintosh operating system. This introductory class, for those new to the computer or to the Apple Operating System, explains the hardware and software. This course is intended for those with low computer literacy skills. Beginners will learn basic skills, i.e., using the mouse, using menus and icons, managing files, folders and windows, and navigation in text. The use of storage media and printers will be explained.
CE-COMP 1000PE, $35.
Sec. A: 1 Mon., June 9, 9:30 am-12:30 pm.
#5844
Sec. B: 1 Wed., July 9, 6:30-9:30 pm. #5845

Open Studio Access Package at Peekskill
The Center for the Digital Arts at Peekskill is an artist's space and a friendly environment in which to work. The Center hosts five Apple post-production studios including two video labs, an animation studio, and facilities for other digital projects. This package is for the professional or aspiring artist with competent computer skills who wants to continue to develop a portfolio and use the Center's resources. Note: Interview with Technical Support Manager required; choose daily access fee or package fee.
CE-DGART 2003PE, M/T/W/Th, May 27-Aug. 1, 9:00 am-9:00 pm and F, 9:00-11:30 am, Package Fee $302. #5846
CE-DGART 2050PE, daily access subscription fee $27 per day (+ $50 lab fee).

Quick Start to Photoshop CS6 in 24 Hours
Learn to use the latest version of Photoshop and take advantage of the integrative power of CS and the dynamic nature of its print-to-web solutions. Includes: an overview of graphic layout and design, an overview of interface and tools, and a hands-on exercise. No previous experience with InDesign is necessary; previous computer experience required.
CE-DGART 2014PE, 2 T/Th, July 8-July 31, 6:00-9:00 pm, $386 (+ $50 lab fee). #5848

Quick Start to WordPress
Learn to create your own blog or website with WordPress. This introduction will give you an overview of the most important concepts and techniques. You’ll learn the difference between self-hosting and using a free site, how to install WordPress, how to add content to posts, and more. This course is intended for beginners who have no experience with WordPress.
CE-DGART 2045PE, 2 M/W, June 2 & 4, 6:00-9:00 pm, $235 (+ $50 lab fee). #5849

Quick Start to Photoshop Elements
Learn to use the latest version of Adobe Photoshop Elements with a focus on personal photo imaging. This course will provide an overview of the software. In addition to learning the basics of the Adobe Photoshop Elements workspace, step-by-step procedures on how to adjust, fix, and organize your photographs will be demonstrated with the opportunity to practice on instructor-provided images. This course is perfect for the beginner interested in learning digital imaging for personal use with an eye towards further enhancing their imaging skills.
CE-DGART 2028PE, 2 T/Th, June 10 & 12, 6:00-9:00 pm, $235 (+ $50 lab fee). #5850

Quick Start to the iPad for Artists and Designers
Do you have an iPad and want to learn more about it? This is an entry level course to help you explore the iPad as a creative tool. The iPad can be used as a consumption device but may also be used by artists and designers to create and to teach. This course is designed for artists and designers to learn iOS basics and differentiate amongst the many cloud based apps, input/output options for printing and file sharing. In addition the course will cover: buttons and connections, touch control gestures, organizing your home screen, syncing with iTunes, downloading apps, word processing, digital imaging, presentation creation, video conferencing, communications and Internet use, etc. No previous experience is required.
CE-DGART 2059PE, 2 M/W, June 16 & 18, 6:00-9:00 pm, $235 (+ $50 lab fee). #5851

Textbook required.
Cheetah Learning Project Management

Online Certificate Programs

Become a leader of change in your organization as you develop the skills to competently and confidently lead a fast and effective project management team. This 125-hour online program teaches you critical negotiation skills, helps you create a customized project Management Toolbox of best practices and includes a demonstration project. All instructors have PMP certification. Tuition for the Certificate Program is $5,427. If you are preparing for your PMP certification, take this certificate with an integrated PMP Exam Prep for $8,190.

Cheetah PM Fundamentals Certificate prepares you to earn the Project Management Institute's Certified Associate in Project Management credential (CAPM) and build your PM skills. This 85-hour program includes access to certified CAPM coaches as you prepare to take the CAPM exam. $3,275.

Cheetah Online Exam Prep for the PMP® Exam includes the two-week Cheetah Exam Prep® for the PMP® Pre-Course which satisfies PMI's required 35 hours of education. Prepare for the exam with access to a personal PMP exam prep coach for four weeks. $3,163.

For more details, contact Mary Beth Jerry at 914-606-7904 (email: marybeth.jerry@sunywcc.edu).

Ed2Go Career Certificate Courses

Our partnership with Education to Go brings opportunities to pursue high-end training and certification programs with the ease of distance learning access. Classes begin whenever you are ready—you can begin your class within a few days of completing your registration. Tuition for the class includes all texts and materials.

IT and Software Development Certificates, including
CompTIA A+: 230 hours, $1,695
CompTIA Network+ Certification Training: 80 hours, $1,495
Microsoft Certified Solutions Associate (MCSA) Server 2008: 275 hours, $2,195
Microsoft Office 2010 Master Certification Training: 300 hours, $1,695

Business Certificates, including
Administrative Professional with Microsoft Office 2010 Master: 380 hours, $1,995
Six Sigma Blackbelt: 200 hours, $2,695
Certified Bookkeeper: 140 hours, $1,995
Professional Bookkeeping with QuickBooks: 140 hours, $1,895
Certified Global Business Professional: 160 hours, $2,495
Payroll Practice and Management: 80 hours, $1,795
Management for IT Professionals: 390 hours, $2,295
Travel Agent Training: 250 hours, $1,795

Healthcare Certificates, including
ICD-10 Medical Coding: 200 hours, $1,795

Video Game Design and Development, including
3ds max: 300 hours, $1,695
Video Game Design and Development: 500 hours, $1,995

For more information on these and other courses, go to careertraining.ed2go.com/sunywcc or contact Mary Beth Jerry at 914-606-7904 (email: marybeth.jerry@sunywcc.edu).

Professional Development Center

The Professional Development Center is a great place for you and your team to continue professional growth and enhance critical skills. We provide great alternatives for business and professional training, whether you are an employee, entrepreneur, owner, or CEO.

Consider taking business and professional skills development classes with peers. See how others approach similar challenges:

✔ Essentials of Management
✔ Sales & Customer Service
✔ Leadership and Organizational Behavior
✔ Business Communications
✔ Computer Technologies
✔ Effective Business Communications
✔ Workplace Language
✔ and others

For further information:
Call: 914-606-6669 • Email: pdc@sunywcc.edu • Visit: www.sunywcc.edu/pdc

Register online at www.sunywcc.edu/ce/registration or call 914-606-6830
Mandarin Chinese
12 sessions, Room TBD, R Chen. $240.
**Beginning Level 1**: CE-LANG 2900, Mon., June 2-Aug. 18, 7:00-9:00 pm. #5814
**Beginning Level 2**: CE-LANG 2901, Sat., June 7-Aug. 24, 7:00-9:00 pm. #5815
**Intermediate 1**: CE-LANG 2902, Wed., June 4-Aug. 20, 7:00-9:00 pm. #5816
**Intermediate 2**: CE-LANG 2908, Prerequisite: Intermediate 1 or basic knowledge of Chinese language. Uses same text as beginning classes. Thurs., June 5-Aug. 21. #5817

French
**Beginning**: CE-LANG 2500, $220, Room TBD, P Carcich. Sec. A: 10 Tues., June 3-Aug. 5, 6:15-8:15 pm. #5822
Sec. B: 10 Sat., June 7-Aug. 16 (skip 7/5), 10:00 am-12:00 noon. #5823
Sec. B: 10 Sat., June 7-Aug. 16 (skip 7/5), 12:15-2:15 pm, P Carcich. #5826

German
9 Sat., June 7-Aug. 9 (skip 7/5), $240, Room TBD, A Leissl.
**Beginning Level 2**: CE-LANG 2701, 12:00 noon-2:00 pm. #5777
**Intermediate/Advanced**: CE-LANG 2702, 9:30-11:30 am. #5808

Beginning Latin
Beginning Latin provides a key not only to a deeper understanding of modern English and the Romance languages, but also to the wide ranging cultural legacy of ancient Rome. An introduction to the richness and beauty of classical Latin.
CE-LANG 2008, 6 Wed., June 18-July 23, 6:30-8:30 pm, Room TBD, $125, D Matson. #5778

Discovering Brazilian Language and Culture (Beginning Portuguese)
It's time to learn Brazilian Portuguese, the sixth most spoken language in the world, from simple everyday usage of vocabulary, grammar, introductions, requests, offers, and common expressions, to a better understanding of Brazilian culture itself. Learn language the fun way!
CE-LANG 2010, 10 Mon., June 2-Aug. 4, 7:00-9:00 pm, Room TBD, $220, R Santos. #5794

Portuguese Intermediate
If you have the basics of Portuguese, improve your speaking, writing, listening, and reading skills by learning more complex grammar structures and vocabulary.
CE-LANG 2009, 10 Tues., June 3-Aug. 5, 7:00-9:00 pm, Room TBD, $220, R Santos. #5795

Immersion Portuguese for Advanced Learners
Jump into a more advanced Portuguese class by focusing on the practical use of the language. Get fluent and build confidence when handling a discussion with a native speaker. This course brings complex reading and listening, vocabulary, grammar, writing and intense conversation. Discussions about Brazilian culture, current news, films, articles and music are incorporated through activities, role-play and mock situations. Class is taught in Portuguese only.
CE-LANG 2015, 10 Thurs., June 5-Aug. 7, 7:00-9:00 pm, Room TBD, $220 (no textbook), R Santos. #5796

Spanish
10 sessions, Room TBD, $220 (+ $5 materials fee, payable to instructor).
**Beginning Level 1**: CE-LANG 2104, E Vernon-Buffa.
Sec. A: Sat., June 7-Aug. 16 (skip 7/5), 9:00-11:00 am. #5905
Sec. B: Mon., June 2-Aug. 4, 6:30-8:30 pm. #5906
**Beginning Level 2**: CE-LANG 2105, E Vernon-Buffa.
Sec. A: Sat., June 7-Aug. 16 (skip 7/5), 11:15 am-1:15 pm. #5907
Sec. B: Tues., June 3-Aug. 5, 6:30-8:30 pm. #5908
**Intermediate**: CE-LANG 2106, E Vernon-Buffa.
Sec. A: Sat., June 7-Aug. 23 (skip 6/28 & 7/5), 9:00-11:00 am. M Khalil. #5909
Sec. B: Thurs., June 5-Aug. 7, 6:30-8:30 pm. E Vernon-Buffa. #5910
**Advanced**: CE-LANG 2107, Canta Con Migo, Advanced: Sing With Me!
Singing is the easiest way to learn a romance language. Come learn Spanish through song!
CE-LANG 2118, 10 Fri., June 6-Aug. 15 (skip 7/4), 6:00-8:00 pm, Room TBD, $220 (+ $5 materials fee, payable to instructor).
E Vernon-Buffa. #5913

Cuentos Cortos (Short Stories)
An intermediate course that focuses on Spanish short stories. Discover the beauty of each story as you discuss the themes and culture within each and improve your Spanish-speaking ability.
CE-LIT 2008, 10 Wed., June 4-Aug. 6, 6:30-8:30 pm, Room TBD, $220 (+ textbook, + $5 materials fee, payable to instructor).
E Vernon-Buffa. #5912
American Sign Language
2.0 CEUs. 10 Wed., $199 (+ textbook), Room TBD. P Ditimi.
ASL 1: An Introduction to American Sign Language (ASL). Includes basic grammar, vocabulary, fingerspelling, numbers, and cultural information related to the deaf community. No prerequisites.
CE-LANG 1000, June 4-Aug. 13 (skip 7/2), 6:45-8:45 pm. #5803
ASL 2: A continuation of ASL 1. Expands vocabulary, grammatical knowledge, and cultural awareness. Introduces increasingly complex grammatical aspects. Prerequisites: ASL 1 or permission from the instructor.
CE-LANG 1001, June 4-Aug. 13 (skip 7/2), 4:30-6:30 pm. #5804

LEARNING CAMPS FOR KIDS AND TEENS

The Ossining Summer Science Academy
The Ossining Extension Center is located on Route 9 in the Arcadian Shopping Center.
For those who select a day-long experience, a 30-minute supervised lunch is scheduled between morning and afternoon sessions (student-provided lunch). For complete course descriptions, visit our website at www.sunywcc.edu/CE/summercamps. Call 914-606-7400 to register.

All classes meet M/T/W/Th from Aug. 4-14, and are $160 each.

Intro to Human Anatomy:
For Ages 8-12
CE-SCI 2006OS, 9:30-11:30 am. #5996

Go Green! For Ages 8-12
CE-SCI 2000OS, 9:30-11:30 am. #5997

The Scientist as Detective:
For Ages 8-12
CE-SCI 2004OS, 12:00 noon-2:00 pm. #5999

The Scientific Method:
For Ages 9-12
CE-SCI 2003OS, 12:00 noon-2:00 pm. #6000

The World of Emergency Medicine:
For Ages 13-17
CE-SCI 2001OS, 12:00 noon-2:00 pm. #6001

Peekskill Pre-College 2014 Offerings
For more information or to register call 914-606-7300. The Center for the Digital Arts is located at 27 N. Division Street in Peekskill, NY. For complete course descriptions, visit us at www.sunywcc.edu/ce/registration or call 914-606-7405.

Affordable Digital, Studio, and Performing Arts Classes for Teens and Children
State of the Art Equipment • Nurturing Instruction • Opportunity for Fun & Creativity
Students may register for one or more classes for their age group, 2-hour classes meet from 9:30-11:30 am and from 12:00 noon-2:00 pm. 4-hour Game Design and 3D Animation meet from 9:30-11:30 am and continue from 12:00 noon-2:00 pm with a half-hour break at 11:30 am. An additional half-hour break is offered at 2:00 pm for students continuing to the 3 hour classes, which run from 2:30-5:30 pm.
Students must bring their own non-perishable lunches.

Multimedia Storytelling: 16 hrs.
CE-DGART 2022PE, $161
Sec. A: July 7-17, 12:00 noon-2:00 pm. #5872
Sec. D: July 21-31, 9:30-11:30 am. #5873

Multimedia Storytelling: 24 hrs.
CE-DGART 2058PE, July 7-17, 2:30-5:30 pm, $180. #5874

Digital Art: 16 hrs.
CE-DGART 2014PE, $161
Sec. A: July 7-17, 12:00 noon-2:00 pm. #5875
Sec. B: July 21-31, 9:30-11:30 am. #5876

Digital Art: 24 hrs.
CE-DGART 2054PE, 2:30-5:30 pm, $180
Sec. A: July 7-17. #5877
Sec. B: July 21-31. #5878

Multimedia Storytelling: 16 hrs.
CE-DGART 2016PE, $161
Sec. C: July 7-17, 9:30-11:30 am. #5879
Sec. D: July 21-31, 12:00 noon-2:00 pm. #5880

Digital Portrait Painting: 16 hrs.
CE-DGART 2055PE, $161
Sec. A: July 7-17, 9:30-11:30 am. #5882
Sec. B: July 21-31, 12:00 noon-2:00 pm. #5883

Digital Portrait Painting: 24 hrs.
CE-DGART 206PPE, 2:30-5:30 pm, $180
Sec. A: July 7-17. #5884
Sec. B: July 21-31. #5885

EMBARK: Dance, Drama & Drumming
CE-DANCE 2034PE, July 21-31, 2:30-5:30 pm, $180 (no lab fee). #5887
Digital Art Classes for Teens: Ages 12-17
Game Design: 32 hrs.
CE-DGART 2016PE, 9:30 am-2:00 pm, $218
Sec. A: July 7-17, #5852
Sec. B: July 21-31, #5853
Game Design: 24 hrs.
CE-DGART 2057PE, 2:30-5:30 pm, $180
Sec. A: July 7-17, #5854
Sec. B: July 21-31, #5855
3D Animation: 32 hrs.
CE-DGART 2033PE, 9:30 am-2:00 pm, $218
Sec. A: July 7-17, #5856
Sec. B: July 21-31, #5857
3D Animation: 24 hrs.
CE-DGART 2053PE, 2:30-5:30 pm, $180
Sec. A: July 7-17, #5858
Sec. B: July 21-31, #5859
Graphic Design
CE-DGART 2019PE
Sec. A: July 7-17, 9:30-11:30 am, $161. #5860
2D Animation: 16 hrs.
CE-DGART 2013PE, July 7-17, 12:00 noon-2:00 pm, $161. #5861
2D Animation: 24 hrs.
CE-DGART 2060PE, July 21-31, 2:30-5:30 pm, $180. #5862
Web Design
CE-DGART 2031PE, July 21-31, 9:30-11:30 am, $161. #5863
Digital Filmmaking
CE-DGART 2017PE, July 21-31, 12:00 noon-2:00 pm, $180. #5864
Multimedia Storytelling
CE-DGART 2022PE, $161
Sec. A: July 7-17, 9:30-11:30 am. #5865
Sec. B: July 21-31, 12:00 noon-2:00 pm. #5866
Painting and Drawing: 16 hrs.
CE-ART 2016PE, $161
Sec. A: July 7-17, 12:00 noon-2:00 pm. #5867
Sec. B: July 21-31, 9:30-11:30 am. #5868
Painting and Drawing: 24 hrs.
CE-ART 2115PE, July 7-17, 2:30-5:30 pm, $180. #5869
EMBARK: Dance, Drama & Drumming
CE-DANCE 2034PE, July 7-17, 2:30-5:30 pm, $180 (no lab fee). #5870

HISTORY & POLITICS

NEW The Loyalist Cause:
America's First Civil War
Learn what happened to those who supported the British cause during the American Revolutionary War. The supporters to be discussed include Benedict Arnold, General Cornwallis and others. This course is a must for those interested in the history of this era!
CE-HIST 2035, 2 Sat. June 21 & 28, 12:30-2:30 pm, KNC-2, $40. L DiMartino. #6064.
Roosevelts of the Hudson Valley: A Tale of Two Presidents
One was a Republican and the other a Democrat. Both men have ancestral ties to the original Dutch settlers of the Hudson River Valley. Learn how these two men left their mark of distinction on our nation, the world and the Hudson River Valley.
CE-HIST 2011, 2 Sat., June 7 & 14, 12:30-2:30 pm, Room TBD, $40. L DiMartino. #5762

WORLD War II Via Film
When did World War II really begin and end? How many nations really fought on both sides? What can explain the war's racial and ethnic atrocities? What were the war's decisive turning points? Through the use of films, lectures, and discussions, we'll explore these questions.
CE-HIST 2023, 4 Wed., June 4-25, 7:00-9:00 pm, Room TBD, $95. P Gettier. #5770

FILM & CULTURE

NEW Reel IQ: 10 Films Everyone Should Know
There's a reason classics such as Casablanca and Rear Window stand the test of time. This course examines 10 films that define cinema greatness and created a lasting entertainment legacy.
CE-FILM 2007, 5 Sun., July 13-Aug. 10, 12:00 noon-2:00 pm, Room TBD, $95. D Griboff. #5801
NEW Russian Short Stories
Discover the best works of short fiction in Russian literature of the 19th and 20th centuries. We'll explore the culture of the duel, the role of chance, the riddle of death, anatomy of madness, imprisonment and survival, the pathologies of St. Petersburg, terror, and homo sovieticus. Students will examine emotions and passions, customs and mores, and beliefs, fantasies, and dreams typical for Russian literature. Students will compare Russian and American ideas and values, considering cultural similarities as well as differences.
CE-LIT 2029, 5 Mon., June 9-July 7, 7:00-9:00 pm, Room TBD, $100. M Bolgova. #6071

Textbook required.
Want to Make Others Laugh? Learn Improv!

Learn Comedy Improvisation 1
For both the actor and non-actor, to help build confidence, creativity, collaboration skills and spontaneity. With an emphasis on “improv tells a story,” learn to tell a story in each scene using listening and teamwork drills. Hone your skills with exercises like “Multi-Headed Expert” or “Last Two Words.” Relaxation techniques will also be taught, which benefit both the actor and non-actor.

CE-THEAT 2010, 8 Tues., June 10-July 29, 7:00-9:00 pm, Room TBD, $175. R Jackson. #6003

Learn Comedy Improvisation 2
This course will expand on the foundations learned in the Comedy Improvisation class with more challenging exercises and drills. Comedy Improvisation I recommended prior to taking this class.

CE-THEAT 2012, 8 Wed., June 11-July 30, 7:00-9:00 pm, Room TBD, $175. R Jackson. #6004

PERFORMING ARTS

Y DANCE ACADEMY

Westchester Community College and the Y Dance Academy are pleased to partner to offer a variety of dance courses for community adults.

The Y Dance Academy, located at the Family YMCA at Tarrytown, provides excellence in dance education, accessible to all. A comprehensive weekly schedule offers a core curriculum in ballet, pointe, modern, and jazz dance, as well as wider offerings in tap, choreography, and more taught by a faculty with extensive teaching, performing, and academic credentials. Individual placement classes, regular progress reports, and faculty/student mentor are all part of a Y Dance Academy education.

All classes meet for 10 sessions, are $262 each, and meet at the Family YWCA in Tarrytown.

Adult Ballet
Classes are based on a 45-minute classical ballet barre, followed by centre; optional pointe work may be offered. Emphasis is placed on developing strength, flexibility, and technique.

Adult Ballet 1 & 2: CE-DANCE 2007
Sec. A: Mon., June 16-Aug. 18, 11:00 am-12:15 pm. #6078
Sec. B: Mon., June 16-Aug. 18, 7:15-8:30 pm. #6079
Sec. C: Sat., June 21-Aug. 23, 9:30-11:00 am. #6080

Adult Ballet 2 & 3: CE-DANCE 2008
Wed., June 18-Aug. 20, 9:30-11:00 am. #6081

Adult Jazz
Classes are technique-based, concert jazz classes beginning with a 45-minute centre barre, followed by progressions and a combination based in any of the various jazz styles.

Adult Jazz 1 & 2: CE-DANCE 2011
Fri., June 20-Aug. 22, 9:30-11:00 am. #6082

Adult Jazz 2 & 3: CE-DANCE 2012
Sec. A: Mon., June 16-Aug. 18, 9:30-11:00 am. #6083
Sec. B: Tues., June 17-Aug. 19, 7:00-8:30 pm. #6084

Adult Modern
Classes consist of a warm-up, movement combinations and choreography that are geared toward developing awareness of the body, enhancing strength and flexibility, and finding new ways to move.

Adult Modern 1: CE-DANCE 2013
Thurs., June 19-Aug. 21, 6:00-7:00 pm. #6085

Adult Modern 2 & 3: CE-DANCE 2013
Thurs., June 19-Aug. 21, 7:00-8:30 pm. #6086

Adult Rhythm Tap
Dancers master tap vocabulary and technique in classes which emphasize the development of musicality and exploration of a full range of styles.

Adult Tap: CE-DANCE 2014, Thurs., June 19-Aug. 21, 7:00-8:00 pm. #6087

Adult Hip Hop
An upbeat warm-up followed by combinations that focus on rhythm, energy, and individual style.

Adult Hip Hop 1: CE-DANCE 2009, Thurs., June 19-Aug. 21, 7:00-8:00 pm. #6088

Adult Hip Hop 2: CE-DANCE 2009, Thurs., June 19-Aug. 21, 6:00-7:00 pm. #6089.

All courses held at the Family YMCA at Tarrytown. Reconfirm class schedules and requirements prior to registration.

www.ymcatarrytown.org/dance; 914-631-4807 x 32
Dance Fitness to the Hits of the 80’s
Ever wanted to dance like the stars of Fame? Now you can. Have fun and let loose as we incorporate fitness, hip-hop, basic ballet, ballroom, modern, and fusion dance steps and dance to some of the hottest and most popular 80’s hits.
CE-DANCE 2041, 5 Sat., July 26-Aug. 23, 5:00-6:00 pm, Room TBD, $50. S Ramos. #5791

Tribal Belly Dance
Learn how to adapt the belly dance technique needed into this modern style of belly dance. Learn alien arms, sharp moves and robotic steps. Get ready to have some fun as we also incorporate gothic steps for an eerie approach and learn to sharpen your steps for a more futuristic look.
CE-DANCE 2036, 4 Fri., Aug. 1-22, 6:30-8:00 pm, Room TBD, $85. S Ramos. #5792

Guitar Workshop
Learn to read music and play a melody together with a bass line. Discover shortcuts that can save you time. Room TBD. J Lorusso.

Intermediate:
#5915
CE-MUSIC 2000, 10 Tues., June 5-Aug. 7, 7:00-9:00 pm, $175 (+ $45 for Book 1 and companion CD, payable to instructor). #5915
Intermediate: CE-MUSIC 2015, 10 Tues., June 3-Aug. 5, 7:00-9:00 pm, $175 (+ $55 for Book 2 and companion double CD set, payable to instructor). #5916

Advanced:
#5914
CE-MUSIC 2062, 10 Tues., June 3-Aug. 5, 7:30-9:00 pm, $175 (+ $55 for Book 2 and companion double CD set, payable to instructor). #5916

Piano for Adults
Individualized and group instruction. Access to a piano is required; practice outside of class time necessary. AAB-110, $175 (+ textbook). H Dutton.

Beginner: CE-MUSIC 2001, 10 Thurs., June 5-Aug. 7, 7:00-9:00 pm, $175 (+ $45 for Book 1 and companion CD, payable to instructor). #5760
NEW! Advanced Beginner: CE-MUSIC 2062, 10 Tues., June 3-Aug. 5, 7:30-9:00 pm. #6075
Intermediate: CE-MUSIC 2020, 10 Thurs., June 5-Aug. 7, 6:00-7:30 pm (prerequisite: Beginner or equivalent experience). #5761
Advanced: CE-MUSIC 2018, 10 Tues., June 3-Aug. 5, 6:30-8:00 pm. #6002

Modern to Mid-Eastern Belly Dance
Get in touch with your inner grace and femininity by learning all styles of belly dance from Modern American (modern dance moves, hip hop and basic ballet steps are incorporated) to Mid-Eastern dance (which includes both Turkish and Egyptian belly dance) and get a sense of both styles to identify which suits you best.
CE-DANCE 2027, 7 Sat., July 12-Aug. 23, 6:30-8:00 pm, Room TBD, $100 (+ $15 optional fee for hip scarf, payable to instructor). S Ramos. #5891

Belly Dance Drum Solo Workshop
Learn to use sharp movements and combine steps as you learn to distinguish the different beats of a drum solo while dancing to the powerful sounds and rhythm of drums.
CE-DANCE 2032, 1 Sat., July 19, 5:00-6:30 pm, Room TBD, $20. S Ramos. #5892

Folk Guitar
This course is designed for those who wish to strum chords as an accompaniment to songs. Chords, accompaniment patterns, and techniques will be the focus.
CE-MUSIC 2000, 10 Tues., June 5-Aug. 7, 7:00-9:00 pm, Room TBD, $175 (+ $30 materials fee, payable to instructor). M Lorusso. #5914

TRAVEL & TOURS

Paris: City of Light
Paris is a city that can inspire thoughts of history, art, famous writers, fine food, good wine and romance. Gain an overview of the city's history along with an in-depth look at the sites that will make any journey to Paris magnifique.
CE-CULTR 2026, 3 Tues., June 3-17, 6:00-9:00 pm, Room TBD, $95. D Fruci. #5797

Slicing the Apple:
NYC for Prospective Tour Guides
A course for lovers of urban history that will dynamically combine the history, ethnography, and architecture of a complex, diverse city. It will also prepare you to become a certified NYC tour guide.
CE-TRVL 2005, 5 Tues., July 1-29, 7:00-9:00 pm, Room TBD, $100. H Fischer. #5769

Walking Tours of the Old Croton Aqueduct
Co-sponsored with The Friends of the Old Croton Aqueduct
The aqueduct is a 41-mile brick-lined conduit constructed between 1837 and 1842 to bring fresh water from the Croton River to New York City; one of the great engineering achievements of the 19th century! Call Mavis Cain for more information at 914-693-0529.

A Visit Inside the Old Croton Aqueduct Tunnel
Tour the inside of the historic Aqueduct tunnel and learn its important history. It was built in 1837-1842, providing vital water to New York City in a period where disease, fires and drunkenness were rampant. Your tour will also include an informative talk and movie. Meet at the Visitor’s Center in Ossining at 95 Broadway (just off Rt. 9) promptly at 11:00 am.
CE-TRVL 2001, 1 Sat., June 7, 11:00 am-1:00 pm, $25. M Cain. #5789

NEW Walk the Aqueduct: Sleepy Hollow to Rockefeller State Park
Guided walk on one of the most sylvan sections of the Aqueduct trail – from Sleepy Hollow High School north into Rockefeller State Park Preserve. Take a look inside the Weir Chamber on the way. Loop into Peggy's Way into Rockefeller Park and learn history as we walk. Meet at the north parking lot of Sleepy Hollow High School at 11:00 am.
CE-TRVL 2024, 1 Sat., June 14, 11:00 am-1:00 pm, $25. M Cain. #5802
THE WRITING CENTER

NEW Non-fiction Workshop: Write Yourself Into Your Non-Fiction
Our knowledge and our experiences are inseparable. In this workshop, we will examine how the best non-fiction weaves knowledge and personal experience together seamlessly. This course is ideal for someone who is writing (or contemplating) a book in an area of their expertise, and looking for effective ways to incorporate your self into the narrative.
CE-WRITG 2060, 6 Tues., June 3-July 8, 6:30-8:30 pm, Room TBD, $125. K Winkelstein-Duveneck. #6066

NEW Find Your Voice Through Writing
Great writers make their own rules. This class will sharpen your style to make it unmistakably yours. Read fiction and memoirs by great stylists and analyze what makes them distinctive. Hone your writing with fun, experimental writing exercises and workshops focusing on positive, helpful feedback.
CE-WRITG 2057, 10 Wed., June 4-Aug. 6, 6:30-8:30 pm, $195. K Winkelstein-Duveneck. #5799

Lighting a Fire Inside Your Characters
Want your characters to leap off the page? Learn from an award-winning novelist how to create characters that transcend the fictional worlds they inhabit and engage readers in their dreams, their challenges, and their journeys. This one-day workshop will help writers dig deeper into their characters, add tension, complexity, and conflict to their storytelling, and capture the hearts of readers.
CE-WRITG 2052, 1 Sat., July 19, 9:00 am-12:00 noon, KNC-2, $35 (+ $2 materials fee, payable to instructor). B Campbell. #5747

Bringing Your Novel to Life
Work with an award-winning novelist to master the building blocks of storytelling - premise, promise, theme, world, character, plot, point of view, and style. Discover ways to strengthen and unify these essential storytelling elements to add complexity, drama, and emotional power to your novel. Participants will receive a manual containing all course materials and handouts to use as a guide as they continue refining their novels, as well as practical tips about editing, publishing, and resources for writers.
CE-WRITG 2053, 4 Sat., Aug. 2-23, 9:00 am-12:00 noon, KNC-5, $125 (+ $10 materials fee, payable to instructor). B Campbell. #5748

Story Bootcamp
Start fast. Keep it humming. End with authority. Polish, correct, and tighten the prose. Learn how to rewrite your story, whether fiction or nonfiction, so it entices, captivates, and delights readers.
CE-WRITG 2047, 3 Tues., July 15-29, 6:00-8:00 pm, KNC-2, $60. P Andrews. #5781

Write Flash Fiction!
Flash fiction is hot, with over 300 paying markets looking for well-formed stories of 1000 words or less. Learn how to write, market and sell these tiny tales.
CE-WRITG 2026, 3 Tues., June 24-July 8, 6:00-8:00 pm, Room TBD, $60. P Andrews. #5783

Memoir Writing Workshop
Memoir combines remembrance and feeling; it is a witness to YOUR truth. Join us to recreate a special life experience in written vignettes. At each session gentle feedback by class members and the instructor will help you develop your personal style of expression. The goal is to be able to self-publish by the end of the class.
CE-WRITG 2049, 6 Tues., June 10-July 29 (skip 7/1 & 8), 7:00-9:00 pm, Room TBD, $120. J Kreiswirth. #5773

How to Write FAST
Crank up the efficiency and get that novel, short story, article or script done. Through exercises, evaluations, tips and technologies, you can learn to write faster. Discover how to break through blocks, get ideas, develop plots, draft, and polish in less time without losing quality.
CE-WRITG 2038, 3 Tues., June 3-17, 6:00-8:00 pm, KNC-2, $65. P Andrews. #5782

Turning Ideas into Published Books
Do you have a great book idea? Let’s move it to the next step. Come join us in a non-threatening writing circle that can lead to the completion and publication of your book. Experience is not necessary; bring your manuscript and your passion and let’s work together to “get it done.” Email editing by the author/teacher will help move your work along quickly.
CE-WRITG 2039, 6 Wed., June 4-July 9, 6:00-8:00 pm, Room TBD, $125. V Dacquino. #5758

Business Writing That Counts!
Make every word count to get the business results you seek! Develop your writing skills for the business world and learn to create documents (proposals, reports, letters, emails, and agendas) that will give you that extra edge in the workplace. Review basic writing concepts (spelling, grammar, and punctuation), and get an overview of the most common business documents. Learn sure-fire methods for weeding out jargon, clichés, and verbiage, and hitting the bull’s-eye with your email and marketing pieces.
CE-WRITG 2054, 3 Mon., July 14-28, 6:30-9:30 pm, KNC-2, $75. H Cuevas. #5756

Publish Your Book
Do you have a manuscript that you would love to publish? Did you know that many great writers got started by self-publishing? Don’t miss this opportunity to learn how to self-publish and market your book. Topics covered include an overview of the history of publishing; the business and technology of publishing; book design aspects such as cover, spine, binding, and paper stock; production timelines; and marketing issues such as how to set up signing and reading tours, arrange for book reviews, and create a successful retail distribution.
CE-PUBL 2008, 1 Tues., July 22, 6:00-9:00 pm, KNC-3, $50. D Ewen. #5766

Register online at www.sunywcc.edu/ce/registration or call 914-606-6830
Living décor is the art of designing plant displays by bringing nature inside. Create your own tabletop moss garden with ferns, exotic rex begonias and tropics to decorate your own space. Learn how to maintain “live” dicranum rock cap or “mood moss” in terrariums, apothecary jars, glass globes, and your own indoor garden. Materials provided by the instructor.

CE-GRDN 2056, 1 Sat., June 21, 10:00 am-12:00 noon, KNC-3, $25 (+ $25 material fee for planting box, gravel, soil, plants, moss, and handouts, payable to instructor), M Colletti. #6062

Great Native Plants for Containers

Even if you don’t have room for a perennial garden, you can still invite nature to your yard, patio, or balcony with container plantings. Learn which native plants will grow successfully in containers and attract butterflies, beneficial insects, hummingbirds, and other pollinators.

CE-GRDN 2057, 1 Mon., June 2, 10:00 am-1:00 pm, CLA-100, $80. K Eierman. #6063

Native Grass and Sedge Identification

Examine the basic anatomy and structure of grasses and sedges. Learn how to identify common native species with the use of a dichotomous key in the classroom and field.

CE-GRDN 2059, 1 Mon., June 9, 10:00 am-12:00 noon, Room TBD, $55. M Fabel. #6091

Xeric Native Gardening

With the changing climate we are experiencing more and extended periods of drought accompanied by bans on watering. Gardeners are turning to native plants that can tolerate hot, dry conditions (xeric plants) and survive parched landscapes. Find out the best native xeric plants for the region and how to use them.

CE-GRDN 2058, 1 Wed., June 11, 10:00 am-1:00 pm, CLA-100, $80. K Eierman. #6072

The Go Native U Certificate Program is a collaborative effort between Westchester Community College and The Native Plant Center. A percentage of tuition supports the work of The Native Plant Center.

Energy Efficient Lighting for Buildings

Learn about lighting’s energy efficiency and costs and discover how to perform a lighting audit to understand the current state of a building. Learn the basic nomenclature about lighting and the different types of lighting fixtures available along with their advantages and disadvantages. Understand basic energy usage calculations and energy bill analysis as well as the factors necessary to determine whether a lighting upgrade is necessary. Identify strategies available to minimize energy consumption and cost.

CE-GREEN 2014, 3 M/T/W, June 9-11, 6:30-8:30 pm, Room TBD, $65. B Hagen. #6077

To register for these courses, please call 914-606-6830 and press 1 or register online at www.sunywcc.edu/CE

All classes held in the Classroom Building, Room 100 unless otherwise noted.
Certificate in Sustainable Vegetable Production
Westchester Community College in Collaboration with Hilltop Hanover Farm & Environmental Center

If you're interested in becoming a vegetable farmer, have a passion for sustainable agriculture, or simply want to improve your own produce growing skills, this exciting new program is for you! All classes take place at beautiful Hilltop Hanover Farm in Yorktown Heights. This 187-acre farm is owned by the County of Westchester, and includes a five-acre commercial crop farm, two greenhouses, and a composting facility that all highlight best practices in sustainable agriculture. Seasoned agricultural service providers and farming professionals make up the certificate faculty.

The certificate curriculum will prepare those who wish to develop agricultural and entrepreneurial skills, as well as those wishing to enhance their knowledge of vegetable production. Program focus is based on environmentally sound, community based, small-farm practices.

The program consists of 45 hours in core courses, 18 hours of electives, and 16 hours of community service at the Farm, for a total of 79 hours. Coursework includes classroom study and hands-on field work highlighting practical farming skills and concepts. You may opt to complete the certificate program in 2 semesters or you may choose to take courses as stand-alone courses at your own pace.

To register, call us at 914-606-6830 (press 1), or register online at www.sunywcc.edu/ce.

All courses are held at Hilltop Hanover Farm & Environmental Center, located at 1271 Hanover Street in Yorktown Heights (www.hilltophanoverfarm.org).

Core Classes:
Introduction to Sustainable Agriculture & Soil Science
Discover the “nuts and bolts” of our new agricultural program at Hilltop Hanover. Learn the basic principles and practices of sustainable agriculture. Topics covered include botany, composting, irrigation, and basic principles of crop production, rotation, and protection. Upon completion, you will have an enhanced understanding of how to manage the complex interrelationships of air, water, soil, plants, and humans on a small sustainable farm.
CE-GRDN 2024, 4 Sat., June 14, July 12, Aug. 2 & 16, 9:00 am-12:00 noon, Barn F, $300, M Fedison. #5780

Elective Classes:

Introduction to Seed Saving and Production
Learn about seed-saving and seed production fundamentals with an emphasis on “on-farm” seed production. Topics include isolation distance and population size considerations, mating strategies and pollination requirements, controlled pollination techniques, seed maturity and harvest indicators, seed drying and storage, and demonstrations of seed cleaning processes. Upon completion, you will be able to produce a commercial quality seed crop.
CE-GRDN 2047, 3 Sat., June 21, July 19, Aug. 9, 9:00 am-12:00 noon, Barn F, $225.
M Fedison. #5813

Gateway to Entrepreneurship G2E supports entrepreneurial education throughout the college and our community. Through its collaborations with partners in both the public and private sectors, G2E is a resource hub for entrepreneurial development at all stages, facilitating programs that respond to entrepreneurs’ needs and contribute to a vibrant local economy.

To register, call us at 914-606-6830 (press 1), or register online at www.sunywcc.edu/ce.

All courses are held at Hilltop Hanover Farm & Environmental Center, located at 1271 Hanover Street in Yorktown Heights (www.hilltophanoverfarm.org).

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CE-GRDN 2047, 3 Sat., June 21, July 19, Aug. 9, 9:00 am-12:00 noon, Barn F, $225.
M Fedison. #5813
The mission of the CFEE is to offer a comprehensive platform for financial learning in Westchester County, by providing an array of financial education classes and workshops to the campus community and to the public at large. As a component of the Gateway Center, the CFEE seeks to promote economic advancement for our students, faculty, and residents of the community through programs that help to build important skills around money management, financial planning, credit and debt management, budgeting, investing, and other critical topics. The goal of all our programs is to foster financial empowerment within the greater community by making personal finance education accessible to adults of all ages and giving participants the tools and information needed to better manage their financial lives. The Center for Financial and Economic Education is generously funded by a grant from the JPMorgan Chase Foundation.

For most of us our home is the largest investment we'll ever make. It's where our children are raised and families are celebrated and it can also play a huge role in our ability to retire. How much time have you spent reviewing your insurance policies to make sure your home and your future are adequately protected in the event of an unexpected event? Are you prepared to maintain your home in the event of a storm, theft, fire, flood, disability, even death? If you're not sure, this course is for you.
CE-INS 2026, 1 Mon., June 9, 7:00-9:00 pm, LIB-G36, $25. M Spector. #6067

Transforming Social Security into a Winning Retirement Strategy
Secure your retirement and learn how to get the most out of your social security benefits. Learn to manage longevity risk and maximize the amount of money you receive throughout retirement. Among the topics included are spousal benefits, the impact of divorce, death, delaying benefits, early retirement, and taxation. You'll receive Myths and Facts about Social Security and Social Security: What Should You Do at Age 62.
CE-FIN 2036, 1 Tues., June 17, 6:30-8:30 pm, LIB-G36, $20. J Brenkovich. #5824

Wall Street 101
An introduction and discussion of basic facts and information regarding mutual funds, stocks and bonds. Learn to analyze future financial information and better understand your financial planning needs.
CE-FIN 2022, 2 Sat., Aug. 16 & 23, 10:00 am-1:00 pm, KNC-3, $65. E Wachman. #5800

Get Great Real Estate Deals: Buy or Sell in Difficult Times
Because of the economy, there are some excellent deals in real estate. Learn to buy or sell your home, foreclosure property, land, condo, or vacation home, and how to buy investment properties. Also discover the secrets to negotiating, working with and without realtors, obtaining financing, buying for no money down, renting with options, screening buyers or renters, and short sales and foreclosures.
CE-FIN 2000, 1 Tues., June 24, 8:00-10:00 pm, KNC-3, $40 (+ $20 optional materials fee, payable to instructor). R Nathan. #5788

How to Drastically Cut Costs in Difficult Financial Times
Are you trying to cut costs because your retirement or savings plan has lost money? Are you concerned about losing your job? Learn how to save thousands of dollars by investing on your own with no-load mutual funds, the benefits of credit unions, buying used cars, saving when buying a new car, home or life insurance, and how to cut your school and county taxes. Hundreds of money saving websites will be shared.
CE-FIN 2002, 1 Tues., June 24, 6:00-8:00 pm, KNC-2, $25 (+ $20 optional materials fee, payable to instructor). B Nathan. #5786

Secrets Wall Street Doesn't Want You to Know When Investing
It's time to take charge of your money! Learn how not to get ripped off when buying or leasing cars, buying insurance, investigating long-term care insurance, investing with or without financial planners and when investing in mutual funds on your own. Gain confidence to invest on your own or be able to interview financial planners to find someone to truly work for you.
CE-FIN 2006, 1 Tues., June 24, 6:00-8:00 pm, KNC-3, $25 (+ $20 optional materials fee, payable to instructor). R Nathan. #5787

Basic Astrology
Learn the fundamentals of astrology and the meaning behind the different signs of the zodiac. Discover the relationships between the signs, planets, and house placements in your natal chart.
CE-PRSDV 2086, 4 Mon., June 9-30, 7:30-9:30 pm, Room TBD, $85. K Whitten. #5831

Beauty Bootcamp
Learn the application techniques to apply makeup to yourself or others. Learn the history of makeup, proper sanitation, and how to have a career in makeup, as well as actual application and correct product usage.
CE-PRSDV 2058, 4 Mon., July 7-28, 6:30-8:30 pm, KNC-5, $75. L Varenne. #5901

Bridal Beauty Bootcamp
Warm up with makeup techniques specific for brides and the bridal party. Learn to use specific products and techniques for long lasting results. Explore dealing with bridal clients.
CE-PRSDV 2059, 1 Mon., Aug. 4, 6:30-8:30 pm, KNC-2, $20. L Varenne. #5902

OFF SPECIAL INTEREST
A TASTE OF WESTCHESTER
A SUMMER SAMPLER

Join us at several of Westchester's most exciting restaurants for a culinary adventure that will tantalize your taste buds. Each chef will offer a private cooking demonstration followed by a tasting of the prepared items. Fees include non-alcoholic beverages. New menu items are explored each semester. Menu substitutions may occur when necessary. Demonstrations will begin at the times designated. Sampling fees are payable in CASH only. Call restaurants or visit their linked websites for directions. No refunds are given for these classes. A one-time per semester registration fee of $3.25 will be added to the final tuition calculation. CE-REST 2000 is the class number for all Taste of Westchester classes.

JULY

DeCicco’s Family Market
17 Maple Avenue, Armonk (2nd floor)
914-499-1100, www.deviccos.com
Hands-On: DeCicco’s is a family owned and operated specialty grocery store chain, which has always valued buying local products and supporting local businesses. Each location offers full service, meat, seafood, cheese, produce, and bakery departments as well as an expanded selection of gourmet grocery and specialty beef. Their newest store in Armonk has an upstairs bar, a demonstration kitchen with a viewing screen, and even a bocce court. Learn the art of Shish Kebab in this interactive demonstration. Our treat will be to devour them with some “summer brews,” one light, one dark, and one fruity tasting. The proteins will consist of beef, chicken, and pork partnered with summer vegetables to create delicious shish kebabs for the grill. We will help the chef to prep and then skewer the tasty cubes and get great grilling and marinade tips. A well-composed green leaf salad and coffee and cookies will round out our class.
1 Thurs., July 24, 5:30-7:30 pm, $15 (+ $25 sampling fee in CASH, payable to instructor).
#5970

Peter Pratt’s Inn
673 Croton Heights Road, Yorktown Heights
914-666-4090, www.prattsinn.com
Outdoor Pig Roast: This colonial homestead, built in 1780, has been a local inn dating back to 1926. Set in a residential neighborhood, the area has historical presence, having served as General Washington’s command post. A special place to dine, it has been producing General Washington’s command post. A special place to dine, it has been producing Outdoor Pig Roast: This colonial homestead, built in 1780, has been a local inn dating back to 1926. Set in a residential neighborhood, the area has historical presence, having served as General Washington’s command post. A special place to dine, it has been producing General Washington’s command post. A special place to dine, it has been producing its former glory, including transforming the former stables into an award-winning wine cellar boasting some 65,000 bottles, making it one of the greatest collections in the world. It began humbly in 1790 as a barn, before the restaurant and inn were built. Many hands have touched the stately structure over the years. Executive chef Jay Lippin’s expertise and unique style of cooking will lend for a very special learning experience, starting with an outdoor (weather permitting) lesson on summer grilling. The chef will discuss various grilling techniques along with the types of wood to ignite to produce the desired results. We will begin with grilled pineapple salsa and a lesson on ceviche, consisting of diver sea scallop and Gulf shrimp. Next a tutorial on espresso and ancho rubbed, grilled prime skirt steak accompanied by a refreshing watermelon and corn relish. Our sweet treat will be the chef’s secret to their “shortbread magic bar blondies” made with chocolate, coconut, and pecans.
1 Tues., Aug. 11, 6:00-8:00 pm, $15 (+ $25 sampling fee in CASH, payable to instructor).
#5972

The Chophouse Grille
957 US Route 6, Mahopac
845-628-8300, www.thechophousegrille.com
TCHG hand picks aged steaks to create a memorable meal while offering it at a reasonable price, making it sometimes difficult to get a reservation. Proprietors Matt Camerino and Toni Vulaj have over 25 years in the foodservice industry. Chef Michael Camerino will teach us some trade secrets, starting with their summertime wild cherry, pistachio, and goat cheese water cress salad for a refreshing treat. We will watch how he prepares a pan-seared Branzino with a citrus glaze, accompanied by a refreshing arugula pesto cous-cous. A demonstration on baked Alaska will complete our education with a classic and cooling dessert. Come out to see what everyone is talking about!
1 Mon., Aug. 17, 6:00-8:00 pm, $20 (+ $25 sampling fee in CASH, payable to instructor).
#5973

AUGUST

Crabtree’s Kittle House Restaurant & Inn
11 Kittle Road, Chappaqua
914-666-8044, www.kittlehouse.com
Outdoors: Since 1981, CKH has been owned by the Crabtree family. They have returned it to its former glory, including transforming the former stables into an award-winning wine cellar boasting some 65,000 bottles, making it one of the greatest collections in the world. It began humbly in 1790 as a barn, before the restaurant and inn were built. Many hands have touched the stately structure over the years. Executive chef Jay Lippin’s expertise and unique style of cooking will lend for a very special learning experience, starting with an outdoor (weather permitting) lesson on summer grilling. The chef will discuss various grilling techniques along with the types of wood to ignite to produce the desired results. We will begin with grilled pineapple salsa and a lesson on ceviche, consisting of diver sea scallop and Gulf shrimp. Next a tutorial on espresso and ancho rubbed, grilled prime skirt steak accompanied by a refreshing watermelon and corn relish. Our sweet treat will be the chef’s secret to their “shortbread magic bar blondies” made with chocolate, coconut, and pecans.
Join us for a special evening!
1 Wed., Aug. 6, 6:00-8:00 pm, $15 (+ $25 sampling fee in CASH, payable to instructor).
#5972

Attention Restaurant Owners and Chefs:
Interested in hosting a class at your restaurant or offering a cooking class on campus? Please call Sarah Fowler-Rogers at 914-606-6985 to discuss your ideas.

Register online at www.sunywcc.edu/ce/registration or call 914-606-6830

Textbook required.

25
NEW Harth

699 Westchester Avenue, Rye Brook, 914-839-6300

Saturday Night: With outdoor and kitchen views from every table, this restaurant is an innovative addition to the Westchester County dining scene. Chef Rafael Velaquez is committed to culinary innovation and believes in using the finest seasonal ingredients, featuring farm-fresh and locally sourced products. Our chef will show us how to make a quick coq au vin (a very traditional French dish that usually takes many hours of cooking) and translate it to the pressure cooker, to produce a beautiful dish in less than 35 minutes time. Our first course will be a lesson on a refreshing endive salad with candied walnuts, stilton blue cheese, and a tarragon vinaigrette. The accompaniment to our spectacular chicken dish will be roasted fingerling potatoes. We will end on a sweet note with a lesson on creating a traditional crème brulée with a summertime berry compote. Grab a friend for an interactive Saturday night dinner out on the town and then relax on the patio with a cocktail or two! 1 Sat., Aug. 23, 5:00-7:00 pm, $15 (+ $25 sampling fee in CASH, payable to instructor). #5974
Card Making and Paper Craft Embellishments

Discover how to use stamps, ink, and simple paper crafting tools (such as a heating tool) and emboss folders to create beautiful cards. The sky is the limit when you begin to create personalized cards for birthdays, anniversaries, gifts, or business. The techniques you learn in this class can be applied to scrapbooks, canvas art, mixed media, and paper crafts.

CE-CRAFT 2044, 1 Sun., Aug. 3, 12:30-3:30 pm, KNC-4, $30 (+ $5 material fee, payable to instructor). D Machicote. #6076

Intro to Scrapbooking

Want to scrapbook but don’t know where to start? We’ll help you become familiar with simple scrapbooking terms and techniques such as cardstock, themes titles, journaling, pictures, and embellishments, then learn to use basic tools such as paper punches, decorative scissors, and paper trimmer. It’s a fun and easy course that will help bring out the artist in you! Please bring several pictures to class in a particular theme such as birthday, baby, vacation, pet, etc.

CE-CRAFT 2032, 1 Sun., June 15, 12:00 noon-3:00 pm, KNC-2, $40 (+ $5 materials fee, payable to instructor). D Machicote. #5807

Knitting Workshop

Want to improve your knitting skills? Bring #7 needles with worsted weight yarn or a project in process. You’ll talk about techniques, gauge, problems, reading patterns, and abbreviations.

CE-CRAFT 2010, 6 Tues., July 1-Aug. 19, 6:00-8:00 pm, LIB-G36, $150. D Freeman. #5806

Navigating Genealogy Websites

A page by page discussion on researching records on genealogy websites on the internet. Utilizing key websites makes it easy to do your research from the comfort of your home. Some research sites to be explored include ancestry.com, familysearch.org, archives.gov, italiangen.org and more.

CE-PRSDV-2093, 2 Sat., Aug. 2 & 9, 11:00 am-1:00 pm, KNC-4, $40. A Lauriano. #6061

Mah Jongg Sundays

Play Mah Jongg with your friends or make new Mah Jongg friends. Supervised and guided play for those with some knowledge of the game, or those who have completed Mah Jongg for Beginners.

Students should bring current Mah Jongg card to class. It is available from the National Mah Jongg League.

CE-HOBBY 2009, 6 Sun., June 8-July 20 (skip 7/6), 12:30-2:30 pm, Room TBD, $115. S Frank. #5903

Mah Jongg for Beginners

Learn and play the American version of this ancient Chinese game. The course will cover the rules of the game as sanctioned by the National Mah Jongg League. The game is easy to learn, fun to play, and a very sociable pastime. Students should bring current Mah Jongg card to class. It is available from the National Mah Jongg League.

www.nationalmahjongglague.org

CE-HOBBY 2002, 6 Sun., June 8-July 20 (skip 7/6), 3:00-5:00 pm, Room TBD, $115. S Frank. #5904

SKILLS FOR EVERYDAY LIFE

Responding to Emergencies

An extensive first aid class which covers cardiac emergencies, breathing emergencies, bleeding, shock, soft tissue injuries, musculoskeletal injuries, injuries to the extremities, head, neck and spine, chest, abdomen and pelvic injuries and medical emergencies involving poisoning, bites, stings, substance abuse, heat and cold related emergencies. This course is meant for camp counselors and others requiring more than basic first aid.

CE-HCARE 2048, 1 W/Th, June 18 & 19, 6:00-10:00 pm, Room TBD, $90 (+ textbook).

J Lederman. #6070.

Heartsaver Adult/Child CPR/AED

This is an American Heart Association CPR/AED course that covers children ages 1 up to adults. Certificate is good for two years. This course is for the lay responder.

$60 (+ $5 for AHA certification card, payable to instructor). J Lederman.

At Valhalla Campus: CE-HCARE 2006, 1 Sat., June 28, 9:00 am-1:00 pm, Room TBD. #5775

At Ossining Center: CE-HCARE 2006OS, 1 Thurs., June 19, 4:30-8:30 pm. #5991

First Aid

Covers first aid basics: how to handle sudden illness, control bleeding, burns, injuries to bones and joints, and emergencies involving excessive heat and cold.

CE-HCARE 2004, 1 Sat., June 28, 1:00-5:00 pm, KNC-3, $60 (+ $5 for AHA certification card, payable to instructor). J Lederman. #5776

Deepening Communication through the Power of Empathy

Discover the empathic skills of how to hear and to speak what is genuine and non-threatening to your partner, friend, work colleague, or family member. Understand the power of empathy, how to hear beneath the words and connect with the heart. Using life experience, learn the simple and very powerful skills of authentic communication through role-plays, exercises and discussion.

CE-COMM 2013, 6 Mon., June 9-July 14, 7:00-9:00 pm, Room TBD, $125 (+ textbook).

M Epstein. #5771

Drivers Pre-Licensing Class

Required five-hour pre-licensing class needed to earn your MV-278 and schedule your road test. Bring learner’s permit to class. This course is open to those 16 years of age and older. Call 914-606-7406 to register.

At Ossining Center: CE-DRIVE 2001OS, 1 Sat., 9:00 am-2:00 pm, $50. T Gomes.

Sec. A: June 14. #5992

Sec. B: July 12. #5993

Register online at www.sunywcc.edu/ce/registration or call 914-606-6830
Facial Yoga
Facial yoga is a natural method that engages muscle activity to improve your looks. Discover easy exercises that are designed to tone muscles in places like the jaw, mouth, eyes, and forehead. We'll practice a series of facial exercises that will help you reduce wrinkles and sagging skin. Additional benefits can include releasing the tension held in the face and neck, allowing more oxygen and nutrients to reach the skin cells, and enlarging the muscles.

Qi Gong for Total Wellness
Increase your energy, vitality, and longevity with the Ancient 9 Palaces System from the White Cloud Monastery in Beijing, known by the Taoist masters as the “healthy and happy practice.” Each movement is designed to bring the practitioner into a powerful state of well-being; the exercises are arranged to follow a specific sequence of stimulation, detoxification, and nourishment, and then finally connecting the body with the Qi of the Universe. Qi Gong is a self-regulating discipline which helps the practitioner not only build a better health but also awaken processes and energies inside the body.

Explore Meditation – Part 1
Meditation is the essential path to inner peace and a joy-filled life. Learn a simple, yet profound five-minute meditation to lift your spirits and cheer you forward. If you’re a beginner, this is an easy way to experience the many benefits of meditation. If you’re experienced, it’s a good opportunity to expand your perspectives, refresh and restart.

Explore Meditation – Part 2
Once you have the meditation basics in hand, you’re in a position to master a stronger and more far-reaching meditation. In this class, you will not only be helped to master this meditation, but will also learn to make it a comfortable part of your daily routines. It will then serve you for a lifetime. And, as you will see for yourself, it will serve you very well indeed.

Neck & Shoulder Self-Acupressure Workshop
Help ease aches and pains in your neck and shoulders through the use of self-acupressure and energy balancing exercises. Students will learn to locate a simple combination of points from the Jin Shin Do® Bodymind Acupressure® method and rebalance their body’s natural flow of Qi.

Who Cares for the Caregiver?
Caregivers often take care of everyone except themselves...it's time to take care of you! Join us for a day of self-care designed just for you. Sessions will include tools to help you to learn to manage your stress and take care of yourself, physically and emotionally. Take a timeout and have some fun! Opportunities to socialize and share your experiences with others will be included in the day’s programming. For more info and to register, call 914-606-6793.

Relaxation, Meditation and Your Own, True Self
Both classes taught by Merrill Harmin, Ph.D. Contact him with questions at 914-946-5334 or m.mnt44.net.

Communication Skills for Creative Conflict Resolution
Learn effective communication skills to deal with conflict resolution. Practice paraphrasing, active listening, empathetic listening, and “I statements” for successful resolution in work and personal life.

Creative Non-Violence Strategies
Learn the principles of non-violence and explore several different historical examples of non-violent strategists including Dr. Martin Luther King, Gandhi, Rosa Parks, Cesar Chavez, and Cory Aquino. Learn how to develop and practice your own non-violence.

Creative Responses to Bullying
Explore what bullying is and look at several types of bullying including relational aggression and cyber bullying. Participants will practice methods of interrupting bullying behavior and examine the relationship between bias and bullying.
Yoga for the Rest of Us
Learn the three original principles of yoga: physical postures, breathing, and meditation. Come join us in a welcoming environment—the way yoga was intended to be practiced! Wear loose, comfortable clothing and bring a yoga mat or towel for your comfort. Bring water with you!
CE-FITNS 2055, 8 Mon., June 2–July 28 (skip 7/7), 6:30–8:15 pm, Room TBD, $125.
M Kovoor. #6073

Tai Chi for All Ages
Learn the fundamentals of this centuries-old technique that reduces stress, and increases balance and coordination. Tai Chi can also be called meditation in motion, and is an appropriate exercise for people of all ages and fitness levels. It is taught in slow, graceful movements, and is known to increase health and longevity. Please wear loose-fitting clothing, and flat, comfortable shoes.
CE-FITNS 2015, 10 Sat., June 7–Aug. 16 (skip B/2), 10:45 am–12:15 pm, Room TBD, $175.
K Whitten. #6829

Yoga: The Anti-Aging Combination
(Hatha & Kundalini Yoga)
Combines the basics of Hatha Yoga, which uses posture alignment, strength and flexibility, with Kundalini Yoga, which uses breathing and movement to regenerate and heal the nervous system and stimulate the release of powerful healing hormones. Your physical, mental, and emotional systems will be balanced, harmonized, and rejuvenated. Wear comfortable clothes; towel or mat is optional.
CE-FITNS 2010, 7 Thurs., June 5–July 17, 7:00–9:00 pm, PEB-Mat Room, $140.
M Orfino. #5939

Judo for Adults
Learn Judo from Sensei Watanabe, an 8th degree Black Belt.
Sec. A: 14 mon., May 26–Aug. 25, 8:00–10:00 pm. #5940
Sec. B: 14 Wed., May 28–Aug. 27, 8:00–10:00 pm. #5941
Sec. C: 14 Sun., May 25–Aug. 24, 10:00 am–12:00 noon. #5942
Register for one session for $280. Save $$: Register for all 3 sections and save $90.

Judo for Children and Parents
CE-SPORT 2005, 12:00 noon–2:00 pm, PEB-Mat Room, $280. Sensei Watanabe.
Note: For parents and children; parents must register and pay tuition along with child.
Note: For children only (ages 4–13 years). Parents MUST be at the entire class to supervise (registration for parent not required). Register for one session for $280. Save $$: Register for both sections and save $60—children only for this discount.

Aikido (Tomiki Style)
An art of self-defense utilizing strikes, arm locks, wrist locks and off-balancing techniques to control or defeat an opponent. Aikido techniques have a direct application in police work and personal self-defense methods.
Sensei Watanabe.
Sec. A: 14 Tues., May 27–Aug. 26, 8:00–10:00 pm. #5945
Sec. B: 14 Sat., May 24–Aug. 23, 2:00–4:00 pm. #5946
Register for one session for $280. Save $$: Register for both sections and save $60.

Cardio Kickboxing
A multi-dimensional fitness course consisting of basic kickboxing instruction, calisthenics, stretching, and aerobic conditioning. Students learn proper skill development and practical application.
CE-SPORT 2001, 10 Fri., June 13–Aug. 22 (skip 7/4), 7:00–9:00 pm, PEB-Mat Room, $195.
R Varian. #5947

Self Defense for Women
A multi-dimensional martial arts course consisting of basic striking/grappling techniques, rape defense, escapes, and weapons defense. Course includes fitness regimen.
CE-SPORT 2006, 10 Tues., June 10–Aug. 12, 6:30–8:00 pm, PEB-Mat Room, $150.
R Varian. #5966

Golf
First class held on campus (meet outside PEB-Gym); remaining classes held off-campus at local driving range. Cost of balls extra.
Group instruction. Bring a 9 iron or pitching wedge.
T Stanton.
Beginner: CE-SPORT 2010, 5:30–6:30 pm. #5827
Advanced: CE-SPORT 2011, 6:30–7:30 pm. #5828

Scuba Diving
Prepare to apply for Professional Association of Diving Instructors (PADI) certification. You must be at least an intermediate swimmer. Ages 10–14 must be accompanied by an adult; ages 15–17 must have written parental permission. Physicin’s approval may be required. For additional information, contact instructor at 201-327-2822. NOTE: To apply for PADI Certification, additional dives required. Textbook & materials (mask, fins, and snorkel) are required and will be available for purchase at the first session.
CE-SPORT 2017, 4 T/Th, July 8–31, 7:00–10:00 pm, PEB-Pool, $225.
D Riscinti. #5793

Textbook required.
SELF-AWARENESS & RELATIONSHIPS

Get Unstuck:
Turn Obstacles into Opportunities
Sometimes we get caught up in the predictable routines of our lives; sometimes we feel overwhelmed and can't imagine having the energy to move in a new direction. Join us for this interactive discussion where we'll identify the barriers that get in our way and create strategies to move towards joy and fulfillment.
CE-PRSDV 2080, 2 Sat., July 12 & 19, 9:00-11:00 am, Room TBD, $25. D Scimia. #5956

Communication Workshop:
Speak with Confidence
Great speakers learn how to successfully communicate by developing winning speech patterns, focusing on the audience, and rehearsing! Learn essential techniques to successfully get your point across in a credible and self-assured manner.
CE-PRSDV 2065, 3 Wed., July 16-30, 6:30-9:30 pm, KNC-2, $95. H Cuevas. #5751

ENGLISH LANGUAGE INSTITUTE

The English Language Institute, located in the Gateway Center, offers English as a Second Language (ESL) classes to meet the needs of learners whose native language is not English. Beginner through advanced levels are offered. Level is determined by placement exam. Registration begins at the English Language Institute in the Gateway Center, Rm. 243. The Institute Office is open Mon., 9:00 am - 5:00 pm, Tues. & Thurs., 9:00 am-8:00 pm, Wed. & Fri., 9:00 am-5:00 pm, Sat., 9:00 am-3:30 pm. See registration instructions on page 34.

GENERAL MULTI-LEVEL ESL
INTENSIVE (5-DAY) SATURDAY (ALL DAY) EVENING (2-DAY)

Eight levels of ESL instruction are offered. Each level provides balanced instruction and active practice in all English language skills: listening in speaking (including pronunciation), standard grammar, reading, and writing. New students take an examination to determine the level at which they begin study. Our English-only environment for all activities promotes maximum learning. These courses serve the needs of the general learner and learners preparing for college/university study. Instructors are professionals in TESOL (Teaching English to Speakers of Other Languages). Our courses are also offered in Fall (Sept.-Dec.) and Spring (Jan.-Apr.).
Intensive English Program

5 days, Mon-Fri. This 15-hour per week course allows motivated learners of English to advance rapidly, starting at any level from zero-beginner to advanced. The Intensive English Program meets the needs of serious learners, such as preparation for university study, or to increase career possibilities. All students take two classes: ESL Grammar, Reading & Writing 3 days per week (M/W/F) and ESL Speaking, Listening & Pronunciation 2 days per week (T/Th). Placement test is required of all new students. ESL Special Topics, open to all IEP students, supplements the Intensive English Program with an additional 3 hours per week of instruction and practice in one or more particular skill or content areas. Students who have F-1 status (have an I-20 form) can satisfy the full-time requirement by adding Special Topics OR any other approved non-credit ESL course meeting at least 3 hours per week.

Intensive ESL, Mornings: 9:00 am-12:00 noon
ELI-ESL 1009 (ESL Grammar, Reading & Writing)
*Registration is required in both 1009 and 1109. Total tuition cost is $889 + $13 in fees.

ESL Special Topics (IEP)
Open to all students, supplements the Intensive and Semi-Intensive English Program with an additional 3 hours per week of instruction and practice in one or more particular skill or content areas. (visit www.sunywcc.edu/ESL for full descriptions).

Semi-Intensive English Programs
Eight levels (zero to 7): A multi-level program in English as a Second Language Providing balanced instruction in all language skills. New students are placed by exam. See below for test date and location (registration required to take placement test). Select location, then schedule.

At Valhalla Campus:
ELI-ESL 2009 (Select A – N)
(A) Saturday, All-Day: 12 ½ Sat., May 10-Aug. 9 (skip 5/17), 9:00 am-3:30 pm, $266.
• Placement test: 5/10, 9:00 am in GTW-243 • 1st class: 5/24
(B) Sunday, All-Day: 12 ½ Sun., May 11-Aug. 9, 9:00 am-3:30 pm, $266.
• Placement test: 5/11, 9:00 am in GTW-240 • 1st class: 5/18
(C) Mon./Wed. Evenings: 25 M/W, May 5-Aug. 11 (skip 5/7-14, 26), 6:30-9:30 pm, $266.
• Placement test: 5/5, 6:30 pm in GTW-243 • 1st class: 5/5
(D) Tues./Thurs. Evenings: 25 T/Th, May 6-Aug. 7 (skip 5/8-15), 6:30-9:30 pm, $266.
• Placement test: 5/6, 6:30 pm in GTW-243 • 1st class: 5/20
(E) Three Early Mornings (Tues., Wed., Fri.): 41 T/W/F, May 2-Aug. 12 (skip 5/6, 7; 7/4), 7:00-8:50 am, $266.
• Placement test: 5/2, 7:00 am in GTW-240 • 1st class: 5/9
(M) Four Afternoons (Mon.-Thurs.): 25 M/T/W/Th, May 5-May 24, (skip 5/7, 8), 3:00-6:00 pm.
• Placement test: 5/5, 3:00 pm in GTW-240 • 1st class: 5/12, $266.
(N) Four Afternoons (Mon.-Thurs.): 25 M/T/W/Th, Jun. 24-Aug. 7 (skip 5/25-26), 3:00-6:00 pm.
• Placement test: 6/24, 3:00 pm in GTW-240 • 1st class: 6/30, $266.

At Mount Vernon Center (17 S. Fifth Avenue):
ELI-ESL 2009MV (Select A, D or F)
(A) Saturday, All-Day: 12 ½ Sat. (levels 0-3), May 3-Aug. 2 (skip 5/10), 9:00 am-3:30 pm, $266.
• Placement test on 5/3, 9:00 am • 1st class on 5/17.
(D) Tues./Thurs. Evenings: 25 T/Th (levels 4-7), May 8-Aug. 7 (skip 5/13,15), 6:30-9:30 pm, $266.
• Placement test on 5/8, 6:30 pm • 1st class on 5/20.
(G) Tues./Thurs. Mornings: 25 T/Th (levels 0-3), May 1-Aug. 5 (skip 5/6-13), 9:00 am-12:00 noon, $266.
• Placement test on 5/5, 9:00 am • 1st class on 5/15.

At New Rochelle (at The Ursuline School, 1354 North Ave.)
ELI-ESL 2009NR
• Fall and Spring semesters only

At Ossining Center (22 Rockledge Ave.):
ELI-ESL 2009OS (Select A, C or F)
(A) Saturday, All-Day: 12 ½ Sat. (levels 0-4), May 3-Aug. 2 (skip 5/10), 9:00 am-3:30 pm, $266.
• Placement test on 5/3, 9:00 am • 1st class on 5/17.
(C) Mon./Wed. Evenings: 25 M/W, (levels 0-4), May 5-Aug. 6 (skip 5/7,12), 6:30-9:30 pm, $266.
• Placement test on 5/5, 6:30 pm • 1st class on 5/14.
(F) Tues./Thurs. Mornings: 25 T/Th (levels 5-7), May 6-Aug. 5 (skip 5/8-13), 6:30-9:30 pm, $266.
• Placement test on 5/6, 9:00 am • 1st class on 5/15.
Pronunciation Basics / ESL
Pronunciation course designed for mid-beginning to low-intermediate level (ELI levels 2-4). This course introduces students to English pronunciation such as production of sounds, rhythm, intonation, word stress and vowel reduction. These skills will help improve students' ability to make themselves better understood and comprehend what they hear, thereby improving students' confidence. ELI-ESL 1505, 14 Mon., May 12-Aug. 18 (skip 5/26), 6:30-9:30 pm, $266.

Pronunciation: The Sound System of English / ESL
Designed for intermediate to advanced learners whose spoken English is at ELI level 6+. Students will improve their ability to discriminate similar English sounds and to better articulate them. Participants will also identify problematic areas in their speech related to the production of vowels and consonants. Most learners should take ELI-ESL 1510, then 1515.

Pronunciation: The Sentence and Word Stress of English / ESL
Designed for intermediate to advanced learners whose spoken English is at ELI level 6+. Students will learn sentence rhythm, intonation, and stress of English. Participants will identify problematic areas in their speech related to intonation patterns and word and sentence stress. Most learners should take ELI-ESL 1510, then 1515.

Fluency Building Workshop: Conversation and Grammar
Multileveled course designed to help students build their speaking fluency and accuracy through various classroom activities such as discussions, readings, writing assignments and other exercises. Designed for learners at intermediate to advanced proficiency levels equal to ELI levels 4-7. Level is determined by placement test at first class. ELI-ESL 1520, 36 T/W/Th, May 21-Aug. 14 (skip 5/22, 26), 7:40-9:40 pm, $255.

ESL: All the Basics
A course with two levels: low beginner and high beginner (ELI levels 0-1). Begin the process of learning and actively practicing basic vocabulary, grammar, speaking and listening skills necessary for daily living, employment and post-secondary education.

At Ossining: (22 Rockledge Ave.): ELI-ESL 6109OS, 12 Sun., May 11-Jul. 27, 9:30 am-3:30 pm, $82. Registration and placement test on 5/11 at 9:00 am • 1st class on 5/18.

Specialized ESL Courses

NEW Fluency Building Workshop: Conversation and Grammar
Multileveled course designed to help students build their speaking fluency and accuracy through various classroom activities such as discussions, readings, writing assignments and other exercises. Designed for learners at intermediate to advanced proficiency levels equal to ELI levels 4-7. Level is determined by placement test at first class. ELI-ESL 1520, 36 T/W/Th, May 21-Aug. 14 (skip 5/22, 26), 7:40-9:40 pm, $255.

Pronunciation and Conversation Workshop / ESL
For intermediate to advanced learners whose spoken English is at ELI level 6+. This course is designed to help students increase their communication skills particularly in the areas of pronunciation and speaking. Students will learn sentence rhythm, intonation, and stress. In addition, students will also learn the difference between similar English sounds, how to better pronounce difficult sounds and how a sound's pronunciation changes depending on where it occurs in a word. By the end of the course students should improve their comprehensibility and build confidence. Students will engage in a variety of individual and group activities including class discussion and home assignments. While oral language is stressed, students will be required to read articles for discussion and submit written homework assignments reinforcing vocabulary.

At Yonkers Extension Center: ELI-ESL 1501YR, 22 M/W, May 21-Aug. 6 (skip 5/26), 9:00-11:30 am, $225.
ESL Writing Workshop
A course in academic and general purpose writing offered at the low intermediate to advanced level. Level determined by testing at first session. Improve personal, academic, and job-related writing skills. Prerequisite: Intermediate English proficiency (ELI level 5+). Placement test for new, registered, students at first class, May 27.
ELI-ESL 1700, 22 M/W, May 28-Aug. 11, 7:00-9:30 pm, GTW-243, $225.

TOEFL Preparation Workshop
This course is designed to help improve the English language and test-taking skills of learners preparing for the Test of English as a Foreign Language or other high intermediate level learners focusing on academic reading and listening comprehension, grammatical accuracy and clarity in speech and writing. Prerequisite: high intermediate to advanced proficiency in English (ELI Level 6+).
ELI-ESL 1300 (Select A, C or H)
(A) Sat. Afternoons: 14 Sat., May 10-Aug. 9, 12:00 noon-4:25 pm, GTW-243, $225.
(D) Tues./Thurs. Evenings: 22 T/Th, May 21-Aug. 6 (skip 5/26), 7:00-9:30 pm, GTW-243, $225.

ESL for Healthcare
ESL for Healthcare is designed as a pre-academic level course for non-native speaking students interested in the healthcare profession. Students will have already reached ELI level 6+ (intermediate). Emphasis will be placed on preparing students to succeed in healthcare related courses by improving academic reading and writing skills as well as through content area vocabulary acquisition.
Specific course content will include: healthcare textbooks, medical records, and professional literature, as well as medical terminology and the culture of the U.S. healthcare system.
ELI-ESL 1820, 14 Sat., May 10-Aug. 9, 9:00 am-12:00 noon, GTW-243, $35.

TESOL Certificate Program
The intensive, 12-week, non-credit TESOL certificate program prepares you to teach ESL to adults in the U.S. or abroad. Practical classroom instruction integrated with observation and discussion of ELI classes allows for development of knowledge and teaching skills, which you apply and hone by practice teaching in our diverse array of courses which span a broad range of proficiency levels. Additional details at www.sunywcc.edu/TESOL. Form I-20 is available for low intermediate to advanced TESOL students.
ELI-TESL 3000, M/W/Th, May 19-Aug. 31 (skip 5/26), 6:30-10:00 pm, GTW-236, $1,825.

Business English for Internationals
Develop your spoken and written English skills for business study and practical applications. Participants build fluency and increase their knowledge of terminology and cultural differences affecting communication. Prerequisite: high intermediate proficiency in English (ELI Level 6+).
ELI-ESL 1400, 14 Sat., May 10-Aug. 9, 12:30-3:30 pm, GTW-243, $193.

English for Academic Purposes Program
The ELI’s General Multi-Level ESL programs are designed to help you prepare for college courses and other uses of English, but we also offer a program that focuses on academic English skills necessary for success in college courses. It is designed especially for learners scoring 4 on the college’s English placement essay at the Testing and Assessment Center, or who have ELI level 6 or higher. Additional assessment will be completed at the first class session.
ELI-ESL 1650. (Select C, D, F, H or J)
(D) Tues./Thurs. Evenings: 24 T/Th, May 20-Aug. 7, 6:30-9:30 pm, GTW-240, $296.
(F) Tues./Thurs. Mornings: 24 T/Th, May 22-Aug. 12, 9:00 am-12:00 noon, GTW-243, $296.
Weekends: ELI-ESL 1600 (Select A)
(A) Saturday Mornings: 14 Sat., May 10-Aug. 9, 9:00 am-12:00 noon, GTW-243, $193.

WOULD YOU LIKE TO BEGIN A COLLEGE DEGREE OR CERTIFICATE PROGRAM?
If you have completed or are now completing level 5 in our Intensive or Semi-Intensive program (or have an equivalent level of English proficiency) and are considering enrolling in a college/university program, call the ELI at 914-606-7889 to make an appointment to discuss your future studies. We will help you answer the question: Am I ready for college? We will evaluate your English language ability and, if appropriate, provide a referral necessary for entrance to the college. Even if you are not completely ready for college, you may be able to start studying for a certificate or degree while you continue improving your English. In addition to our general ESL programs, we have developed ESL courses which have helped many ESL learners succeed in college and achieve their academic goals.

The federal government requires institutions of higher education to disclose certain information to all students. This is to inform you of the availability of the information, briefly describe the information in the report, and advise you how to obtain a copy of our annual security report, which includes statistics for the previous 3 years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the college; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You may obtain a copy of this report by visiting us at www.sunywcc.edu/security or the Campus Security Office, Student Center Bldg., Rm. 113.
HOW TO REGISTER FOR ESL

WHEN? Registration for Summer 2014 ESL courses opens Monday, March 31st.
- Only in person or by telephone (No Internet registration)

WHERE? English Language Institute (ELI) Office in Gateway Center, Room 243. Pay in the English Language Institute with Visa/MasterCard/Discover or check. Cash payments accepted in Continuing Education Office in Administration Bldg., Room 207 (ADM-207), but you need to register first in the ELI Office.

Additional costs (paid once per semester in addition to the tuition):
- $13.00 per semester, Valhalla courses ($8.00 FSA + $5 registration fee)
- $8.25 per semester, off-campus courses ($3.25 FSA + $5 registration fee)

Telephone registration also begins Monday, Mar. 31. Call 914-606-6656 and pay with Visa, MasterCard or Discover. Internet registration is NOT available.

NY/Westchester County Residency: All ESL tuition rates in this section are resident rates. Residents have been in New York for one year or more. Non-residents are welcome, but pay a 175% non-resident surcharge in addition to the regular tuition. Call 914-606-6656 for information. (Note: TESOL (ELI-TESL 3000) does not pay a non-resident surcharge.)

PLACEMENT TEST (to determine your English level): Testing required if you are new to our program or did not take the ESL final test in Fall 2013 or Spring 2014. Placement test is given at first session of all Semi-Intensive and Intensive ESL programs, and certain other courses. You must register before taking the test. Testing information and appointments are provided at time of registration.

English Language Institute Office: Gateway Center, Room 243
Info: 914-606-6656 and www.sunywcc.edu/ESL

OFF-CAMPUS LOCATIONS:
Mt. Vernon: 17 S. Fifth Avenue, 914-606-7200
Ossining: 22 Rockledge Ave. (Arcadian Shopping Center), 914-606-7400
Peekskill: 27 N. Division St., 914-606-7300
Port Chester: Port Chester Middle School (across from Rye Ridge Shopping Center), 914-606-6839
Yonkers: Yonkers Extension Center, 8510 Mall Walk, 914-606-7100

For directions to all locations, and a map of the Valhalla campus, visit our website at www.sunywcc.edu

IMPORTANT INFORMATION

CHANGES AND CLOSINGS
Programs, requirements, course times/dates and instructors are subject to change without advance notice. Tuition and fees set forth in this publication are similarly subject to change.

In the event of severe weather or other emergencies, classes may be cancelled. When this happens, every effort will be made to reschedule the class. For information on emergency closings, visit our website at www.sunywcc.edu or call 914-606-6900.

CONFIRMATIONS
We do not send out confirmations or receipts; if you do not hear from us, assume you have been registered and come to the first class. Retain your class information. We will contact you should your class be full or cancelled for any reason, or if there is a problem with your registration.

You may obtain your course information on your own anytime by accessing your account at www.sunywcc.edu/MyWCC (you will need your User ID which can be obtained by calling 914-606-6830 press 1 or, if you are a first-time student at the college, create an account at the web address listed above).

PARKING
A parking permit is required for all day classes on the Valhalla campus. For classes which meet for one session only, use Lot 1; for classes with multiple sessions, use Lot 1 for the first class and obtain a permit from your instructor or at the guardhouse at the E. Grasslands Gate. Cars parked in other lots during the day without a permit are subject to ticketing by campus or County police. Parking at our community locations varies; call the site directly for information.

ROOM ASSIGNMENTS
For classes held at the Valhalla campus, the building/room location is indicated for your class. If Room TBD is the listed location, you can obtain the correct assignment by checking your class at www.sunywcc.edu/MyWCC (be sure to search under “CE” for course subject and set course career to continuing education) or by calling us at 914-606-6830 (choose option 1), or by stopping by our office in Admin. Bldg., Room 207.

The Mission of Westchester Community College: Westchester Community College provides accessible, high quality and affordable education to meet the needs of our diverse community. We are committed to student success, academic excellence, workforce development, economic development and lifelong learning.
Express Registration
For information go to sunywcc.edu/ce

Online
www.sunywcc.edu/MyWCC
MasterCard, Visa, or Discover

By Phone
914-606-6830
MasterCard, Visa, or Discover

By Fax
914-606-6129
MasterCard, Visa, or Discover

By Mail
Continuing Education
Westchester Community College
75 Grasslands Rd.
Valhalla, NY 10595
MasterCard, Visa, or Discover or Check/Money Order

In Person
Administration Bldg., Rm. 207
MasterCard, Visa, or Discover or Check/Money Order

Register online at www.sunywcc.edu/ce/registration or call 914-606-6830

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Social Security Number [________-____-______]

Date of Birth [______-______-______]

Student ID [__________]

Last Name [__________]

First Name [__________]

Address [__________________________________________________________________________]

City [__________________________________________________________________________]

State [____] Zip [__________]

Home Phone (_____) (_____) (______)

Business Phone (_____) (_____) (______)

Fax (_____) (_____) (______)

Email Address ________________________________________

Have you ever taken a class at WCC before? [____] Yes [____] No

If yes, was it [____] credit [____] noncredit

Enclosed is my check, payable to Westchester Community College.

Charge to my [ ] Visa [ ] MasterCard [ ] Discover

Card No. [__________-____-____-____]

Exp Date __________ Approval Code No. ______ (from back of card)

Signature ____________________________________________

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CATALOG SECTION CLASS COURSE TITLE STARTING TUITION

Number Number Date

Ex: CE-COMP1000 A #12345 Intro to Computers

* Payable once each semester for non-credit courses. This fee is $8.00 for non-credit courses held at the Valhalla campus and $3.25 for non-credit courses held at any other location. (Materials fees are payable to the instructor at the first class).

** Required non-refundable fee; payable once each semester for non-credit students.

*Student fee $8.00

**Registration fee $5.00

TOTAL ENCLOSED $________

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Customer Information

Refunds

For requests received at least 2 business days prior to the start of the class: 100% refund.

There are no refunds after that time.

The $5 registration fee is non-refundable under any circumstances.

All refund requests must be made to the college in writing or emailed to continuinged@sunywcc.edu. If you paid by check, please allow 6-8 weeks for your refund to be processed. Credit card refunds are processed immediately.

Returned Check Fee

The charge for a returned check is $25.

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Ethnicity

A variety of government agencies require that institutions of higher education report student enrollments by ethnic status. The information requested below will assist us in meeting this requirement. Please check the appropriate boxes. (Response is optional and does not affect your admission in any way.)

Are you Hispanic/Latino? [ ] Yes [ ] No

If Hispanic/Latino, please indicate which of the following would best describe your background? (select one)

[ ] Cuban [ ] Dominican [ ] Mexican [ ] Puerto Rican [ ] Other Hispanic/Latino

Please indicate your race (select one or more)

[ ] American Indian or Alaskan Native [ ] Asian [ ] Black or African American [ ] Native Hawaiian or other Pacific Islander [ ] White

Westchester Community College adheres to the policy that no person on the basis of race, color, creed, national origin, age, gender, sexual orientation or handicap is excluded from, or is subject to discrimination in any program or activity. Westchester Community College is an equal opportunity, affirmative action employer.

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Register online at www.sunywcc.edu/ce/registration or call 914-606-6830