

WORKFORCE DEVELOPMENT & COMMUNITY EDUCATION



- ▶ CAREER TRAINING & CERTIFICATION
- ▶ CORPORATE TRAINING
- ▶ CAREER EXPLORATION
- ▶ ENGLISH AS A SECOND LANGUAGE
- ▶ LEISURE & RECREATION
- ▶ LIFELONG LEARNING

FALL 2020

Call or register online today! www.sunywcc.edu/wdce | 914-606-6830



Westchester
Community College

State University of New York

WELCOME!



Dear Westchester Friends and Neighbors:

Welcome to Westchester Community College's Division of Workforce Development and Community Education Fall 2020 Catalog. It arrives to each of you while we are in the midst of a very different and often challenging time. While not our natural way of being, we are becoming more accustomed to putting our health and safety first, while missing out on some of our most beloved ways of interacting with our community.

Now more than ever before, I invite you to consider taking care of your own mind, body and spirit by considering enrollment in one of our Fall offerings. We offer a mix of career and work-related opportunities as well as options for your cultural and leisure-time enrichment. Our classes are available on your schedule: While typically offered during the day, evenings, weekends, we are also preparing to deliver our classes through a variety of remote methods, should we continue to be limited in our "in-person" gatherings. Seasoned instructors with professional experience in their fields teach all of our courses.

With our focus on helping you explore a new career, upgrade your current portfolio or prepare for certification in a new and growing field, we are certain you will find what you need here. Explore opportunities in historical preservation, commercial and residential real estate sales, insurance, writing for publication, 3D animation or opening your own business. Our classes can help you prepare for a career in healthcare areas such as clinical or administrative medical assistant, phlebotomy technician, ECG technician and direct service provider. Attain the skills needed for employment in fields like fiber optics, advanced manufacturing, or home inspection. Prepare for certification exams in computer application fields or notary public, or become certified in social media, or as a dietary manager.

We also offer a wide variety of options for lifelong learning. Explore local Westchester lore and history, crafts, and writing your memoirs or learn guitar, piano or acting. Delve into your inner you! From cardio kickboxing to learning a new language; from native plant gardening, to mindfulness and meditation; from how to choose a financial advisor, to learning acting; from world history to digital photography, we have it all.

I encourage you to take time for yourselves during these changing times. Let Westchester Community College show you how.

Teresita B. Wisell

Vice-President, Workforce Development and Community Education

TABLE OF CONTENTS

CAREER & WORKFORCE TRAINING

Business	3
Specialized Fields	4
Real Estate	6
Insurance	7
Healthcare	8
Writing & Publishing	9
Continuing Professional Education	10
Computers & Information Technology	10
Technology Courses for Business Efficiency	14
Interactive Design & Digital Arts	16
Business, Work, & College Success	21
Corporate Training	22
Learning Online	24

Non-credit classes in this brochure, unless otherwise noted, are intended for adult students (18+) only.

Questions? Email us at

workforceandcommunity@sunywcc.edu

To register, call 914-606-6830 press 1 or visit us at

www.sunywcc.edu/wdce

LIFELONG LEARNING & PERSONAL DEVELOPMENT

Nature & the Environment	25
Writing Center	27
Languages	28
Mainstream	29
Collegium	30
Local Lore & History	30
Eras of History	31
Culture & Society	31
Visual Arts & Music Appreciation	32
Performing Arts	33
Finances & Retirement Planning	36
Health & Wellness	36
Sports & Fitness	37
Self-awareness	38
Special Interest	39
Arts & Crafts	40
English as a Second Language	41
Refund Policy	43
Helpful Tips	46
Customer Information	46
Registration Form	47

CAREER & WORKFORCE TRAINING

We offer many short-term, comprehensive, industry-recognized training and certification programs, as well as customized business solutions.

You may be eligible for funding for our workforce training programs through your regional employment office. Please contact your County's One-Stop Career Center or the Department of Labor to learn more about available funding for certain training programs.

- ▶ 3D Animation Certificate
- ▶ Business
- ▶ Business, Work & College Success
- ▶ Computers & Information Technology
- ▶ Continuing Professional Education
- ▶ Corporate Training
- ▶ Digital Photography
- ▶ Fiber Optics
- ▶ Healthcare
- ▶ Historic Preservation
- ▶ Home Inspection
- ▶ Insurance
- ▶ Interactive Design & Digital Arts
- ▶ Learning Online
- ▶ Personal Fitness Trainer Certification
- ▶ Process Management
- ▶ Real Estate
- ▶ Specialized Fields
- ▶ Social Media Specialist
- ▶ Technology Courses for Business Efficiency
- ▶ User Experience Design
- ▶ Writing & Publishing

CAREERS IN BUSINESS

GROW Your Business: One Day, New Ideas! Recovery and Resiliency

The annual GROW Your Business conference inspires and empowers entrepreneurs and business owners across the Hudson Valley. The half-day forum offers strategies for growing your business and maximizing success, with a focus on networking, mentoring, business development and driving revenue. Attendees are able to tap into a network of like-minded business leaders, potential partners and resources, and hear from marquee-name professionals and innovators from Westchester and beyond. This half-day event will be held on Fri., Nov. 6, from 8:00 am to 1:00 pm at Westchester Community College. For more information, email romina.ganopolsky@sunywcc.edu or call 914-606-5685.

Just Add One Westchester & Putnam

Explore the different areas of your company as you learn best practices and processes to implement through faculty led discussions and one-on-one coaching sessions. Enhance your strategic planning, leadership development, branding/marketing and social media, finance, sales and customer service, legal, human resources, weekly coaching sessions, and more. This 12-week program will start in February 2021. Email romina.ganopolsky@sunywcc.edu or call 914-606-5685 for more information. Cost: \$1,150 (possible grant funding available to cover partial tuition cost).

Entrepreneurship: Start Your Own Business

Learn practical, behind-the-scenes information on how to start a successful, home-based, second income business that can become full-time. Explore how to start with little money down, how to decide on a business or product to sell, avoid major financial mistakes, and explore franchising. CE-BUS 2003, 1 Tues., Nov. 3, 8:00-10:00 pm, \$25 (+ \$20 optional materials fee, payable to instructor). B Nathan. #90302

Accounting & Bookkeeping 1

An introduction to beginning accounting practices including transaction analysis, journal entries, general ledger, and financial statements. Simple calculator and pencils required; purchase textbooks and workbook and bring to first day of class. 2.0 CEUs upon completion.

📖 CE-BUS 2000, 6 Sat., Sept. 19-Oct. 10, 8:00 am-12:00 noon, and Oct. 17 & 24, 8:00 am-1:00 pm, \$310 (+ textbooks). H Cuevas. #90063

Risk Adjustment HCC Coder Training

This course trains medical coders in how to code and audit charts for risk adjustment. Students will learn what risk adjustment means and how it works for Medicare Advantage; documentation and coding guidelines that apply to Hierarchical Condition Categories (HCC's); specific coding guidelines applicable to the various chapters in the ICD-10-CM Tabular List; and auditing concepts, how to apply them and how to work with suspects and queries when auditing charts

Note: This class is for students with knowledge of the ICD-10-CM coding system. Bring required textbook and an ICD-10-CM codebook to class.

📖 CE-HCARE 2068, 4 Sat., Oct. 3-24, 9:00 am-12:00 noon, \$150 (+ textbook). S Herzberg. #90305

Grant Writing Basics

For those already working in nonprofits as well as volunteers or those considering a career change. Instructs how to research funders, analyze the components of a strong proposal, write a basic budget, articulate realistic and measurable outcomes, and construct evaluation plans. Students will be asked to complete activities. Please email instructor Alison Paul at apaulconsultant@gmail.com prior to the start of class for further instructions. CE-GRANT 2000, 4 Wed., Oct. 7-28, 6:00-9:00 pm, \$160. A Paul. #90078

CAREERS IN SPECIALIZED FIELDS

Historic Preservation Certificate-80 Hrs

This certificate program serves students and professionals interested in establishing credentials in the area of Historic Preservation in a multitude of job sectors: building trades such as woodworking and stone masonry as well as areas such as historic site management, artifact conservation and more. There is no other certificate program in Historic Preservation offered at a community college in New York State. A total of 80 hours, half in the classroom and half in directed historic preservation field work, are required to fulfill the certificate. All interested students should contact the Assistant Director, Eric Mantell, at eric.mantell@sunywcc.edu or 914-606-7321. Call 914-606-7300 or email peekskill@sunywcc.edu to register.

Introduction to Historic Preservation

An introduction to the history, principles and practice of historic preservation. Provides a framework for understanding how the architecture and natural beauty of the Hudson Valley influenced the birth of the preservation movement in America and how preservation law has developed into present-day New York State policies. Through discussions about the guiding principles, terminologies and current issues of historic preservation, the class will explore the benefits and limitations of the agencies that play a role in preservation and discuss local case studies. Weekly 2-hour class sessions for a total of 20 hours towards the certificate requirements. CE-HIST 2127PE, 10 Tues., Sept 29-Dec. 8, (skip 11/10), 6:30-8:30 pm, \$312.50. #90460

Historic Preservation Field Work I

This course provides a wide range of hands-on experience related to historic preservation in a variety of settings. Participants will work at actual historic sites in the field as well as with artisans in trades related to historic preservation. Sessions will total 20 hours towards the field work certificate requirements. CE-HIST 2129PE, TBD, \$312.50. #90462

American Architectural History

With an eye toward Historic Preservation and New York State, this course will explore the development of architecture in America from its beginnings. Areas of examination will include indigenous and vernacular American architecture, colonial and Federalist design, the appropriation of European design elements, the development of architecture as a profession, the American Parks Movement, the rise of twentieth century urban environments, public works projects and more. Weekly 2-hour class sessions for a total of 20 hours towards the certificate requirements. CE-HIST 2128PE, 10 Sat., Sept. 26-Dec. 5 (skip 11/28), 11:00 am-1:00 pm, \$312.50. #90461

Historic Preservation Field Work II

Continuation of Historic Preservation Field Work I. Sessions will total 20 hours towards the field work certificate requirements. Prerequisite: Historic Preservation Field Work I. CE-HIST 2130PE, TBD, \$312.50. #90463

Home Inspection Training Program

Learn to execute a complete professional home inspection and produce a professional home inspection report. You will learn how to start, market, and build your own business. Get field training on actual inspections with our instructors. Curriculum approved by NYS and offered in partnership with American Home Inspectors Training (AHIT). For additional course information, visit <https://get.oncourselearning.com/ahit-contact/> or contact AHIT Institute at 262-565-5188. To register, call 914-606-6830 and press 1. CE-TECH 2005, Lecture: Oct. 19-30, 8:00 am-6:00 pm, TBD. #TBD

ANFP Certified Dietary Manager

ANFP accredited curriculum for the National Certified Dietary Manager's course. Two modules: Management/Sanitation taken in the fall and Nutrition taken in the spring. Students must register for both modules in the fall and complete both modules to be eligible to take the ANFP Certified Dietary Manager's Exam. Students are required to have a preceptor who works in healthcare food service and preceptor must be a Registered Dietitian/Nutritionist. This course consists of 120 hours of class work and 150 hours of field assignment experiences. Exam preparation materials provided.

CE-NUTR 2002, 27 Thurs., Sept. 17, 2020-May 6, 2021 (skip 11/26, and 12/24-1/21, and spring break 2021), 4:00-8:00 pm, \$1150 (+ textbooks to be ordered from ANFP at www.anfponline.org/education/publication; use school code 321202). K Drummond. #90323

Import/Export A to Z

Learn the basic methods for importing or exporting goods: how to deal with U.S. customs, foreign quota requirements, airlines and freight charges, letters of credit, banks, and how to get the goods to your local distribution point. CE-BUS 2002, 2 Fri., Oct. 2 & 9, 7:00-9:00 pm, \$55. P Batra. #90266

Voice-overs...NOW is Your Time!

Learn about a unique, outside-of-the-box way to cash in on a lucrative full or part-time careers. This is a business you can handle on your own terms, on your own turf, in your own time, and with practically no overhead. CE-COMM 2008, 1 Sat., Nov. 7, 11:00 am-1:00 pm, \$45. N Porche. #90295



Advanced Manufacturing at Westchester Community College

Earn Industry-recognized Credentials!

Contact us for information about our non-credit workforce courses that lead to certification by the National Institute for Metalworking Skills (NIMS): Introduction to Manufacturing, CNC Milling Operations and CNC Turning Operations. Each course is 63 hours and will take place in the evening.

Email at kristine.bunyea@sunywcc.edu or call 914-606-7904 for further information, schedule, and cost.



Personal Fitness Trainer (non-credit)

Information Session

Join us to learn how to become a Personal Trainer. We will cover everything from A-Z so the fitness industry and its opportunities will come to life for you to turn your passion into a profession. This 1-hour information session will share everything from financial aid, textbook, online options too. Register today for our FREE virtual orientation on-demand: <https://www.youtube.com/watch?v=PPgCvpBfgS8>

Personal Fitness Trainer Certification (non-credit)

Become a successful Personal Fitness Trainer with an option to complete an employer internship that can walk you into a job! This challenging course offers classroom instruction with in-depth, hands-on practical labs to master essential career skills and knowledge. Includes 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment plus 15 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills, and more. Includes 200-page student workbook, access to online student study tools, and test vouchers for the Certified Personal Trainer exams. Combine passing the exams with proof of CPR/AED, obtain your Level 1 Certified Personal Trainer, and get to work. As a special bonus, with our 30-hour employer internship you get the advanced Level 2 Certified Personal Trainer credential at no additional cost! Textbook (Fitness Professionals Handbook, 7th ed., ISBN-13:9781492523376) required, not included in course fees; order and start reading immediately at 888-330-9487 or www.witseducation.com. National certification testing on Dec. 5 (test vouchers included).

CE-CERTS 2018, 6 Sat., Oct. 17-Nov. 21, 9:00 am-4:00 pm, \$750. #90699

FIBER OPTICS TRAINING CERTIFICATION

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 or call 512-785-9024.

To register, call Westchester Community College at 914-606-6830 and press 1
or visit us online at www.sunywcc.edu/wdce

Certified Fiber Optics Technician Course (CFOT)

Interested in becoming a Certified Fiber Optics Technician? Prepares you for the CFOT test, sanctioned by the FOA (Fiber Optics Association), which is given and graded on the final class day. Introduces you to industry standards governing FTTD (Fiber To The Desk), FTTH (Fiber To The Home, LAN/WAN fiber networks), and basic fusion and mechanical splicing. Learn how to identify fiber types; recognize various connectors used in fiber installation; and install, terminate, splice, and properly test installed fiber cable to existing standards. Prerequisites: ability to see and identify small items; ability to speak and read the English language.

CE-TECH 2000, M/T/W, Nov. 30-Dec. 2, 8:00 am-5:00 pm, \$895. #90704

Certified Fiber Optics Specialist in Testing & Maintenance (CFOS/T)

Advanced training for anyone involved with the testing and maintenance of fiber optics networks. Offers a general, easy to understand approach to fiber optics testing standards with hands-on activities, and explains the variety of testing standards, equipment, and technological approaches used in fiber network testing and splicing and how to choose among them. Includes a detailed study of ANSI/TIA/EIA-526-14(7)A, OTDR fundamentals and uses, OTDR vs. insertion loss testing, return loss testing, and attenuation testing. Prerequisite: CFOT Course.

CE-TECH 2001, Th/F, Dec. 3 & 4, 8:00 am-5:00 pm, \$795 (fee includes 3-year membership in the FOA). #90705

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. This course introduces the student to industry standards governing the installation, testing, and troubleshooting of OSP fiber optics cable. 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 for Specialist Outside Plant Certification (CFOS/O) with the FOA. This course may be taken immediately after successfully completing the CFOT course.

CE-TECH 2029, Sa/Su, Dec. 5 & 6, 8:00 am-5:00 pm, \$775. #90706

CENTER FOR REAL ESTATE EDUCATION

All courses, unless otherwise indicated, have been approved by the NYS Department of State as meeting the educational requirements under Sections 176.3 and 176.4.
For further licensing and exam information, contact the NYS Department of State at 518-474-4429 or visit https://www.dos.ny.gov/licensing/re_salesperson/re_salesperson.html

FREE! Real Estate Career Exploration Seminar

Wed., Sept. 16, 6:30-8:00 pm. Held remotely.

FREE SEMINAR. Call 914-606-6830 and choose option 1 to reserve your space.

REAL ESTATE LICENSING AND CERTIFICATE COURSES

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.

Real Estate Salespersons

Meets the current NYS Department of State requirement of a 75-hr course for the salespersons licensing exam.

📖 CE-REAL 2024, \$650 (+ textbook).

Sec. A: 20 T/Th, Sept. 22-Dec. 1 (skip 11/26), 6:00-10:00 pm.
#90339

Sec. B: Intensive: 13 Sa/Su, Oct. 3-Nov. 14, 9:00 am-3:30 pm.
#90342

Salespersons Exam Prep

Get help preparing for the real estate salespersons state exam. Topics include real estate terminology and concepts, preparation skills, test-taking strategies, how questions are structured, and the proper way to read and comprehend test questions. No CE credit awarded.

CE-REAL 2042, 1 Fri., Nov. 20, 5:00-9:00 pm, \$60. #90349

Real Estate Property Management Certification

Can be completed in 3 Saturdays!

Learn the fundamentals of real estate property management. Explore the financial and hands-on aspects of property management, appraisals, investment properties, rent collection, tenant selection and landlord/tenant relations, construction, environmental impacts, and real estate ownership. Focuses on residential and multi-unit properties. Salespersons and Brokers: Complete this certification and earn 19.5 hrs. of CE, then complete your CE requirement by taking the required 3-hr. Fair Housing course to reach 22.5 hrs.

Property Management and Construction

Approved for 4 hrs. of CE for Salespersons and Brokers.
CE-REAL 2011, 1 Sat., Sept. 26, 9:00 am-1:00 pm, \$80.
C Daniello. #90335

Real Estate Investments

Approved for 3.5 hrs. of CE for Salespersons and Brokers.
CE-REAL 2022, 1 Sat., Sept. 26, 1:30-5:00 pm, \$75. C Daniello.
#90336

Real Estate Management

Approved for 6 hours of CE for Salespersons and Brokers. This course includes 1 hour of agency to meet the NY DOS requirement for all licensees for 2017 and moving forward.
CE-REAL 2023, 1 Sat., Oct. 3, 9:00 am-4:00 pm
(1-hour lunch break), \$125. C Daniello. #90337

Appraisal Principles and Procedures

Approved for 6 hrs. of CE for Salespersons and Brokers.
CE-REAL 2004, 1 Sat., Oct. 10, 9:00 am-4:00 pm
(1-hour lunch break), \$125. C Daniello. #90338



REAL ESTATE PROFESSIONAL DEVELOPMENT

Interview a Sponsoring Broker for Salespersons

After the real estate salespersons course, it is time to interview your potential sponsoring brokers. Learn how to identify and define professionalism and distinguish between two etiquettes: netiquette and etiquette in the business environment. No CE credit awarded.
CE-REAL 2056, 1 Mon., Nov. 16, 7:00-9:00 pm, \$30. C Daniello.
#90343

Becoming a Successful Real Estate Agent

This workshop will provide you with the tools that are necessary to become successful in the real estate industry. Topics will include how to sell yourself, developing a list of contacts, how to draw business, and much more.
CE-CRXPL 2021, 1 Thurs., Dec. 3, 7:00-9:00 pm, \$30.
C Daniello. #90344

CE COURSES APPROVED FOR SALESPERSONS AND/OR BROKERS

The following continuing education (CE) courses are approved for various disciplines including Appraisers, Salespersons, and Brokers.

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 Salespersons or Broker CE, please bring your pocket card with your Unique ID number to class so that your CE certificate can be processed properly.

Buy the Numbers: Investing in Real Estate

Includes basic investment concepts, financial analysis and financing, income taxes on investment properties, evaluating the business opportunity, selling your property, capital gains taxes, and comparing different types of investment properties. Approved for 3 hrs. of CE credit for Salespersons, and Brokers. CE-REAL 2058, 1 Fri., Sept. 18, 9:00 am-12:00 noon, \$70. E Smith. #90218

The Evolution of Green Commercial Buildings

Learn how the green movement developed, where it is today, and what the future may hold. Topics include earth issues and their effect on real estate; features of green buildings; green rating systems: energy star, green globes and LEED; the economics, costs and payback; and understanding the new green leases. Approved for 7.5 hrs. of CE credit for Salespersons, and Brokers. CE-REAL 2059, 1 Fri., Oct. 16, 9:00 am-5:30 pm (1-hour lunch break), \$95. E Smith. #90217

Building Your Commercial Real Estate Business

Get started developing a commercial real estate business. Topics include: planning your business, developing a listing presentation and your marketing plan, foundations of your business, data sources (how to collect and record information), prospecting, and your daily activities for success. Approval pending for 3 hrs. of CE credit for Salespersons, and Brokers. CE-REAL 2057, 1 Fri., Sept. 18, 1:00-4:00 pm, \$70. E Smith. #90272

NEW! Selling Commercial and Investment Properties

This course explores important considerations in brokering real estate including building issues such as environmental concerns, fair housing and ADA laws and compliance, methods of determining property values, financing (mortgages, loan-to-value, debt service ratio) cash flows and the impact of taxes, sale of property (capital gains taxes, 1031 exchanges) and discrimination laws, types of bias, and inadvertent discrimination. Approval pending for 7.5 hrs. of CE credit for Salespersons, and Brokers. CE-REAL 2065, 1 Fri., Nov. 13, 9:00 am-5:30 pm, (1-hour lunch break), \$95. E Smith. #90270

Real Estate Agent Safety: What You Need to Know!

Learn about personal awareness when hosting open houses, how to prevent being victimized, and the use of technology to keep you safe. Learn simple steps and safe practices that the real estate professional can implement to enhance safety and reduce risk. Approved for 3 hours of CE for Salespersons and Brokers. CE-REAL 2067, 1 Mon., Nov. 23, 6:00-9:00 pm, \$70. C Daniello. #90346

Price it Right: Pricing Homes to Sell

The most important factor when selling a home is to price it correctly. If it is overpriced, the appeal will wear off. Learn to price properly by analyzing other active listings to recently sold comparables. For anyone who is interested in real estate values as well as real estate professionals. Approved for 3 hrs. of CE credit for Appraisers, Salespersons, and Brokers. CE-REAL 2052, 1 Mon., Nov. 30, 6:00-9:00 pm, \$70. C Daniello. #90347

CENTER FOR INSURANCE EDUCATION

All courses have been approved by the NYS Department of Financial Services
(phone: 518-474-6630 or email coned@dfs.ny.gov)

as meeting the educational requirements under Sections 2103, 2104 and 2107 of the Insurance Law.

Life, Accident, and Health Pre-Licensing

NYS approved class to prepare for the State exam. Textbook is required and chapters 1-10 in the Life Section and Chapters 3-11 in the Health Section must be read prior to the first class. Register 1 week in advance.

📖 CE-INS 2007, F/Sa/Su, Oct. 9-11, 8:00 am-5:00 pm and Mon., Oct. 12, 8:00 am-1:00 pm, \$425 (+ textbook). V Bujanow. #90024

Insurance Property and Casualty Brokers Pre-Licensing

NYS approved class to prepare for the State exam.

📖 CE-INS 2006, 31 M/W/F, Sept. 9-Nov. 18, 6:30-10:00 pm, \$975 (+ textbook). J Wencelblat. #90147
Personal Lines Insurance Pre-Licensing

NYS approved class to prepare for the State exam.

📖 CE-INS 2008, 14 M/W/F, Sept. 9-Oct. 9, 6:30-10:00 pm, \$495 (+ textbook). J Wencelblat. #90148

Our non-credit virtual classes are defined as below:

► **Online, self-paced:** offerings are asynchronous and students go into their virtual "classroom" to work on assignments, view content, or work at any time, and at their own pace for the duration of the course.

► **Remote, fixed-schedule:** students and instructors report virtually to classes on the designated days, dates, and times they are scheduled for.

CAREERS IN HEALTHCARE

Call 914-606-7400 for more information and to register for classes in this section.

FREE! Registration Day and Information Sessions for Allied Health Careers

Tues., July 21 or Thurs., July 23 from 1:00-6:00 pm at the Ossining Center

Learn about becoming a Nursing Assistant, Patient Care Technician, Phlebotomy, Pharmacy Technician, Clinical Medical Assistant, Medical Administrative Assistant, or Direct Service Provider.

FREE, call 914-606-7400 to reserve your space.

FOUNDATION COURSES FOR HEALTH CAREERS

Infection Control Seminar

NYS approved coursework for practicing MDs, physician's assistants, dentists, dental hygienists, RNs, LPNs, optometrists, funeral directors, and podiatrists.

CE-HCARE 2010OS, 1 Tues., Sept. 15, 5:30-8:30 pm, \$90.
#90389

Infection Control for Healthcare Programs

Prerequisite for students entering Phlebotomy and other healthcare programs. Designed for entry-level healthcare professionals and includes key infection control concepts and regulations surrounding infection control practices in NYS.

CE-HCARE 2009OS, 5:30-9:30 pm, \$95. J Borreggine.

Sec. A: 1 Tues., Sept. 22. #90390

Sec. B: 1 Thurs., Sept. 24. #90391

HEALTHCARE CERTIFICATION PROGRAMS

Online Pharmacy Technician

Prepare for entry into the pharmacy field and obtain NHA certification (Pharmacy Technician Certification: KPHT). Learn medical terminology, the role and responsibilities of a pharmacy technician, how to interpret prescriptions, and develop the skills needed to work under the supervision of a registered pharmacist. Admissions application and interview required; application due date is Aug. 21.

📖 CE-HCARE 2061OS, Sa/Su, Sept. 12-Dec. 5, 9:00 am-3:00 pm, \$1,530 (+ textbook). #90396

Medical Administrative Assistant Training

Learn how to keep healthcare offices running efficiently and effectively. Upon successful course completion, students are eligible to take the Certified Medical Administrative Assistant (CMAA) exam offered by the National Healthcareer Association.

📖 CE-HCARE 2063OS, T/Th, Sept. 15-Dec. 17, 6:00-8:30 pm, \$1,350 (+ textbook). #90419

Clinical Medical Assisting

CMAs perform administrative and clinical duties under the direction of a physician. Prepare for employment at physicians' offices, hospitals, and other healthcare facilities. This is a two-semester course.

CMA Part 1: Includes preparing patients for examination and treatment, infection control, routine laboratory procedures, medical terminology, anatomy and physiology basics, and ECG. Also covers professional workplace behavior, ethics, and legal aspects of healthcare. Admissions application and interview required; application due date is Aug. 21.

📖 CE-HCARE 2059OS, T/Th, Sept. 15-Dec. 17, 6:00-9:30 pm, \$2,200 (+ textbook). #90395

CMA Part 2: Includes phlebotomy, urinalysis, BLS certification, computer applications and EMR, medical office procedures, health insurance, and billing. In addition, students will gain hands-on experience in a clinical setting. For those enrolled in CMA Part 1 in Fall 2019. After successful completion of Clinical Medical Assisting 1 and 2, students will receive a certificate of completion and are eligible for NHA certification (Certified Clinical Medical Assistant: CCMA).

CE-HCARE 2060OS, Spring 2021

Background Check, Drug Test, and Immunizations

For programs with a clinical or externship, our affiliates require a background check and drug screening. Positive results on either will result in not being accepted into the program or not being allowed to attend the clinical. The criteria to pass these screens include:
no felony or misdemeanor convictions; negative drug screen; negative TB, MMR, Hep B, and Varicella vaccines. Separate fees for background check and drug tests apply and are not included in tuition costs.

PROGRAMS:

- ▶ Certified Nurse Assistant
- ▶ Clinical Medical Assistant
- ▶ Home Health Aide
- ▶ Pharmacy Technician
- ▶ Phlebotomy Practicum
- ▶ RN Refresher

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, \$370 (+ textbook).

Sec. A: 4 Fri., Oct. 2-23, 3:00-9:00 pm. #90397

Sec. B: 4 Sat., Oct. 3-24, 9:00 am-3:00 pm. #90398

Sec. C: 4 Sun., Oct. 4-25, 9:00 am-3:00 pm. #90399

Phlebotomy Certificate Program

Introduces basic concepts of the procedures used for obtaining blood from veins and capillaries and the use of equipment and types of blood tubes. Prerequisite: Infection Control for Phlebotomy Students. Earn a Westchester Community College certificate.

📖 CE-HCARE 2044OS, Tuition \$1,095 (+ textbook) includes Practicum.

Sec. A: 8 M/Th, Nov. 2-30, 3:00-7:30 pm. #90400

Sec. B: 8 Sa/Su, Oct. 31-Nov. 22, 9:00 am-1:30 pm. #90401

Phlebotomy Practicum

Under the supervision of a certified phlebotomy instructor, receive hands-on experience in phlebotomy and practice venipuncture and capillary sticks on each other in accordance with regulations of the NHA. Prerequisite: Infection Control for Healthcare Programs and Phlebotomy Training Program. NOTE: completion of 30 live sticks required to sit for the NHA Certified Phlebotomist Examination. Admissions application and interview required.

CE-HCARE 2045OS, 15 Sat., Dec. 5-Feb. 27, 9:00 am-1:00 pm. #90402

Certified Nursing Assistant

NYS approved training for nursing assistants. Prepare for employment in hospitals and nursing homes. Includes classroom work and clinical experiences at a local nursing home. Admissions application and interview required; application due date is Aug. 21.

📖 CE-HCARE 2001OS, \$1,530 (+ textbook/workbook).

Sec. A: M/W/Th, Sept. 14-Dec.17, 5:30-9:30 pm. #90420

Sec. B: T/Th, Sept. 15-Dec.17, 9:00 am-3:00 pm. #90421

Direct Service Provider Training Course

Understand basic psychiatric terminology, psychopathology, social skills training, mental health laws, and ethics. Direct Service Providers (DSP's), also called psychiatric aides, are part of a patient-centered team for individuals who may be mentally challenged or emotionally disturbed, or for psychiatric patients under the supervision of a psychiatrist, registered nurse, or social worker.

📖 CE-HCARE 2011OS, Th/Sa, Oct. 1-Dec. 5, Thurs., 5:30-9:00 pm/Sat., 9:00 am-2:00 pm, \$1,415 (+ textbook). #90403

CAREERS IN WRITING & PUBLISHING

Write Flash Fiction!

Flash fiction is hot, with over 300 paying markets looking for well-formed stories of 1,000 words or less. Learn how to write, market, and sell these tiny tales.

CE-WRITG 2026, 3 Wed., Nov. 4-18, 6:00-8:00 pm, \$75.

P Andrews. #90220

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 Wed., Sept. 16-30, 6:00-8:00 pm, \$75.

P Andrews. #90221

Write and Publish Kids' Books

Have a great idea for a children's book? That is a terrific place to start, but how do you progress from concept to published product? Go from getting started to the finish line in the world of juvenile publishing by exploring the requirements of every audience – baby board books, first chapter, middle-grade, and young adult – from outlining and writing, to finding an agent and/or publisher, to self-publication.

CE-WRITG 2073, \$110. S Weyn.

Sec. A: 3 Sat., Oct. 3-17, 11:00 am-2:00 pm. #90613

Sec. B: 3 Fri., Nov. 6-Nov. 20, 4:00-7:00 pm. #90614

Turn Your Teaching Experience into Kid Lit

Learn how to turn your experiences working with children into children's literature-both fiction and non-fiction. Best-selling, award-winning author Suzanne Weyn, SuzanneWeynbooks.com, will guide you to taking your firsthand experiences and turning them into juvenile literature. This class is suitable for teachers from pre-school through high school. You will work in a collaborative setting to develop the best form, grade-level, vocabulary, and story for your idea. Explore the ins and outs of children's publishing from writing query letters, negotiating royalties, to finding an agent. All you need is your teaching experience and a notebook!

CE-WRITG 2104, \$110. S Weyn.

Sec. A: 3 Sat., Oct. 24-Nov. 7, 11:00 am-2:00 pm. #90615

Sec. B: 3 Wed., Nov. 4-25 (skip 11/18), 4:00-7:00 pm. #90616

Writing for Little Ones: Ages Baby to Seven

Writing for young readers is a special challenge. It requires a different way of thinking about children: what they believe and know and what they don't yet know. It involves seeing the world from their unique perspective, even understanding how being little alters their perception of the world. To write for children the author must entertain and guide, and balance between adult communications skills and the child's world; develop and polish your own work for very young children.

CE-WRITG 2077, 4 Fri., Oct. 2-23, 4:00-7:00 pm, \$145. S Weyn. #90617



Register Early!

Classes are cancelled for under-enrollment several days in advance. We recommend that you register **ONE week in advance** of the course start date.

CONTINUING PROFESSIONAL EDUCATION

DASA Training: Training in Harassment, Bullying, Cyberbullying and Discrimination in Schools

This New York State approved training is designed to fulfill the harassment, bullying, and discrimination prevention and intervention training required for certification/licensure under the Dignity for All Students Act (The Dignity Act).

CE-CERTS 2058OS, 1 Sat., 9:00 am-3:00 pm, \$90.

D. Flynn-Capalbo

Sec. A: Oct. 17. #90404

Sec. B: Dec.12. #90405

Online RN Refresher Course

Designed for registered nurses who have been away from a practice setting and are looking to return to a staff position.

Provides an update on theoretical content and clinical practice.

Prerequisites: NYS RN license and current CPR certification

for healthcare professionals (BLS). Admissions application

and interview required; application due date is Aug. 21.

Call 914-606-7408 for information.

CE-HCARE 2047OS, Tues., Sept. 22-Dec. 15,

\$1,085 (+ textbook/workbook). #90422

School Violence Prevention and Intervention

New York State approved coursework for educators, hospital personnel, social workers, and others who work with children.

CE-CERTS 2002OS, 1 Sat., 9:00 am-12:00 noon, \$50.

D Flynn-Capalbo.

Sec. A: Oct. 10. #90406

Sec. B: Dec. 5. #90407

Mandated Training for Child Abuse and Neglect

New York State approved coursework for educators and healthcare professionals. If already licensed, bring license to class. \$65. D Flynn-Capalbo.

CE-CERTS 2001, 9:00 am-12:00 noon.

Sec. A: 1 Sat., Oct. 10, 9:00 am-12:00 noon. #90650

Sec. B: 1 Wed., Nov. 18, 6:00-9:00 pm. #90651

CE-CERTS 2001OS, 1 Sat., 9:00 am-12:00 noon.

Sec. A: Sept. 26. #90408

Sec. B: Nov. 7. #90409

Notary Public Exam Prep

Prepare for the NYS Notary Public test. Laws, concepts, and procedures will be explained. Topics include avoiding conflicts of interest, maintaining professional ethics, charging proper fees, handling special situations, when to hire an attorney, and minimizing legal liability. All materials provided including website links to NYS Department of State licensing information, booklets, and forms. Also featured is an 80-question practice exam.

CE-CERTS 2043, 1 Thurs., Oct. 8, 1:00-5:00 pm, \$60.

V Bujanow. #90028

"Servsafe" Food Service Sanitation & Safety

Mandatory for anyone who handles and/or distributes food.

Prepare for the Dept. of Health Food Protection Certificate

exam. Meets State Agriculture and Markets education

requirements for food purveyors. Call 914-606-6830, press 1

for schedule and registration form.

📖 CE-CERTS 2000, \$325 (+ textbook).

COMPUTERS & INFORMATION TECHNOLOGY

**COMPUTER STUDENTS: PLEASE BRING A USB FLASH DRIVE TO CLASS.
CLASSES ARE TAUGHT WITH WINDOWS 10 AND OFFICE 365 EXCEPT AS NOTED.**

All participants will be provided with Microsoft Office 365 access upon activation of their Westchester Community College account.
Most of these classes will move to an online learning environment if necessary.

The IBM Skills Academy Data Science Practitioner

The IBM Skills Academy Program is IBM's premier training and digital badging worldwide program with curriculum aligned to high-demand jobs in the new digital-age technology job market.

The Data Science program covers several open source technologies including the premier IBM Watson Studio platform.

COURSE MODULES INCLUDE:

- ▶ Data Science Methodology
- ▶ Data Science on the Cloud
- ▶ Data Cleansing
- ▶ Data Modeling
- ▶ Data Visualization
- ▶ IBM Enterprise Design Thinking

Upon successful completion of this course and exam, participants are eligible for the IBM Data Science Practitioner digital badge. Additional credentials may be earned, including IBM Watson Studio Essentials and IBM Design Thinking Practitioner digital badges.

For prerequisites or further info, please contact Kristine Bunyea at Kristine.Bunyea@sunywcc.edu or 914-606-7904.

CE-COMP 2205, 18 T/Th, Sep. 29-Dec. 1 (skip 11/26), 6:30-9:30 pm, and 9 Sat., Oct. 3-Dec. 5 (skip 11/28), 1:00-4:00 pm, \$1,350. #90355

SUNDAY FUNDAY!

Join us at remotely for some digital fun! Learn something new and get your questions answered in these online workshops. Register five business days in advance.

Declutter Your Digital Life

This one-day workshop will teach you how to transfer your photos, videos and music files from your mobile devices and digital camera to your computer, as well as how to scan your documents and pictures to your computer. You will learn how to organize and backup these files using different storage media devices. This course will also demonstrate how to securely manage your numerous Internet accounts and passwords, manage your overflowing email, and encrypt your important files. CE-COMP 2210, 1 Sun., Oct. 4, 10:00 am-4:00 pm (30-minute lunch break, please bring lunch), \$125. #90356

How and Why to Use the Cloud

What, why and how to use cloud storage online for personal use is the focus of this workshop. You will discover how to store and access your photos, music and documents through your computer, smartphone and tablet devices. Discussion will include how to find free and paid cloud storage sites. CE-COMP 2209, 1 Sun., Oct. 18, 10:00 am-1:00 pm, \$70. #90357

Electronic Device Emergency Preparation

This workshop will teach you how to keep your phone, tablets, computers and other electronic devices working during an emergency, such as a hurricane major storm or when the power goes out. Complete your Medical ID on your smartphone and list emergency contact information for medical personnel. CE-COMP 2208, 1 Sun., Oct. 25, 10:00 am-1:00 pm, \$70. #90358

Selling Online with Online Auctions and other sites

Interested in exploring online auctioning? Would you like to make some additional income by selling from the convenience of your computer? Learn how to buy and sell online with this workshop. You will learn how to post listings with platforms such as eBay and Craigslist, and selling with Amazon and PayPal will be explored. This course will include an overview of eCommerce, working with the eBay mobile app and several how-to demos. CE-COMP 2207, 1 Sun., Nov. 1, 10:00 am-4:00 pm (30-minute lunch break, please bring lunch), \$125. #90359

One-on-One Computer Training

Get the benefits of the expertise of our experienced training facilitators in a one-on-one, private session!

For targeted, specific assistance with any software application, our One-on-One program can help.

Email michele.maya@sunywcc.edu to match you with one of our training professionals and to set up an appointment.

A 2-hour session is \$240; a 3-hour session is \$360.

COMPUTER ESSENTIALS

File Management

Never lose your work again! Organizing and managing your files is essential for the workplace and for the home. Learn best practices to organize your files; create and organize folders; search for files; work with shortcuts; and set some custom features to make it easier to work with Windows.

CE-COMP 2002, \$145.

Sec. A: 2 Sat., Sept. 12 & 19, 9:00 am-12:00 noon. #90360

Sec. B: 2 T/Th, Sept. 22 & 24, 6:00-9:00 pm. #90361

Sec. C: 2 Fri., Oct. 23 & 30, 9:00 am-12:00 noon. #90362

Computing Fundamentals for Windows

Knowledge of computers is not a prerequisite for this course. Whether you are new to computers or just want to brush up on your computer skills, this course is for you. Increase your proficiency using Windows-based computers with techniques and shortcuts. Build your confidence and get control of your computer by managing, organizing, and searching for your files and folders. Learn the benefits of different internet browsers and search engines, including safe and efficient internet use. Manage your email folders and attachments and get a glimpse of popular social media sites including Facebook and Twitter.

📖 CE-COMP 2163, 6 T/Th, Oct. 6-22, 9:00 am-12:00 noon, \$375 (+ textbook). #90364

Keyboarding for Accuracy and Speed

This course provides students with the basic skills necessary to learn touch-typing on a computer keyboard. The ability to type faster and more accurately saves time and increases productivity. A great course for anyone who uses the computer, including healthcare professionals who have to make entries in patient electronic records. Only basic operational computer skills are required for this hands-on class. CE-COMP 2016, 9 Sat., Sept. 26-Nov. 21, 9:00-11:00 am, \$210. #90363



Save \$\$ when you register for Computing Fundamentals and Keyboarding for Accuracy and Speed classes during this term for just \$525.

Savings will be reflected when your course fees are calculated after enrolling. If classes are cancelled for any reason, discount no longer applies. Keyboarding is also offered online. Email Michele.Maya@sunywcc.edu for info.

Social Networking with Facebook

Facebook and other social networks 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 interacting via social media networks. Share photos and videos to stay in touch.

CE-COMP 2071, 2 Sat., Oct. 3 & 10, 12:00 noon-3:00 pm, \$130.
#90365

Cut the Cord: Online TV Streaming Solutions

The non-techie's guide to living without cable. Learn about TV streaming solutions that will save you money. Showcases devices such as Apple TV, Roku, Amazon Fire, and Chromecast. Learn about Netflix, Hulu, and other streaming services.

Discussion on internet requirements and how to determine which devices and services may work best for you.

CE-COMP 2148, 1 Sat., Oct. 17, 1:00-4:00 pm, \$70. #90366

The Certification Center at Westchester Community College

Through the Division of Workforce Development and Community Education, The Certification Center at Westchester Community College offers a wide range of industry-recognized certification exams designed to take your career to the next level.

Our Certification Center is a convenient, professional space that welcomes current students, alumni and all members of the community.

Email Michele.Maya@sunywcc.edu for more information or to schedule your exam. Proctor fee may apply.

MICROSOFT OFFICE APPLICATIONS

Get the computer competencies you need to survive and prosper in today's fast-changing workplace.

Our Microsoft applications courses are taught using Microsoft Office 365 unless otherwise stated.

Microsoft Office 365-A Brief Overview

Office 365 is a subscription-based service offered by Microsoft that provides file storage and Office capabilities across multiple computers and devices. Data is stored encrypted in OneDrive, safely and securely. Westchester Community College has collaborated with Microsoft to bring our students a free download of Microsoft Office 365 Pro Plus and Office Mobile upon activation of your WCC account. This course will provide an overview of Microsoft OneDrive, Word and Excel in the 365 version, and requires no previous knowledge of Microsoft Office 365. Laptop required.

CE-COMP 2200, 4 T/Th, Oct. 6-15, 9:00 am-12:00 noon, \$300.
#90369

MS Office 365 Basics

Learn to use the basic features of the 365 version of MS Word, Excel, and PowerPoint, three of the most fundamental software programs used in educational and professional settings.

Provides skills for creating basic documents, working with spreadsheets, and creating effective presentations. Prerequisite: File Management or equivalent experience. All participants will be provided Microsoft Office 365 access upon activation of their Westchester Community College account.

CE-COMP 2155, 6 T/Th, Oct. 27-Nov. 12, 9:00 am-12:00 noon, \$390 (+ textbook). #90367

MS Office 365 Beyond the Basics

Go beyond the basics with the latest version of Microsoft Word, Excel and PowerPoint—three of the most fundamental software programs used in educational and professional settings. Learn to Mail Merge and work with images, section breaks, columns, styles, tables, headers, and footers in Word. Apply advanced formatting techniques to your spreadsheets and work with dates and lookup functions in Excel. Create presentations that include charts, tables, and hyperlinks. Prepare a presentation for delivery with PowerPoint. Prerequisite: Microsoft Office Basics or equivalent experience. All participants will be provided Microsoft Office 365 access upon activation of their Westchester Community College account.

CE-COMP 2173, 6 T/Th, Nov. 17-Dec. 8 (skip 11/26), 9:00 am-12:00 noon, \$390 (+ textbook). #90368

NEW! File Management for Mac

Time to organize your Mac files! This course will teach you techniques that will help you find your files easily. Learn how to use Finder to create, organize and search for folders and files.

This class is a must for anyone that wants to get control of their files. BYOM... Bring your own Mac to this class.

CE-COMP 2164, 2 T/Th, Sept. 22 & 24, 6:00-9:00 pm, \$140.
#90370

NEW! Microsoft Office Basics for Mac

BYOM... Bring your own Mac with Microsoft Office to learn the basic features of the 2019 Mac version of MS Word, Excel and PowerPoint. As three of the most fundamental software programs used in educational and professional settings, this course will provide skills for creating basic documents, working with spreadsheets and creating effective presentations. Prerequisite: File Management for Mac or equivalent experience.

CE-COMP 2165, 6 T/Th, Sept. 29-Oct. 15, 6:00-9:00 pm, \$360 (+ textbook). #90371

Microsoft Certification Training— Online Programs

If our class schedule does not match your availability, you can still train for a new career and develop or enhance your technology skills by enrolling in our online classes

offered in partnership with Education to Go.

For more information, see page 24,

email michele.maya@sunywcc.edu

or visit <https://careertraining.ed2go.com/sunywcc>

Microsoft Excel—Introduction

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: File Management or equivalent experience.

CE-COMP 2020, \$300 (+ textbook).

Sec. A: 4 Sat., Sept. 26-Oct. 17, 9:00 am-12:00 noon. #90372

Sec. B: 4 M/W, Oct. 5-14, 6:00-9:00 pm. #90373

Sec. C: 4 T/Th, Oct. 27-Nov. 5, 9:00 am-12:00 noon. #90524

Microsoft Excel—Intermediate

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: MS Excel Introduction or equivalent experience.

📖 CE-COMP 2021, \$300 (+ textbook).

Sec. A: 4 Sat., Oct. 24-Nov. 14, 9:00 am-12:00 noon. #90374

Sec. B: 4 M/W, Oct. 19-28, 6:00-9:00 pm. #90375

Sec. C: 4 T/Th, Nov. 10-19, 9:00 am-12:00 noon. #90525

Microsoft Excel—Advanced

Master more advanced features of Excel such as analyzing data with PivotTables, exchanging data with other programs, and advanced worksheet management. Prerequisite: MS Excel Intermediate or equivalent experience.

📖 CE-COMP 2022, \$300 (+ textbook).

Sec. A: 4 Sat., Nov. 21-Dec. 19 (skip 11/28), 9:00 am-12:00 noon. #90376

Sec. B: 4 M/W, Nov. 2-11, 6:00-9:00 pm. #90377

Sec. C: 4 T/Th, Dec. 1-10, 9:00 am-12:00 noon. #90526



Save \$\$ when you register for all three Excel classes during this term for only \$810.

Savings will be reflected when your course fees are calculated after enrolling. If classes are cancelled for any reason, discount no longer applies.

Microsoft Excel 365 Certification Exam Prep

A Microsoft Office Specialist (MOS) Certification helps you stand out to employers! This course will prepare you to take the Microsoft Office Specialist Excel Associate exam: MOS Exam #MO-200 Prerequisite: MS Excel Introduction, Intermediate and Advanced or equivalent experience and use of Microsoft Excel for six months. Exam can be scheduled and taken at Westchester Community College, with no proctor fee for WCC students. Exam voucher not included, discount code available upon course completion.

📖 CE-TESTG 2013, 6 M/W, Nov. 16-Dec. 7 (skip 11/25), 6:00-9:00 pm, \$390 (+ textbook). #90378

Constructing Microsoft Excel Formulas

Learn how to build complicated formulas, use functions and combine them in powerful ways. Covers using absolute and relative references in formulas and the order of precedence of operations. Prerequisite: MS Excel Introduction or equivalent experience.

CE-COMP 2052, 2 Fri., Oct. 9 & 16, 9:00 am-12:00 noon, \$150. #90470

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: MS Excel Intermediate or equivalent experience.

CE-COMP 2086, 1 Fri., Nov. 6, 9:00 am-1:00 pm, \$85. #90471

NEW! Microsoft Excel for Healthcare Clinical Professionals

This course teaches healthcare clinical professionals and clinical support staff how to effectively use Microsoft Excel for analyzing clinical, administrative and financial information. All exercises and examples have been developed by clinical professionals using real-world scenarios and were created using data from hospitals, long-term care facilities, clinics, rehabilitation centers, ambulatory surgical centers, home health organizations, behavioral health organizations, private practices and other healthcare settings. Prerequisite: File Management or equivalent experience.

CE-COMP 2215, 2 Fri., Nov. 13 & 20, 9:00 am-12:00 noon, \$140. #90472

Microsoft Word—Introduction

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: File Management or equivalent experience.

📖 CE-COMP 2029, \$300 (+ textbook).

Sec. A: 4 T/Th, Oct. 13-22, 6:00-9:00 pm. #90464

Sec. B: 3 Sat., Oct. 17-31, 12:30-4:30 pm. #90465

Microsoft Word—Intermediate

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 Introduction or equivalent experience.

📖 CE-COMP 2030, \$300 (+ textbook).

Sec. A: 4 T/Th, Oct. 27-Nov. 5, 6:00-9:00 pm. #90466

Sec. B: 3 Sat., Nov. 7-21, 12:30-4:30 pm. #90467

Microsoft Word—Advanced

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 Intermediate or equivalent experience.

📖 CE-COMP 2031, \$300 (+ textbook).

Sec. A: 4 T/Th, Nov. 10-19, 6:00-9:00 pm. #90468

Sec. B: 3 Sat., Dec. 5-19, 12:30-4:30 pm. #90476



Save \$\$ when you register for all three Word classes during this term for only \$810.

Savings will be reflected when your course fees are calculated after enrolling. If classes are cancelled for any reason, discount no longer applies.

Microsoft Outlook for the Workplace

Go beyond email to improve your time and task management with advanced features of Outlook mail, the powerful calendar, meeting scheduler, contacts, address book, and task manager. Organize your inbox with 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: File Management or equivalent experience.

CE-COMP 2024, 4 T/Th, Oct. 20-29, 6:00-9:00 pm, \$300.
#90379

Mastering PowerPoint

PowerPoint is the leading tool for creating professional and visually engaging presentations. Learn to effectively create slides, use design tools, add charts and tables, as well as insert video, animation and sound. Be more efficient with customized themes and slide masters. Use rehearsal and timing tools, along with tips and tricks to keep your audience engaged. During this course you will master the features of PowerPoint to deliver dynamic presentations! Prerequisite: File management or equivalent experience.

CE-COMP 2230, 6 T/Th, Sept. 29-Oct. 15, 6:00-9:00 pm, \$280.
90528

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: File Management or equivalent experience.

📖 CE-COMP 2017, 4 M/W, Oct. 26-Nov. 4, 6:00-9:00 pm,
\$300 (+ textbook). #90515

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.

📖 CE-COMP 2018, 4 M/W, Nov. 9-18, 6:00-9:00 pm,
\$300 (+ textbook). #90516

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, Nov. 30-Dec. 9, 6:00-9:00 pm,
\$300 (+ textbook). #90517



Save \$\$ when you register for all three Access classes during this term for just \$810.

Savings will be reflected when your course fees are calculated after enrolling. If classes are cancelled for any reason, discount no longer applies.

TECHNOLOGY COURSES FOR BUSINESS EFFICIENCY

Whether you are interested in learning how to use specific applications or would like to obtain a non-credit certificate in Social Media for Business we have a course to help you achieve your goals.

Social Media for Business Non-Credit Certificate

18-hour program. With new ways to reach clients, companies find themselves grappling to understand social media and implement new strategies. This course will introduce the social media landscape, how it works, and how much of a game changer it could be for your business.

- ▶ Explore how a variety of social media tools can increase your business's visibility and consumer impact.
- ▶ Get hands-on training on how to open accounts and participate in these networks to drive traffic to your company website.
- ▶ Look at tracking how effective your social media campaigns are and how to gather information for targeted marketing, as well as the data, decisions, and tools you will need to develop the social media plan for your business and more
- ▶ Participants are encouraged to share ideas and get feedback to help in defining a successful and robust strategy.

Prerequisite: File Management or equivalent experience.
CE-BUS 2108, 6 M/W, Oct. 5-21, 6:30-9:30 pm, \$390. #90380

NEW! Social Media Specialist Non-Credit Certificate

This 60-hour non-credit certificate will prepare you with the latest tools and technology to enhance your skills or begin a new career as a Social Media Specialist. See page 18 for details.

Marketing Metrics with Google Analytics

"Marketing Metrics" is an important part of a successful marketing strategy, where marketing professionals are able to create a campaign, measure the results and improve upon what is working while discarding what's not. In this course, you will learn about marketing metrics including setting up website analytics, finding meaningful data, running reports, creating customized reports and tracking the data. Prerequisite: Computing Fundamentals for Windows or equivalent experience.

CE-COMP 2178, 4 T, Nov. 3-24, 6:00-9:00 pm, \$215. #90527

Create a Powerful Profile with LinkedIn

LinkedIn is the world's largest professional networking site and is a valuable tool for creating and maintaining a list of contacts with others. Job seekers, employers, and those looking for business opportunities all benefit from the power of LinkedIn. Find out how to improve your profile to be most effective and how to navigate LinkedIn. Prerequisite: Computing Fundamentals for Windows or equivalent experience.

CE-COMP 2099, 1 Sat., Nov. 7, 9:00 am-1:00 pm, \$75. #90469

LinkedIn Individual Session

LinkedIn is the world's largest professional networking site and is a valuable tool for creating and maintaining a list of contacts with others. Job seekers, employers, and those looking for business opportunities all benefit from the power of LinkedIn. Work on your specific profile with our expert faculty. Prerequisite: Computing Fundamentals for Windows or equivalent experience. Email Michele.Maya@sunywcc.edu to schedule your individual 2-hour session.

CE-COMP 2212, \$160.

Fillable Forms with Adobe Acrobat Pro

Need an electronic form? Adobe Acrobat Pro can create forms from existing Word or Excel files or you can scan a form in. Adobe will allow you to add new fields and adjust how your form looks. You can then save your forms and share them with others. Prerequisite: File Management and basic Word or equivalent experience.

CE-COMP 2202, \$150.

Sec. A: 2 T/Th, Sept. 15 & 17, 9:00 am-12:00 noon. #90518

Sec. B: 2 T/Th, Nov. 10 & 12, 9:00 am-12:00 noon. #90519

NEW! Google Productivity Tools

Google is more than just search! This course introduces the move to cloud based storage and online collaboration with Google Drive & Google Docs. Learn to use Google's Gmail, Docs, Drive, Forms and Sheets. Create a free account with Gmail, then learn to organize your mail with folders and labels; search, delete and archive mail. Integrate with Google Calendar to keep track of daily and recurring events. Work with Google Forms to create free surveys using various question types, distribute surveys by email or links, then review and interpret the results you receive in Google Sheets. Optimize your workday and increase your productivity with free Google software!

CE-COMP 2182, 6 Sat., Sept. 19-Oct. 24, 9:00 am-12:00 noon, \$372. #90520

NEW! Google Sites

Create a website - no programming skills needed! With Google Sites you can drag and drop content, including videos, images, calendars, presentations, documents and text where you need it, then quickly personalize and share your site. Learn to set up permissions to make your site public or private. This easy-to-use tool comes bundled with your Google account. Prerequisite: Google Productivity Tools or a Gmail account and equivalent experience.

CE-COMP 2181, 3 Sat., Oct. 31-Nov. 21 (skip 11/7), 9:00 am-1:00 pm, \$207. #90521

ACCOUNTING AND FINANCE

Bookkeeping with QuickBooks and Excel Non-Credit Certificate

Earn this non-credit certificate by completing our QuickBooks Fundamentals class, Excel Introduction, Intermediate and Advanced or Master Microsoft Excel 2016 and Accounting & Bookkeeping 1 (see page 3). Apply for the certificate upon completing all requirements.

Behind the Scenes of QuickBooks

Debits, credits, journals, ledgers...having a working knowledge of the principles behind the bookkeeping capability of QuickBooks will simplify your mastering of this software. The goal is to understand the "behind the scenes" of how business transactions are correctly recorded and how QuickBooks handles them. No QuickBooks experience is needed; the perfect first class for someone who plans to learn QuickBooks, but also useful for QuickBooks users who need additional understanding of bookkeeping processes.

CE-COMP 2132, \$185.

Sec. A: 4 Wed., Sept. 16-Oct. 7, 8:30-10:30 am. #90381

Sec. B: 4 T/Th, Oct. 6-15, 6:00-8:00 pm. #903821

QuickBooks 2018 Fundamentals

Learn how to handle accounts payable and receivable, customer info, inventory, and track your business's financial health. These sections are open to all students but are particularly suitable for those who have some previous experience with bookkeeping. This class will use the QuickBooks 2018 Desktop Version. Prerequisite: File Management or equivalent experience.

CE-COMP 2013, \$545 (+ textbook).

Sec. A: 8 M/W, Oct. 12-Nov. 4, 8:30-11:30 am. #90384

Sec. B: 8 T/Th, Oct. 20-Nov. 12, 6:00-9:00 pm. #90385

QuickBooks User Certification Exam Preparation

Master skill and proficiency to become an Intuit QuickBooks Certified User. Thorough preparation for the certification exam for QuickBooks 2017/2018. Intensive and extensive overview encompassing all aspects of this bookkeeping software. Timed practice, sample exam, and review included. Prerequisite: Behind the Scenes of QuickBooks, QuickBooks Fundamentals, and Running Payroll or existing advanced QuickBooks experience.

CE-TESTG 2011, 6 T/Th, Nov. 17-Dec. 8 (skip 11/26), 6:00-9:00 pm, \$390 (+ textbook, + exam fees). #90383

Professional Bookkeeping with QuickBooks—Online Program

Get full details at careertraining.ed2go.com/sunywcc

COMPUTER PROGRAMMING

Computer Programming for the Absolute Beginner

Learn the fundamentals of computer programming in this beginner course. This course will introduce programming and algorithmic problem solving in a high-level language. Topics covered include basic data types, operators and expressions, control structures and loops. No previous programming experience is required; only basic computer skills are required. CE-COMP 2217, 6 M/W, Oct. 5-21, 6:00-9:00 pm, \$375. #90386

Introduction to Python Programming

This course will give you an understanding of basic programming concepts as implemented in Python. Topics include data types, assignment and conditional statements, basics of flowcharts and analysis. No previous programming experience is required; however, some basic typing ability is recommended. CE-COMP 2140, 6 M/W, Oct. 26-Nov. 11, 6:00-9:00 pm, \$390. #90387

Intermediate Programming with Python

This course will give you an understanding of programming concepts as implemented in Python. Topics include Functions, Objects and Classes, GUI Programming Using Tkinter, Recursion, Lists, Tuples, Sets, and Dictionaries. Prerequisite: Introduction to Python Programming or equivalent experience. CE-COMP 2191, 6 M/W, Nov. 16-Dec. 7 (skip 11/25), 6:00-9:00 pm, \$390. #90388

UNIX/LINUX Administration Basics

Gain basic systems administration skills to manage and deploy small to large systems. You'll get a conceptual and hands-on understanding of UNIX/LINUX administration for a business environment. Prerequisite: Computer Fundamentals or equivalent experience. CE-COMP 2123, 2 Sat., Nov. 7 & 14, 9:00 am-2:00 pm, \$195. #90530

INTERACTIVE DESIGN & DIGITAL ARTS

EXPANDED ONE YEAR!

Certificate in User Experience Design (UX)-165 Hrs

(Courses may be taken independently. Portfolio I required.)

User Experience Design is a one-year, non-credit certificate that prepares graduates for working in interactive technologies and provides them with industry literacy through applied practice. The program will offer a foundation in user experience strategies, design thinking, and interactive design. Students will acquire skills in user research, site-mapping, wire-framing, prototyping, web programming, branding, Google analytics, business for freelancing, etc. Students will also complete two portfolio courses where they will create finished examples of their work to show prospective employers facilitated by a professional industry UX designer.

Prerequisite: Basic computer experience. **Register for the entire certificate for \$2,026.50.**

All interested students should contact the Director, Dr. Sherry Mayo at sherry.mayo@sunywcc.edu or 914-606-7385.

Call 914-606-7300 or email peekskill@sunywcc.edu to register.

User Experience Design Portfolio I

This course provides a human-centered approach to working on a real-world project and covers the end-to-end lifecycle of user-centered design. User research, wireframes and prototypes, user interface and interactive design, and usability testing are utilized. This is the first of a two-part portfolio course. The culminating experience results in a realized professional portfolio piece that will enable students to start preparing to enter the UX/UI Design field. CE-DGART 2089PE, \$723.

User Experience Fundamentals

Learn about the field of user experience and the essential principles of human-centered design, including design architecture and its application. Discuss the human factors that impact design; how to start a mapping project; how to conduct user experience research; and how to use diagrammatic tools to succeed. CE-DGART 2092PE, \$348.50.

Design Thinking

This course will apply design thinking best practices to develop websites and mobile applications for commercial or public industries. Students will learn how to be a design thinking facilitator and a UX/UI designer in a collaborative team environment that will utilize human-centered techniques to solve complex problems and discover innovative solutions for interactive media. With hands-on examples and tutorials, students will better understand how to design effective websites and mobile applications for diverse end-users. CE-DGART 2073PE, \$348.50.

UX Design Web Programming and Development

This course will include wire-framing and designing your prototype with Sketch and InVision. Once their prototype is complete, students will create a website with WordPress learning HTML, CSS, JavaScript programming languages. Students will utilize a WYSIWYG editor and code generator. The course will focus on front end web development to actualize dynamic web pages. Students will utilize a variety of web tools and resources in this course. In addition, students will use responsive design templates that take into consideration mobile devices. CE-DGART 2106PE, \$348.50.

Business for Freelancing

This course is designed for freelance professionals that seek understanding in business management. It will provide a foundational business overview designed to help you make more informed decisions, develop successful strategies and achieve your personal and organizational goals. The course will provide insights into how components of various business functions must be integrated and aligned to achieve short and long-term success. Business topics covered will include Business Formation, Marketing, Branding, Planning, Strategy, Customer Service, Budgeting and Conflict Resolution. Freelancers who want to expand their knowledge into different business areas including technical professionals seeking a fuller understanding for general business management, and entrepreneurs who seek to develop their knowledge base and understandings of business operations will gain valuable skills. CE-BUS 2109PE, \$258.

Call 914-606-7300 or email peekskill@sunywcc.edu to register

NEW! Digital Photography Certificate-126 Hrs

This is a one-year, non-credit certificate program. Students must register for the entire program at time of registration.

The culminating experience will be the creation of a photography portfolio and exhibition to share with family, friends, and potential employers in order to continue on their personal and professional pathways. The Digital Photography Certificate will provide new and motivated photographers with a foundation in practice and theory with hands-on demonstrations, lab exercises, assignments, and lecture demonstrations. Students will learn about the proper operation of a camera and achieving correct exposure, composition methods, post processing, and specialized photography. Throughout the experience, students will draw inspiration from the works of historical and contemporary photography. Enhance your portfolio and hone your skills! The certificate program is an intensive course of study over two semesters beginning in the fall, with six individual courses.

Register for the entire certificate for \$1,400.

All interested students should contact the Director, Dr. Sherry Mayo, at sherry.mayo@sunywcc.edu or 914-606-7385.

Call 914-606-7300 or email peekskill@sunywcc.edu to register.

The Camera and its Operation

This course looks at the camera and how to control it to get the best results. The course covers common digital formats, exposure modes, histograms, JPEG vs RAW files, lens selection, methods of stabilization, useful accessories, and mobile apps. Through demonstrations, a critical look at current and historical photography and shooting assignments, students will gain a better understanding of how to use the camera to capture compelling images.

CE-DGART 2120PE, 7 M/W, Sept. 14-Oct. 5, 6:30-9:30 pm.
#90429

Photographic Composition

Composing an effective image involves many considerations, including camera placement, lens selection, lighting, subject-ground relationship, and employing (or breaking!) some rules. Additionally, post-processing gives us further control over many of these key items. Topics covered will include common framing rules, depth-of-field, vignette, and other features that help to highlight the story in your image. Inspired by powerful examples of composition from noted photographers, students will complete shooting assignments and processing of their own images.

CE-DGART 2121PE, 7 M/W, Oct. 12-Nov. 2, 6:30-9:30 pm.
#90430

Digital Image Processing

Shooting in the RAW file format expands the potential for creating powerful and expressive images. Adobe Photoshop and Light room offer a digital darkroom where students will learn to process images and bring their photography to the next level. Exposure correction, color balancing and enhancement, and resolution adjustments are just some of the techniques covered. File organization and prepping for web, mobile and print media will be introduced.

CE-DGART 2122PE, 7 M/W, Nov. 9-Dec. 2 (skip 11/25),
6:30-9:30 pm. #90431

Small Object Photography

Photographing small objects, be it a tabletop still-life, products for marketing, or objects to be used for illustrative purposes, requires a special approach and attention to detail. Students will set up and shoot objects of their choice using specialized and non-specialized equipment, then process them in Photoshop as required for various needs. Topics covered will include camera lenses, lighting, seamless backgrounds, and a bit of post-processing magic to transform objects into things of beauty.

CE-DGART 2123PE, 7 M/W, Jan. 25-Feb. 15, 2021,
6:30-9:30 pm. #90433

Digital Image Compositing

Good camera skills and effective post-processing are of primary importance in photography. There are many other exciting ways to enhance an image or go beyond a single exposure. Students will learn how to use Photoshop to retouch and manipulate images, combine several exposures through digital stitching to create panoramas and high-resolution images, experiment with focus stacking, and produce enhanced imagery with high dynamic range photography.

CE-DGART 2124PE, 7 M/W, Feb. 22-Mar. 15, 2021,
6:30-9:30 pm. #90432

Portfolio

Collecting and curating your photographs into an effective portfolio is key to sharing and utilizing them for personal and professional purposes. Students will create a digital portfolio, and if necessary, shoot additional images to provide a more complete story of their capabilities. Online portfolios from leading photographers will be reviewed and students will be encouraged to visit regional photography exhibits.

CE-DGART 2125PE, 7 M/W, Mar. 22-Apr. 12, 2021,
6:30-9:30 pm. #90434

NEW! Social Media Specialist Certificate-60 Hrs

This is a one-year, online non-credit certificate program.

Students may register for the entire program at time of registration or takes courses independently.

The culminating experience will be the creation of a social media portfolio that students can share with potential employers, or use as a guide to create their own social media consulting business. Students may also take the Hootsuite Social Marketing Certification exam for an additional fee. The Social Media Specialist Certificate provides motivated individuals with a foundation in practice and theory with hands-on activities, in-depth assignments, and lectures including by the instructor and using supplemental resources, such as videos and/or interviews with social media professionals. We give you the tools to become a smart and capable player on the social media stage. When you are done, you will be able to create a powerful social media strategy.

The online certificate is an intensive course of study over two semesters, beginning in the fall, with a total of seven individual courses, and three optional electives to choose from. One elective is required during the one-year program. Upon completion of the core courses, participants will have the opportunity to take for the Hootsuite Social Marketing exam (exam fees are additional).

Register for the entire certificate for \$1,100.

All interested students should contact the Director, Dr. Sherry Mayo, at sherry.mayo@sunywcc.edu or 914-606-7385.

Call 914-606-7300 or email peekskill@sunywcc.edu to register.

Introduction to Social Media Networks

This course gives students an overview of the top five, current social media platforms, such as Facebook, Instagram, LinkedIn, YouTube, and more, and helps them define which platform should be used to reach business goals. In this course, students will create a buyer persona, define a brand, and identify the top one to two social media platforms they should use to impact business goals. Research, activities, assignments, and lecture will be used to help students identify the right social media platform for their business' goals. CE-COMP 2220PE, 3 Thurs., Sept. 17-Oct. 1, 6:00-9:00 pm, \$150. #90489

Social Media Content Fundamentals

In this course, students will learn how to craft a content strategy, best practices for content curation, creation, and sharing, as well as tactics for content measurement. In addition to creating content, students will be researching and defining hashtags and developing a social media schedule. Templates, handouts, video, and lectures will be used to bring this course to life. CE-COMP 2221PE, 3 Thurs., Oct. 8-22, 6:00-9:00 pm, \$150. #90490

Optimizing Social Media Profiles

This course will teach students which elements to focus on for the top, five social media platforms, plus the best practices to keep in mind when creating a company/business social media presence. This course will offer strategic best practices and optimization techniques for several social media platforms. Examples, activities, and profile graphic development tools (i.e., Canva) will be used for students to design/implement a mock or live social media business profile. CE-COMP 2222PE, 2 Thurs., Oct. 29-Nov. 5, 6:00-9:00 pm, \$100. #90491

Social Media Strategies and Tactics

Learn about setting Goals, Objectives, KPIs, and Tactics. Students will learn about creating content calendar for timing and key dates, and incorporating content marketing into a social context. In addition, students will look at several social media tools, including Hootsuite, content management systems, and other common tools used in a social media role. Plus, this course will cover how to build a brand advocacy program and look at ways to engage influencers. CE-COMP 2223PE, 4 Thurs., Jan. 21-Feb. 11, 2021, 6:00-9:00 pm, \$200. #90492

Social Media Marketing

This course provides students with an in-depth look at social media advertising, including how to establish a budget; developing a data-driven audience; creating an ad campaign; and measuring its impact. Activities, templates, lectures, and insights will be provided to help students craft a successful social media ad campaign.

CE-COMP 2224PE, 3 Thurs., Mar. 4-18, 2021, 6:00-9:00 pm, \$150. #90493

Social Media Measurement and ROI

This course will provide students with an in-depth, hands-on exploration of current trends and tools including quantitative and qualitative measurement methodologies for social media. Students will learn to communicate return on investment (ROI) of social media to a non-expert audience. Students will develop skills to analyze how the performance of the social media strategy directly impacts the strategic priorities and mission/goals of their organization.

CE-COMP 2225PE, 3 Thurs., Mar. 25-Apr. 8, 2021, 6:00-9:00 pm, \$150. #90495

Create A Social Media Crisis Management Plan

On social media, things can move blazingly fast. Sometimes, a PR crisis that seems to come out of nowhere. Your best chance to make it through a social media crisis is to prepare ahead of time. Have a solid plan, a list of key stakeholders and responsibilities, and a clear chain of command. This course looks at methods for spotting potential issues as they emerge and how to shut a problem down in the early stages. The course also will show the students what to do if you end up with a full-blown social media crisis management situation on your hands. Examples, handouts, and templates will be provided.

CE-COMP 2226PE, 2 Thurs., Apr. 29-May 6, 2021, 6:00-9:00 pm, \$100. #90496



ELECTIVES

Writing for Social Media-An In-Depth Workshop

This course will explore the relationship between audience, purpose and text in a cross section of social media. Students will develop criteria for evaluating each form of writing, find examples, assess what makes them effective, consider the decoding skills they demand from readers, and practice the form using tried and true social media writing tactics. As students practice the craft of writing for social media; they will receive detailed constructive feedback on all assignments.

CE-COMP 2227PE, 2 Thurs., Nov. 12 & 19, 6:00-9:00 pm, \$100. #90509

Policies and Procedures to Manage Risk

This course examines social media policies and procedures to manage risk and improve communication strategies. Students will have the opportunity to draft social media policies and procedures for their respective organizations.

CE-COMP 2228PE, 2 Thurs., Dec. 10 & 17, 6:00-9:00 pm, \$100. #90510

Creating Simple Video Content for Social Media

Any business can start creating video content as a part of its overall marketing strategy. You just have to figure out what your overall objective is and how to plan to achieve those results. Creating unique, refreshing and engaging video content comes easy, if the objective is clear. In this course, students will create a video storyboard and script based on a business objective. Then they will use online tools and apps to create the video.

CE-COMP 2229PE, 2 Thurs., Feb. 18 & 25, 2021, 6:00-9:00 pm, \$100. #90511

3D Animation Certificate-180 Hrs

This is a one-year, online non-credit certificate program.

Students must register for the entire program at time of registration.

The culminating experience will be the creation of a demo reel for their portfolio to show employers or schools in order to continue on their career paths. Demo reels will be exhibited in a certificate completion exhibition. This certificate program will take students through the 3D animation production pipeline and cover many facets of 3D creation. From modeling assets and characters to animating and final rendering, this certificate will guide you through the fundamental principles of 3D animation. Whether you are interested in film, video games, or commercial work, these courses will get you on the right trajectory. Prepare for an intensive exploration!

Prerequisite: Basic computer knowledge. **Register for the entire certificate for \$1,749!**

All interested students should contact the Assistant Director, Eric Mantell, at eric.mantell@sunywcc.edu or 914-606-7321.

Call 914-606-7300 or email peekskill@sunywcc.edu to register.

MODULE I

Modeling I for Animation-30 Hrs

This course will introduce students to creating hard surface modeling such as vehicles and assets for production in Autodesk Maya. The course will consist of demonstrations combined with discussion and tutorials created by the instructor; in-class exercises and an assignment will be given every week. In addition, different lighting scenarios such as interior, exterior, and studio lighting with Arnold renderer will be also covered.

CE-DGART 2093PE, 10 Mon., Sept. 14-Nov. 23 (skip 10/26), 6:30-9:30 pm. #90435

Animation I-30 Hrs

This course will introduce students to animating in Maya. Students will start with the basics and learn about the twelve principles of animation. Some assignment examples will consist of a bouncing ball, walk-cycles, jumping, and kick ball. CE-DGART 2094PE, 10 Wed., Sept. 16-Dec. 2 (skip 10/28 & 11/25), 6:30-9:30 pm. #90436

MODULE II

Modeling II/Digital Sculpting for Concept and Animation-30 Hrs

This course will introduce students to creating organic characters and sculpture for production using Autodesk Maya, ZBrush, and Mudbox. This course will introduce students to creating hard-surface & organic characters and sculpture for production and concept art with Pixologic ZBrush. We will also cover the 3D printing process and print work. The course will consist of demonstrations combined with discussion, and tutorials created by the instructor, in-class exercises and an assignment will be given every week. In addition, students will be given different lighting scenarios such as interior, exterior and studio lighting with Arnold renderer. (Prerequisite Modeling I for Animation)

CE-DGART 2095PE, 10 Mon., Feb. 1-Apr. 5, 2021, 6:30-9:30 pm. #90437

Animation II-30 Hrs

As a continuation to Animation I, students will now look at creating basic rig setups to more advanced rig setups for characters and assets. Towards the end of this course, the class will focus on the importance of posing and body mechanics for animation. (Prerequisite Animation I)

CE-DGART 2096PE, 10 Wed., Feb. 3-Apr. 7, 2021, 6:30-9:30 pm. #90438

Animation III-30 Hrs

As a continuation to Animation II, students will learn about creating storyboards, animatics, and creating an animation based on their own stories. Each student will create a mini 15 second animation with a pre-rigged character of choice. Students will also be recording their own live video reference to help with timing for their animations. (Prerequisite Modeling II/Digital Sculpting for Concept and Animation II)
CE-DGART 2097PE, 10 Mon., May 3-July 19, 2021 (skip 5/31 & 7/5), 6:30-9:30 pm. #90439

Demo Reel Creation and Exhibition-30 Hrs

In this course, students will use the technical, drawing, and storytelling skills they have learned in the previous courses to produce their own demo reel. It is expected that the reel will be of a high degree of finish regardless of the content. In addition, students will investigate survival skills and portfolio practices necessary to work as a professional, freelance, or independent computer graphic artist. Students will exhibit their final work at CENTER FOR THE DIGITAL ARTS GALLERY.
CE-DGART 2098PE, 10 Wed., May 5-July 7, 2021, 6:30-9:30 pm, Exhibition: Mon., Dec. 6, 2021-Jan. 3, 2022. #90440

NEW! Conducting User Research

How do you design a product or service that your users will love? By conducting user research, the first step in the UX design process. Learn about the different types of user research and where it fits in your design process. Learn how to plan a research project, practice different methods of research such as user interviews, competitive analysis, card sorting and surveys. You will also learn methods to communicate your findings using personas and journey maps and how to run a usability test.
CE-DGART 2136PE, 3 T/W/Th, Nov. 3-5, 6:00-9:00 pm, \$165. #90512

Artist Friendly Introduction to Python in Maya

Python is a great language for learning scripting in 3D applications. Many industry standard 3D applications allow for Python scripting. This course will introduce you to the fundamentals of Python and how to utilize it inside of Maya. You will learn skills that will help you work faster by automating repetitive tasks and be more efficient. By the end of the course, students should have a fundamental understanding of the Python language, Maya commands and be able to create small scripts for Maya.
CE-DGART 2104PE, 6 Sat., Sept. 12-Oct. 17, 1:00-4:00 pm, \$350. #90442

3D Animation on Maya for Teens

Autodesk Maya is a powerful 3D modeling, rendering, simulation, and animation software for artists. Maya is utilized throughout the gaming, commercial and movie industries. To start with, students will learn the essentials of Maya including the interface, basic modeling, basic rigging and animation, and basic rendering. By the end of the course, students should be able to model, texture, light and render utilizing Maya and complete a final portfolio piece. For ages 12-17.
CE-DGART 2110PE, 10 Sat., Sept. 12-Nov. 21 (skip 10/31), 10:00 am-12:00 noon, \$350. #90443

Animation 1

Students will learn how to determine timing and spacing of a drawing and how it affects the outcome of an animation by studying different kinds of subjects such as a bouncing ball, falling leaves, and walk-cycles. Animation 1 is for those who want to start a career in animation but is not limited to those who want to sharpen their skills or further their experience. By the end of the course, students will have created a short animation 15 to 30 seconds long.
CE-DGART 2107PE, 6 Sun., Sept. 20-Oct. 25, 9:00 am-1:00 pm, \$400. #90444

Animation 2

In this 6-week advanced session, students will dive deeper into what brings animation to life adding to what they have learned from Animation 1. This course will have students look into pre-production animation techniques such as layouts and backgrounds, character design and acting, sound and special effects. As the course progresses, students will move from pre-production to post-production including editing, color and visual effects, and rendering final projects for presentation. Using the tools given to them, students will create their own short animation 15 to 30 seconds long. Prerequisite: Animation 1.
CE-DGART 2108PE, 6 Sun., Nov. 8-Dec. 20 (skip 11/29), 9:00 am-1:00 pm, \$400. #90445

Teens Game Design

You play games on Playstation, Nintendo Switch, and your mobile devices but did you ever wonder how to build an interactive game? The gaming industry is an exciting, burgeoning field that requires both technical ability and creativity. Dive into interactivity with a multimedia designer. Start programming and designing your own games and learning gaming concepts. Students will work with a game designer to construct board games, design characters, build terrains, and interactive user experiences. For ages 12-17.
CE-DGART 2111PE, 10 Sat., Oct. 3-Dec.19 (skip 10/31 & Nov. 28), 10:00 am-1:00 pm, \$280. #90446

Coding for Kids

Give your child the edge and have them engage in coding sequences of instructions that empower them to control robots and gaming interfaces. Students need to be able to write commands in the right sequences in order to communicate their instructions to others. Computer coding is what makes this possible and is a key 21st century competency for children today. Students will code stories, animations, and games. For ages 7-11.
CE-COMP 2127PE, 8 Sat., Sept. 12-Oct. 31, 10:00 am-12:00 noon, \$176 (+ \$50 lab fee). #90447

Python Programming

In Python Programming, students will be introduced to the basic aspects of problem solving, data representation, algorithm design, and object-oriented design and programming. The Python programming language will be used as the means to implement programs. This course prepares students for problem analysis and solution design. Students will also discuss ethical and social issues relating to computing.
CE-COMP 2213PE, 14 T/W, Sept.15-Oct. 28, 6:30-8:30 pm, \$325. #90448

Design and Edit Photos with Free and Low Cost Software Alternatives

Are you a designer or photographer, amateur or pro looking for professional software on a budget? This course could be an eye-opener for you! Learn digital imaging, retouching, and animation with tools such as Krita, Photoshop Elements, Canva, and Spark. There is an array of free and low cost creative apps that provide creative solutions for all of your design needs. This provides the indie designer an opportunity to compete in a new market place, free of monthly subscription fees. There are a number of software applications available that meet the needs of many budget-minded creatives. Do not miss out on kick starting your career in digital media design-begin your journey here!

CE-DGART 2109PE, 6 Sat., Oct. 10-Nov. 14, 10:00 am-1:00 pm, \$318. #90449

Weekend Front End Coding Boot Camp

This course will cover HTML, CSS, and JavaScript. Front end code is the code that builds the web pages that people see. The power of these languages together can make you a very powerful designer/front end programmer and put you in demand in the work force. For ages 14 & up.

CE-COMP 2172PE, 4 Sa/Su, Dec. 5-13, 9:30 am-4:30 pm (30-minute lunch break), \$285. #90451

Quick Start Courses for Adults

Get started with a quick start and learn a graphic arts software package today!

Learn an Adobe creative cloud suite program with a professional designer in an intensive professional environment.

Students train in an industry standard studio setting and gain hands on experience.

Quick Start to Adobe Photoshop CC in 24 Hrs

Learn to use the latest version of Photoshop with time management features and enhancements for web and video designers. This training package will include imaging formats, use of Photoshop in computer imaging, and output for the web. No previous experience with Photoshop necessary, previous computer experience required.

CE-DGART 2042PE, 4 Sat., Sept. 12-Oct. 3, 9:00 am-3:00 pm, \$413. #90453

Quick Start to Adobe InDesign CC in 24 Hrs

Learn to use the latest version of InDesign and take advantage of the integrative power and 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 necessary, previous computer experience required.

CE-DGART 2041PE, 4 Sat., Oct. 3-24, 9:00 am-3:00 pm, \$413. #90454

Quick Start to Lightroom in 24 Hrs

For the beginner photographer: learn all aspects of Adobe Lightroom, from the basics of importing photography files, to the more complex steps of image post-production and presentation. Learn organizational techniques, including how to safely import and store files on hard drives, tag and label photos, create image collections, and the importance of backup files. Each student will create a presentation of 15-20 photographs in an online book or website created in Lightroom.

CE-DGART 2077PE, 4 Sat., Nov. 14-Dec. 12 (skip 11/28), 9:00 am-3:00 pm, \$413. #90455

Quick Start to Adobe Illustrator CC in 24 Hrs

Learn to use this industry-standard vector image creation program for print and web. Includes digital illustration, drawing tools, Bezier curves, fonts, and use of Illustrator in graphic design. No previous experience with Illustrator necessary, previous computer experience required.

CE-DGART 2040PE, 4 Sat., Nov. 21-Dec. 19 (skip 11/28), 9:00 am-3:00 pm, \$413. #90456

BUSINESS, WORK & COLLEGE SUCCESS

CREATE SUCCESS IN THE WORKPLACE

NEW! Composing a Memorable Resume

Your resume is a marketing tool about YOU! Learn elements of design and diction to improve your odds of getting past screening software and appeal to the mind of a hiring manager. Learn an effective method to tell the best story of your achievements. One-on-one feedback will be provided. Bring a few photocopies of your resume (or an outline of your job-based achievements) to the first class.

CE-JBPRP 2048, 2 Tues., 7:30-9:00 pm, \$50. J DeFrancisco.

Sec. A: Sept. 22 & 29, #90503

Sec. B: Oct. 13 & 20, #90504

Sec. C: Nov. 3 & 10, #90711

Personality Types and Effective Communication

Did you ever wonder why you have a hard time speaking to your employer or colleagues? Do you ask yourself, is it me or is it them? A key to being successful is understanding those differences and learn how to assess your own personality type. Gain a better understanding of yourself and what communication styles are most effective for you. Discover how to recognize the personality type of others.

CE-COMM 2026, T/W/Th, Oct. 6-8, 6:30-9:30 pm, \$115.

A Bassi. #90190

Body Language and Nonverbal Communication

Did you ever find yourself in a situation where your employer, supervisor, client, or colleague said one thing to you but then did something completely different? One of the keys to success in both personal and professional relationships lies in your ability to communicate well. An important component toward achieving this goal is learning to understand and decode body language. This workshop will enable you to learn to read body language. CE-COMM 2025, 1 Tues., Oct. 13, 6:30-9:30 pm, \$40. A Bassi. #90191

Dress for Success for Men and Women

Clothing serves more than just a practical purpose; it is a form of self-expression. People will quickly make assumptions about you based on the clothes you wear. Let your clothing help, not hinder you in the workplace. Learn to understand and define your personal style of work attire. Discover how to dress for your body type and learn important fashion basics, as well as how to make your clothes look more stylish and professional. CE-PRSDV 2170, 1 Tues., Oct. 20, 6:30-9:30 pm, \$40. A Bassi. #90192

Business Etiquette

Have you ever felt uncomfortable at a business luncheon or dinner because you did not know what to order, which utensils to use and when, or how to comport yourself? Do you find it difficult to start conversations and mingle at company functions, over business cocktails, and at networking events? Good business etiquette is a key component to advancing your career. CE-BUS 2100, 1 Tues., Oct. 27, 6:30-9:30 pm, \$40. A Bassi. #90193

Time Management for Success

Are you feeling overwhelmed with your daily routine or planning a special upcoming event? There are proven and practical time management techniques to alleviate the stress and become more efficient in your daily life. Through simple exercises, learn to establish priorities, identify "time robbers", and develop an action plan.

CE-PRSDV 2150, 1 Sat., Oct. 10, 1:30-4:30 pm, \$40. H Cuevas. #90064

CORPORATE TRAINING

RESOURCES FOR BUSINESS AND MANAGEMENT

The Professional Development Center is a great place for you or members of your team to continue their professional development and enhance necessary business skills. Westchester Community College provides high quality programs with convenient and affordable options for workforce development and continuing education. We offer a variety of training programs which can be customized to your organization's needs and delivered on your schedule. Flexible options include providing online programs and / or on-site training at your location or the Gateway Center located at our Valhalla campus.

Successful programs include topics related to:

- ▶ Transforming the Customer Experience
- ▶ Business Process Management
- ▶ Essentials of Brand Strategy and Implementation
- ▶ Change Management & Leadership Development
- ▶ Supervisory Skills for New Managers
- ▶ And many others

We also offer professional skills development classes on campus, including:

- ▶ Essentials of Management
- ▶ Project Management and PMP & CAPM Prep
- ▶ Computer Technologies/Office Productivity
- ▶ Effective Business Communications
- ▶ Medical Billing / Medical Coding
- ▶ And many more

For further information regarding the Professional Development Center

Contact Jim Irvine, Director of Corporate Education and Continuing Professional Education 914-606-6658, email us at james. Irvine@sunywcc.edu or pdcc@sunywcc.edu, or visit www.sunywcc.edu/pdcc

BUSINESS PROCESS MANAGEMENT & IMPROVEMENT

Process Mapping, Modeling and Analysis: Using Process Analysis to Define & Solve Business Challenges

Organizations are a collection of processes. These processes are the business activities performed to produce value, serve customers, and generate income. Managing these processes is the key to the success of your organization. Most organizations are not set up to manage processes instead they manage tasks. Inefficiency and waste become part of the system, they rob your organization of profits, productivity and its competitive advantage. Process mapping shows you the way out. 13 CPEs. CE-BUS 2105, T/W, Oct. 20 & 21, 9:00 am-4:30 pm, \$1,095. #90352

Performance Improvement Strategies: Using Lean, Six Sigma & Reengineering to Improve Business Results

Think about it, all performance improvement methodologies (PDCA, Six Sigma, TQM, reengineering, etc.) have four elements in common: customer value, process maps and measures, root cause analysis and improvement strategies. The tools and other techniques taught in this seminar will enable you to use the right data and right tools to craft the right solution to improve performance. 13 CPEs. CE-BUS 2112, T/W, Nov. 17 & 18, 9:00 am-4:30 pm, \$1,095. #90353

Professional Development Hours awarded by Association of Business Process Management Professionals/ABPMP. For more details, visit our website at www.sunywcc.edu/bmp

Communicating Through the Written Word: Applying Effective Writing Skills to Business

To succeed in business today one must be able to write clearly, correctly and concisely and should be able to master all aspects of writing. This includes business letters, cover letters, memos, informal reports, executive summaries, proposals, as well as social media and website copy. Professional credibility can be built or destroyed by the written work that goes out from an office. Good writing is the key to effective communication and being able to produce clearly written communication is a skill that is not only desirable but also essential. Participants will focus on writing clear, concise and effective copy.
CE-BUS 2107, 4 Tues., Oct. 20 & 27, Nov. 3 & 10, 6:00-8:30 pm, \$195. L Geraci-Miranda. # 90522.

Attaining Financial Wellness

Learn the necessary steps to put yourself on the path towards a successful financial future. This course will be a fun interactive 10-week program covering the basics and beyond along with must follow steps to secure your finances well into the future including Investment Basics, Life Events, Debt Management, Retirement Income Planning and more! This course is taught by a Chartered Financial Analyst/Certified Financial Planner.
CE-FIN 2077, 10 Tues., Sept. 15-Nov. 17, 6:00-7:30 pm, \$195. B Yam. # 90354.

Coaching for Performance Improvement

Coaching is not simply a best practice—it is essential to fostering employee and organizational development for maximum results. As a supervisor, manager, team lead or someone aspiring to these, you play a significant role in supporting and guiding this development toward optimizing performance. Learn the processes and best practices to be an effective coach to advance staff development and increase levels of performance for your department and organization.
CE-BUS 2122, 4 M/W, Oct. 26-Nov. 4, 6:00-8:00 pm, \$225. #90537

Conflict Resolution in the Workplace

Every workplace has conflict. Participants will learn the different types of conflict and the process to diagnose, understand and resolve these conflicts. Learning how to handle disputes and conflict effectively is a necessary skill for anyone both personally and professionally.
CE-BUS 2123, 4 M/W, Nov. 9-18, 6:00-8:00 pm, \$ 225. #90536



Red Hat Linux System Administration I

Red Hat System Administration I (RH124) equips you with Linux® administration “survival skills” by focusing on foundational Linux concepts and core tasks. You will learn how to apply command-line concepts and enterprise-level tools, starting you on your journey toward becoming a full-time Linux system administrator. This path continues with the follow-on course, Red Hat System Administration II (RH134).
CE-COMP 2231, T/Th, Sept. 22- Nov. 12, 6:00-8:30 pm, \$2,400. #90535

Introduction to Lean Six Sigma

This course is perfectly suited for individuals, including experienced business professionals interested in learning about the concepts and fundamentals of Lean Six Sigma. Participants will learn the essentials of a quality management framework and Lean approach to operations management. Students will gain an understanding why it is being used in businesses around the world to streamline operations and optimize efficiencies.
CE-BUS 2124, 2 Sat., Oct. 10 & 17, 9:00-11:00 am, \$99. #90584

Foundations of Lean Six Sigma: A Yellow Belt Equivalent

This course will pick up where the White Belt training left off. Participants will go deeper into the philosophy of establishing an organizational quality mind-set, leveraging metrics to solve difficult business problems, and each phase of a Lean Six Sigma project including basic statistical analysis. Successfully completing this course will position participants to enter a formal Green Belt program through an accredited certification program.
CE-BUS 2125, 5 Sat., Oct. 31, Nov. 7-21, & Dec. 5, 9:00-11:00 am, \$249. #90585

Displaced Homemakers/Project Transition

Office Technology Training Program for Career Re-Entry

This intensive program provides qualified displaced homemakers the opportunity to learn current, marketable skills to return to the workforce. There is no cost to eligible participants (single parents, widowed, disabled spouse, divorced, separated, unemployed spouse). All applicants must be unemployed or underemployed, and must provide proof of Displaced Homemaker status according to NYS Department of Labor guidelines.

LEARN CURRENT COMPUTER SKILLS:

- ▶ MS Word
- ▶ MS Excel
- ▶ MS PowerPoint
- ▶ MS Outlook

LEARN JOB SEARCH SKILLS:

- ▶ Resume writing
- ▶ Interviewing
- ▶ Online job search
- ▶ Group & Individual Career Counseling

Contact us to find out if you are eligible for the Displaced Homemaker Training Program; email PG22@sunywcc.edu.

ONLINE LEARNING

anytime, anywhere...
just a click away!

Learn
from the
comfort of
home!

ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

6-18 month format

Prepare for certification

All materials included

Student advisors

Career Training Programs include the following and many more:

- ▶ Project Management
- ▶ Medical Billing and Coding
- ▶ Chartered Tax Professional
- ▶ Microsoft Office Specialist
- ▶ Six Sigma Black Belt
- ▶ Video Game Design and Development
- ▶ CompTIA A+

**JUMP START YOUR CAREER
OR FIND A NEW ONE!**

Courses range from \$595 to \$3,995

Visit our website for program details!

Careertraining.ed2go.com/sunywcc

INSTRUCTOR-LED ONLINE SHORT COURSES

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

6-week format

Discussion areas

Monthly start sessions

Expert instructor

Career or Personal Development Courses include the following and many more:

- ▶ Start Your Own Business
- ▶ Write Fiction Like a Pro
- ▶ Spanish for Healthcare Professionals
- ▶ Intro to SQL
- ▶ College Readiness
- ▶ Accounting Fundamentals
- ▶ Grant Writing
- ▶ Microsoft Office Applications
- ▶ Digital Photography

COURSES BEGIN ON:

Sept. 16, Oct. 14, Nov. 11, Dec. 9

Most courses are \$135

Visit our website to find a course!

Ed2go.com/sunywcc

LIFELONG LEARNING & PERSONAL DEVELOPMENT

Whether it is a new interest or something you have always wanted to explore, there is a class for everyone. Come join us and open up a world of discovery!

- ▶ Arts & Crafts
- ▶ Collegium
- ▶ Culture & Society
- ▶ Finances & Retirement Planning
- ▶ Health & Wellness
- ▶ History
- ▶ Languages
- ▶ Local Lore & Regional History
- ▶ Mainstream
- ▶ Nature & the Environment
- ▶ Performing Arts
- ▶ Self-awareness
- ▶ Special Interest
- ▶ Sports & Fitness
- ▶ Visual Arts & Music Appreciation
- ▶ Writing

NATURE & THE ENVIRONMENT

GO NATIVE U FALL 2020 CLASSES

Classes and Certificate Program in Gardening with Native Plants

Go Native U at Westchester Community College offered in collaboration with The Native Plant Center

Discover HOW TO PLANT AND GROW A BEAUTIFUL AND BENEFICIAL LANDSCAPE USING PLANTS NATIVE TO THE NORTHEAST.

Gardening enthusiasts, landscape architects, and designers will learn from experienced instructors about the importance of native plants, regional ecology, and the sustainable practices that can be used to enhance home and community environments. Students can enroll in single classes or pursue a certificate in Sustainable Gardening with Native Plants, which consists of 50 contact hours (18 hours/core courses, 17 hours/electives, and 15 hours/community service) plus a final exam.

Most classes offer LA-CES approved credit hours; some offer ISA-approved credit.

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

Go Native U Core Courses

Native Perennials: Summer/Fall

Discover the many lovely herbaceous plants that will enhance your garden while providing food and shelter for native bees, butterflies, and more.

CE-GRDN 2008, 1 Wed., Oct. 21, 10:00 am–12:00 noon, \$55.
J Lapsker. #90603

Native Trees and Shrubs

Explore the best native trees and shrubs for this region and how to establish them in a landscape.

CE-GRDN 2009, Date/time TBA, \$90. D Curtis. #90604

Go Native U Elective Courses

Native Plant Gardening for Migrating & Overwintering Birds

Learn how to support migrating birds as they fuel up for their long journey south. Find out what resources to provide for the birds that spend winter in our landscapes.

CE-GRDN 2112, 1 Wed., Sept. 30, 10:00 am–1:00 pm, \$80.
K Eierman. #90605

Meadowscaping at Home

Consider turning part of your lawn into a beautiful, low maintenance, and ecologically beneficial haven. Learn how to create a native meadow or a meadow-like garden using the best native plants for pollinators.

CE-GRDN 2041, 1 Fri., Oct. 2, 10:00 am–1:00 pm, \$80.
K Eierman. #90606

Identifying and Supporting Local Wild Bees

Explore the different groups of wild bees that make their homes in the New York metropolitan area. Learn about their identifying features, nesting habits, and more. The class may move outdoors depending on weather.

CE-GRDN 2120, 1 Mon., Oct. 5, 10:30 am–12:30 pm, \$55.
S Kornbluth. #90607

Designing Native Plant Gardens

Learn how to assess and analyze an existing site and how to develop a beautiful, beneficial design plan that encourages birds and pollinators and incorporates sustainable principles.

CE-GRDN 2015, 2 Tues., Oct. 20 & 27, 7:00–9:00 pm, \$90.
L Becker. #90003

Maintaining an Indoor Moss Garden

Learn to identify common woodland mosses and proper watering techniques. Then create an indoor garden with fresh, commercially grown moss to take home.

CE-GRDN 2121, 1 Sat., Oct. 24, 11:00 am–1:00 pm,
\$55 (+ \$35 materials fee, payable to instructor). M Colletti.
#90608

Landscaping for Higher Ecosystem Function

A landscape may be beautiful but have little ecological value. Find out how to leverage the ecosystem function in your landscape to support wildlife and people.

CE-GRDN 2064, 3 Fri., Oct. 30–Nov. 13, 10:00 am–12:00 noon,
\$130. K Eierman. #90609



SPECIAL EVENT Back to School with Go Native U NATIVE PLANTS FOR YEAR-ROUND INTEREST

Friday, Sept. 25

Earn 6.5 LA-CES credits. Register for one, two, or all three courses. Jump-start your certificate!

Explore the use of color, texture, and structure of a wide palette of native plants to create a garden that is stunning—and sustains wildlife—in all seasons.

Schedule:

The Four-Season Native Garden 9:30 am–12:45 pm (includes a 15-minute break)

Lunch (on your own) 12:45–1:15 pm

Deer-Resistant Native Groundcovers 1:15–2:45 pm

Break 2:45–3:00 pm

Gardening with Native Grasses 3:00–5:00 pm

The Four-Season Native Garden

Learn which native plants extend the showiness and textural interest of your garden through fall and winter with beautiful foliage, colorful branches, striking structure, berries, and seedpods.

CE-GRDN 2118, 9:30 am–12:45 pm, \$80. K Eierman. #90610

Effortless and Evergreen: Deer-Resistant Native Groundcovers

Move over pachysandra, myrtle, and mulch. Discover the many native groundcovers that are easy to grow, shunned by deer, and offer year-round interest. Create a living mulch that provides seasonal beauty, is beneficial to wildlife, and moderates soil temperature and moisture.

CE-GRDN 2119, 1:15–2:45 pm, \$40. M Fabel. #90611

Gardening with Native Grasses

Native grasses and sedges add beauty, depth, and texture to the landscape while providing food and shelter for wildlife. Learn how to use the best of these low-maintenance plants in a variety of settings, from large meadows to native grass gardens and mixed borders.

CE-GRDN 2085, 3:00–5:00 pm, \$55. M Hagen. #90612

Our non-credit virtual classes are defined as below:

► **Online, self-paced:** offerings are asynchronous and students go into their virtual “classroom” to work on assignments, view content, or work at any time, and at their own pace for the duration of the course.

► **Remote, fixed-schedule:** students and instructors report virtually to classes on the designated days, dates, and times they are scheduled for.

ENVIRONMENTAL EDUCATION AND CONSERVATION

A Partnership Between Westchester Community College and Westmoreland Sanctuary

Westmoreland Sanctuary is a nature center and wildlife preserve located in Mt. Kisco, serving the Westchester community and beyond. Founded almost 60 years ago, its ever-expanding tracts of land now consist of 640 acres of year-round beauty and 7.5 miles of the finest hiking trails in Westchester. It is a place where wild bird and animal life flourish; a place where native flowers, shrubs, plants and trees are cherished, protected and preserved. Come, enjoy and reconnect with nature, and maybe even yourself. Central to Westmoreland Sanctuary's mission, is providing environmental and conservation education about the health of our environment and natural world and how it depends on a committed generation of today to pass the torch of appreciation, understanding, and respect of the natural world to future generations. To learn more, visit: www.WestmorelandSanctuary.org.

Snake Study

Join us for a hands-on, interactive experience that utilizes both live snakes and snake dissection specimens. Study snake behaviors and traits as well as their interior and exterior appearance.

CE-ANIML 2007, 1 Sat., Oct. 3, 1:00-3:00 pm, \$30. #90701

Bird Banding

A unique learning activity! Participate as staff use mist nets and other techniques to safely capture wild birds, then assist as they identify each bird, record its age and sex, and carefully place a numbered band on the bird before it is released. Allows participants to see what scientists do to study birds. Please dress for the weather.

CE-SCI 2035, 1 Sat., Oct. 10, 9:00-11:00 am, \$30. #90702

Winter Tree Identification

Learn how to identify trees without leaves using habitat, bark, branching, and more. We will join the instructor for a hike on trails to practice identifying techniques. The benefits of each species will be explored, and the pros and cons of different field guides will be discussed. Please dress for the outdoors; binoculars are helpful, but not required.

CE-SCI 2043, 1 Sat., Nov. 21, 2:00-4:00 pm, \$30. #90703



THE WRITING CENTER

Introduction to Memoir

Memoir is a life examined. Learn how to mine your memory and tell your story using the tools of prose, including theme, description, and dialogue.

CE-WRITG 2112, 4 Thurs., Sept. 17-Oct. 8, 11:00 am-1:30 pm, \$125. M Matlick. #89995

NEW! Memoir: The Next Steps

This class is ideal for those who are ready to begin writing their memoirs, or have already begun. Students will arrive at each class, including the first class with up to 1,000 words (five pages) ready to read aloud for critique. Discussion will incorporate the elements of memoir, such as plot, character, theme, and dialogue.

CE-WRITG 2119VA, 4 Thurs., Sept. 17-Oct. 8, 2:30-5:00 pm, \$125. M Matlick. #90523

NEW! Craft of Poetry Workshop

An introductory online course aimed at teaching the details of poetic forms and meters with emphasis on the craft and creation of poems. Students will analyze and provide constructive feedback to their peers and will critique and review a famous poem during each class. New poetic forms will be introduced and discussed. Students are encouraged to keep and write in a daily journal. Emphasis will be on writing Italian and American sonnets, villanelles, hybrid, acrostic, haiku poems. Remote CE-WRITG 2121, 6 Sat., Sept. 19-Oct. 24, 9:00-11:00 am, \$150. L Rhodes-Ryabchich. #90582

Writing from the Soul

Writing is an art form about self-expression. Whether you prefer fiction or nonfiction, journal writing or story writing, this course will help unleash your creativity as a writer with a focus on writing descriptive narratives. Using your five senses, learn to create an emotion and a picture in the reader's mind. Develop a scene in your story or recall a memory you have entered in your journals. Students will share their work with the class. Please bring spiral notebooks or journals, and pens.

CE-WRITG 2106VA, 3 Tues., Dec. 1-15, 6:30-8:30 pm, \$65. L Lush. #90239

Freelancing for Fun and Profit

Local publications are always looking for freelance writers. By adding photography to the mix, writers double their value to editors and publishers. The internet and digital media have multiplied the opportunities and need for writers. Aspiring writers will learn how to apply to the thousands of writing opportunities open to them, while writers already engaged in writing projects can encourage others through networking while finding new outlets for their work. Please email instructor at totrwriter@aol.com for list of optional books.

CE-WRITG 2071, 3 Wed., Oct. 7-21, 6:30-8:30 pm, \$60 (+ \$2 for purchase of a Rivertown Magazine and handouts). T Riley. #90058

Hook Your Readers

Many agents and editors will only read the opening pages of a manuscript before deciding if they are interested. Award-winning fantasy author and editor Barbara Campbell will share tips to help you hook readers on the first page, prompt them to keep reading, create complex characters and dramatic scenes, and avoid style pitfalls that can weaken the impact of your prose. Students working on a novel or short story should bring the opening scene to class and will receive a handout with course highlights, scene studies, and writing exercises.

CE-WRITG 2118, 1 Sat., Sept. 26, 9:00 am-12:00 noon, \$40.
B Campbell. #90484

Screenwriting Seminar: 1-Day Crash Course

What makes the difference between films that are phenomenal successes and those that vanish without a trace? The answer lies in the script—the unique combination of artistic vision, exceptional story structure, and original theme. This one-day intensive seminar, taught by a seasoned screenwriter and instructor, will highlight the critical skills and knowledge to make your scripts stand out and script writing practice with feedback. Topics include transforming an idea into a story map; formatting a screenplay and using dynamic, specific industry specific language; crafting an engaging and strategically paced narrative structure; and creating compelling characters, settings, and scenes. Bring your lunch.

CE-WRITG 2114, 1 Sat., 11:00 am-6:00 pm, \$90. C Webster.

Sec. A: Oct. 17. #90165

Sec. B: Nov. 14. #90166


Sec. C: Dec. 5. #90167

LANGUAGES

Textbook required unless otherwise noted. Textbooks available at the Campus Bookstore 914-347-3858; call for hours.
Books can also be ordered online at www.sunywcc.bncollege.com


Japanese for Beginners

Learn to speak and convey messages that are essential in Japanese conversations including greetings, introductions, directions, shopping, and other common expressions of daily living. Learn the basics of Japanese in a short period.

 CE-LANG 2020, 10 Sat., Sept. 19-Nov. 21, 12:00 noon-2:00 pm, \$230 (+ textbook). C Blodgett. #90141


Japanese Intermediate

Learn conversation patterns from our unique Japanese textbook. By memorizing model verbs, students can master the language quickly.

 CE-LANG 2021, 10 Sat., Sept. 19-Nov. 21, 9:00-11:00 am, \$230 (+ textbook). C Blodgett. #90142


Japanese Advanced

Understand the complex levels of expressions in Japan's class society. Learn to speak and convey messages that are used with friends and family, in business and in high-level social interactions in Japan. The grammatical structure is systematized into a group of nineteen model verbs from which all other verbs can be conjugated and automatically reproduced with ease... the quickest way to master Japanese!

 CE-LANG 2022 10 Fri., Sept. 18-Nov. 20, 5:00-7:00 pm, \$230 (+ textbook). C Blodgett. #90143

Japanese Writing (Kana-Kanji) for Beginners

Learn to write a total of 512 symbols in this course: 420 Kanji, 46 Hiragana, and 46 Katakana. Easy-to-acquaint colloquial patterns with a wide variety of expressions are introduced with Kana and Kanji in the textbook published by the instructor. Prerequisite: Japanese-Beginners.


 CE-LANG 2915, 10 Sat., Sept. 19-Nov. 21, 3:00-5:00 pm, \$230 (+ textbook). C Blodgett. #90144


Register Early!

Classes are cancelled for under-enrollment several days in advance. We recommend that you register **ONE week in advance** of the course start date.

Mandarin Chinese

12 sessions, Room TBD, \$250. R Chen.

 **Beginning Level 1:** CE-LANG 2900, Sat., Sept. 19-Dec. 5, 9:00-11:00 am. #90210

 **Beginning Level 2:** CE-LANG 2901, Mon., Sept. 14-Nov. 30, 7:00-9:00 pm. #90211

Intermediate 1: CE-LANG 2902, Wed., Sept. 16-Dec. 2, 7:00-9:00 pm. #90212

Intermediate 2: CE-LANG 2908, Prerequisite: Intermediate 1 or basic knowledge of Chinese language, Thurs., Sept. 17-Dec. 10 (skip 11/26), 7:00-9:00 pm, (no textbook). #90213

French

 10 Sat., Sept. 19-Nov. 21, \$230. K Sands.


Beginning Level 1, CE-LANG 2500, 9:00-11:00 am. #90137

Beginning Level 2: CE-LANG 2910, 11:15 am-1:15 pm. #90138

Intermediate: CE-LANG 2501, 1:30-3:30 pm. #90139

Advanced: CE-LANG 2502, 3:45-5:45 pm. #90140

German

 12 Sat., Sept. 12-Dec. 5 (skip 11/28), \$230. A Leissl.

Beginning Level 1: CE-LANG 2700, 1:45-3:15 pm. #90053

Beginning Level 2: CE-LANG 2701, 12:15-1:45 pm. #90054

Intermediate: CE-LANG 2702, 10:30 am-12:00 noon. #90056

Advanced: CE-LANG 2703, 9:00-10:30 am (no textbook). #90057

Italian

Please note that the book for Beginning Levels 1, 2 and Intermediate Level 2, *Buongiorno Italia!* by Joseph Cremona, 2nd Edition, ISBN # 978-0-563-51945-4, needs to be ordered through Amazon.co.uk at least one week before the start of the class.

 12 Sat., Sept. 12-Dec. 5 (skip 11/28), \$230.

Beginning Level 1: CE-LANG 2401, 9:00-10:30 am. F Maddalena. #90180

Beginning Level 2: CE-LANG 2402, 10:30 am-12:00 noon. F Maddalena. #90181

Intermediate Level 1: CE-LANG 2403, 9:00-10:30 am. J Spedaliere. #90177

Adv. Conversation & Grammar: CE-LANG 2406

Sec. A: 10:35 am-12:05 pm. J Spedaliere. #90178

Sec. B: 12:00 noon-1:30 pm. F Maddalena. #90182

Antologia del Cinema Italiano: Anthology of Italian

Four films will be presented in Italian for viewing, analysis and discussion. Contingent on time and availability, the selected films may be chosen from the following: "L'ora di religione" (2002); "Angela" (2002); "Buongiorno, notte" (2003); "Io non ho paura" and "Ricordati di me" (2003).
CE-FILM 2015, 12 Sat., Sept. 12-Dec. 5 (skip 11/28), 12:15-1:45 pm, \$230. J Spedaliere. #90179

Portuguese

8 Sessions, 7:00-9:30 pm, \$230. C Pereira.

Beginning: CE-LANG 2010, Mon., Sept. 14-Nov. 2, Room TBD. #90244

Intermediate: CE-LANG 2009, Tues., Sept. 15-Nov. 3, Room TBD. #90245

Advanced: CE-LANG 2015, Wed., Sept. 16-Nov. 4, (no textbook). #90246

American Sign Language

\$230 (+ textbook).

ASL 1: Includes basic grammar, vocabulary, fingerspelling, numbers, and cultural information related to the deaf community.

CE-LANG 1000, 10 Thurs., Sept. 17-Nov. 19, 6:00-8:00 pm. A Kogan. #90321

ASL 2: Expands vocabulary, grammatical knowledge, and cultural awareness. Introduces increasingly complex grammatical aspects. Prerequisites: ASL 1 or permission from the instructor.

CE-LANG 1001, 10 Thurs., Sept. 17-Nov. 19, 6:00-8:00 pm. I Kogan. #90322

Canta Conmigo

Singing is the easiest way to learn a Romance language. Come learn Spanish through song!

CE-LANG 2118, 10 Fri., Sept. 18-Nov. 20, 6:30-8:30 pm, \$230 (+ \$5 materials fee, payable to instructor). E Vernon-Buffera. #90154

Russian

12 sessions, 7:00-9:00 pm, \$250. M Bolgova.

Beginning: For those who want to understand and speak Russian. Develop basic skills in grammar, writing, reading and conversation. Language study involves both everyday life situations and cultural training.

CE-LANG 2800, Mon., Sept. 21-Dec. 7. #90197

Intermediate: Requires a basic knowledge of Russian language. Continue developing skills in grammar and comprehension through reading, writing, and intensive conversational practice.

CE-LANG 2803, Tues., Sept. 22-Dec. 8. #90198

Advanced: For those who have completed a study of the basics of Russian language. Continue developing skills in grammar and comprehension through reading, writing, and intensive conversational practice.

CE-LANG 2804, Thurs., Sept. 24-Dec. 17 (skip 11/26). #90199

Spanish

10 sessions, \$230 (+ \$5 materials fee, payable to instructor).

Beginning Level 1: CE-LANG 2104. E Vernon-Buffera.

Sec. A: Mon., Sept. 14-Nov. 16, 6:30-8:30 pm. #90149

Sec. B: Sat., Sept. 19-Nov. 21, 9:15-11:15 am. #90150

Beginning Level 2: CE-LANG 2105. E Vernon-Buffera.

Sec. A: Tues., Sept. 15-Nov. 17, 6:30-8:30 pm. #90151

Sec. B: Sat., Sept. 19-Nov. 21, 11:15 am-1:15 pm. #90152

Intermediate: CE-LANG 2106

Sec. A: Sat., Sept. 19-Nov. 21, 9:00-11:00 am, (no textbook or materials fee). M Khalil. #90021

Sec. B: Thurs., Sept. 17-Nov. 19, 6:30-8:30 pm. E Vernon-Buffera. #90153

Advanced: CE-LANG 2107, Sat., Sept. 19-Nov. 21, 11:10 am-1:10 pm, (no textbook or materials fee). M Khalil. #90022

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., Sept. 16-Nov. 18, 6:30-8:30 pm, \$230 (+ \$5 materials fee, payable to instructor). E Vernon-Buffera. #90155

MAINSTREAM

THE INSTITUTE FOR MATURE ADULTS

Mainstream is an innovator in exciting educational programming and career change options designed for adults 50 and older. The options below are tailored to meet the needs of mature adults.

Mainstream in the Community

Join us for a series of fun and informative seminars in local communities on a variety of creative and interesting topics. All are welcome!

Call or e-mail after Sept. 14, to request dates and topics. Email Hannah.Gross@sunywcc.edu or call 914-606-6528

Attention Community Leaders: If you would like a similar program in your local community, or for your organization, please contact us for costs and details at 914-606-6528.

SENIOR AUDIT

Select college-credit lecture courses may be audited by people 60 years of age and older on a space-available basis.

Requirements include submission of proof age, along with payment of the fee. The cost to audit is a non-refundable \$50 fee for each semester. Payable by credit card or check. You may register for a maximum of two classes each semester as a senior auditor.

Senior audit registration for the Fall 2020 semester will take place in person at the Valhalla campus on Tues., Sept. 8 for Valhalla campus courses only and Thurs., Sept. 10 for both extension centers and Valhalla campus courses at 9:00 am-3:00 pm.

Call us at 914-606-6793 for more information or go to www.sunywcc.edu/senioraudit for more information and instructions on how to search for open classes.

The Livable Community Connection

Do you want to learn about available resources for senior citizens in Westchester County? Are you interested in creating a livable community where people of all ages can have access to needed services and live happy, active lives? Contact the Northwest Coordinator for the Livable Community Connection, a partnership with Westchester County Department of Senior Programs and Services, at 914-606-6528 or email workforceandcommunity@sunywcc.edu

COLLEGIUM



COLLEGIUM for Lifelong Learning is a membership organization created in 2004 to combine serious study and social exchange. Each COLLEGIUM semester features a different array of courses in the arts and sciences, all led by exceptional volunteers with expertise in the subjects they teach. Participants are encouraged to engage in classroom discussion, and the schedule allows for informal discussion between sessions and during breaks.

Fall Collegium begins in October!

For more information about the Fall program, please call 914-606-6748 or visit www.sunywcc.edu/collegium.

COLLEGIUM is a membership organization and has a limited capacity.

Current members receive priority registration; new members are welcome.

LOCAL LORE & REGIONAL HISTORY

Historic Glen Island Walking Tour

Originally opened in 1880 and operated as a private amusement park, Glen Island has a rich history spanning almost 150 years. This "remote" walking tour will visit the current county park and explore remnants of Glen Island's storied past as well as the development of New Rochelle and nearby islands in Long Island Sound.

CE-TRVL 2048, 1 Sat., Sept. 26, 11:00 am-1:00 pm, \$25.

C Gioia. #90196

Notorious Westchester County—Investigating True Crime in Westchester through Historic Documents

History, crime, law, and order: True crime has gained a prominent place in popular culture through film adaptations and bestselling novels inspired by real events as well as television programs ranging from Cops to PBS Frontline and the History Channel. This course utilizes the collections of the Westchester County Archives to open a window to the past, exploring a period of extensive economic development and social upheaval in the Hudson Valley during the first quarter of the 20th century. Remote CE-HIST 2104, T/Th, Oct. 20 & 22, 7:00-8:30 pm, \$55. C Gioia. #90508

Remote "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 Historic 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.

CE-TRVL 2001, 1 Sat., Oct. 17, 11:00 am-1:00 pm, \$26.

M Cain. #90601

Aqueduct Trail Walk and Visit to Keeper's House

Walk one of the prettiest sections of the trail from Dobbs Ferry South after a visit to the Keeper's House museum in Dobbs Ferry, to see history exhibits and short movies by the BBC and Secrets of New York.

CE-TRVL 2045, 1 Sat., Oct. 24, 11:00 am-1:00 pm, \$26. M Cain. #90602

Our non-credit virtual classes are defined as below:

► **Online, self-paced:** offerings are asynchronous and students go into their virtual "classroom" to work on assignments, view content, or work at any time, and at their own pace for the duration of the course.

► **Remote, fixed-schedule:** students and instructors report virtually to classes on the designated days, dates, and times they are scheduled for.

ERAS OF HISTORY

NEW! Frederick Douglass- The Great Abolitionist

Discuss the early life of slavery that Frederick Douglass endured. Fortunate to have learned to read, learn how his intelligence shaped his development as an outstanding orator and writer of his time. Trace the escape route he followed to freedom and how his life then developed into his becoming the most outstanding abolitionist of his time. Discover through Douglass' autobiographical writings the greatest gift he gave his country...his story.

CE-HIST 2150, 3 Wed., Sept. 16-30,
11:30 am-12:30 pm, \$35. C Andersen. #90474

Orphan Train to Destiny

Discover the history of the Orphan Train Era (1853-1929), which saw the largest migration of children in American history. So many orphans were sent to Iowa that it is estimated that one in four Iowans are descendants of orphan train riders. Come unravel the mystery and the truth behind the Orphan Trains! Contact instructor at totwriter@aol.com for list of optional books.

CE-HIST 2052, 3 Mon., Sept. 14-28, 6:30-8:30 pm, \$75. T Riley.
#89982

NEW! Best American Short Stories of the 20th Century

An in-depth study of the short story. Discover traditional and new perspectives on celebrated and beloved short stories.

CE-LIT 2037, 6 Thurs., Sept. 10-Oct. 15, 1:00-3:00 pm, \$150. T Meltzer. #90136

The Great Hunger in Ireland and Its Legacy

Between 1845-1852, the population of Ireland was reduced from 8 million people to less than 5 million due to the Irish Famine. This course examines its causes, and its effects on America. It examines the conquest of Ireland by Oliver Cromwell and his imposition of draconian laws, which contributed to the famine. We will explore the viewpoint of well-known Irish scholars on the Irish Diaspora to Canada, Australia, Europe and America, and the starvation and emigration of millions of people

CE-HIST 2067, 3 Wed., Sept. 16-30, 6:30-8:30 pm, \$70. T Riley.
#89983

Discover The U.S. Constitution

Our Constitution is a remarkable document. It is short, it is only a few paragraphs long and it has withstood the test of time. However, the government of, by, and for the people only works when people understand how it works. Knowing what is in the Constitution and why it is relevant to us today is fundamental to our being able to defend it. This class offers a short and easy guide to understanding the Constitution.

CE-HIST 2122, 3 Thurs., Sept. 17-Oct. 1, 6:00-8:00 pm, \$75.
E Castillo, Jr. #90247

CULTURE & SOCIETY

Hot Topics in the News

Presentation of major national and international current events; a background of the news is provided for better understanding. Questions, discussion, and individual presentations are encouraged.

CE-POLTC 2002VA, 5 Tues., 10:00 am-12:00 noon, \$100.
E Pressman

Sec. A: Sept. 15-Oct. 13. #90264

Sec. B: Oct. 27-Nov. 24. #90265

NEW! The Sixties

Examine the decade where the baby boomer generation planted the seeds for a new world order of tolerance and understanding. Discover why the sixties are identified as the longest "decade" of the century for all the political and social events that took place. With discussion of some popular topics of the sixties including politics, sex, drugs and rock and roll, identify the positive and negative outcomes of the era.

CE-HIST 2143, 4 Tues., Oct. 6-27, 6:30-8:00 pm, \$75 (+ \$30 for 2 paperback books, payable to instructor). R Cirulli. #90500

NEW! Become an Expert Voter in 2020

Acquire a detailed understanding of the candidates and issues that will appear on their ballots on Election Day 2020. Special attention will be directed towards identifying and understanding the issues that will be of most importance to course participants and the specific positions and solutions each candidate has proposed for each issue.

CE-POLTC 2016, 3 Thurs., Oct. 29-Nov. 12, 10:00 am-12:00 noon,
\$75. K McGee. #90529

NEW! American Bill of Rights: A Guide

The Bill of Rights original purpose was to defend the people of the United States against an aristocratic and geographically distant Congress whose members, many feared would act in their own self-interest. It was only after the Civil War, with the passage and ratification of the fourteenth Amendment, that the Bill of Rights began to accrue its modern meaning. This engaging 7-week course is not just an historical study, but designed to deepen the student's understanding of present-day controversies over issues like free speech, the separation of church and state, and the Second Amendment right of ordinary citizens to "keep and bear arms."

CE-LAW 2009, 7 Tues., Sept. 15-Oct. 27, 6:00-8:00 pm, \$150.
E Castillo. #90502

The World's Most Important Issues!

There are number of emerging political, social and economic concerns that will become among the world's most important issues. Facts will be presented, followed by time to explore, debate, question, and challenge ideas and to suggest proposed remedies. Issues will include the future of work and the impact on employment 2020 to 2030, climate change, the post oil world, the world's food and water supply, aging societies and nuclear issues.

CE-POLTC 2017, 3 Wed., Oct. 7-21, 10:00 am-12:00 noon, \$70.
K McGee. #90298

Hannah Arendt: Her Life and Work

Explore the life and work of Hannah Arendt, a famous German-Jewish émigré, who lived and taught in New York City. Readings will focus on biographical information, her major political theories and the importance of “thinking” for every individual. CE-LIT 2028, 4 Tues., Oct. 6-27, 9:00-11:00 am, \$80. J Reifer. #90267

Classical Architecture and the Continuity of Design

An exploration of historical architectural periods from Mesopotamian, Egyptian, Minoan, Mycenaean, and Greek cultures, focusing on biblical themes, the classical orders, and their influence on contemporary architecture. CE-HIST 2024VA, 6 Tues., Sept. 15-Oct. 27 (skip 9/29), 1:30-3:30 pm, \$150. B Levy. #90570

Politics via Film

Stalin, Shakespeare, the Bomb, Nixon
This course will study these films and others to explore some of the key issues in contemporary politics: “The Death of Stalin”, “Macbeth”, “Dr. Strangelove”, and “Frost/Nixon”. CE-FILM 2017, **Sec. A:** 4 Wed., Sept. 16-Oct. 7, 7:00-9:00 pm. \$80. P Gettler. #90284

Art and Architecture of Jewish Culture: Part 1

An exploration of the art and architecture of Jewish culture from antiquity through the 18th century. CE-CULTR 2008VA, 6 Thurs., Sept. 17-Oct. 29 (skip 10/1), 1:30-3:30 pm, \$150. B Levy. #90600

The American Civil War Film

This course will use the medium of film to study the American Civil War. Films to be discussed include “Lincoln”, “Gone with The Wind”, “Gettysburg”, and “Andersonville”. CE-FILM 2017, **Sec. B:** 4 Wed., Oct. 14-Nov. 4, 7:00-9:00 pm. \$80. P Gettler. #90285

VISUAL ARTS & MUSIC APPRECIATION

ART APPRECIATION

NEW! The 6-Hour Art Major

Ever wonder what an art major studies? Learn about these essential topics, which will allow participants to understand art from an artist’s perspective. View more than 250 works of art as you learn about art history and art appreciation, try hands-on drawing exercises that demonstrate the thought processes and techniques behind making a piece of art and discuss the intricacies of the creative process. No previous art experience needed.

Remote CE-ART 2340, 2 Thurs., Oct. 15 & 22, 6:00-9:00 pm, \$75. E Wisniewski. #90543

NEW! Subjects of Art History

This course breaks down works of art through the ages by subject matter. Each lecture will focus on a different subject that the artist chose (or was chosen) to depict. See stunning examples of portraiture, landscape, history, still life, genre, and altered reality painting. Discuss the patronage, historical, religious and sociological impacts on the artists. CE-ART 2339VA, 3 Thurs., Oct. 15-29, 10:00 am-12:30 pm, \$95. S Altman #90497

NEW! Discover the Ghent Altarpiece

Learn about the Ghent Altarpiece, a monumental, multi-paneled work of art that was hailed as a masterpiece from the moment it was unveiled in 1432. Its innovations in oil paint technique paved the way for the art of the High Renaissance. Over the centuries, the Ghent Altarpiece has been the target of religious zealots who wanted to destroy it, dictators who schemed to possess it and exploited by others for profit and glory. The Ghent Altarpiece has miraculously survived and is undergoing state-of-the-art restoration. Join us for a whirlwind tour from the 15th Century to the present day as we explore the significance and history of the Ghent Altarpiece.

CE-ART 2338VA, 1 Sat., Oct. 17, 10:00 am-12:00 noon, \$25. R Shayo. #90507

Art of the Renaissance

Explore the period from the 14th to the 16th centuries across Europe as we discover the artistic trend away from the medieval and towards more realistic and secular depictions of the world. Artists such as Giotto, Botticelli, Michelangelo, Raphael, Leonardo, and Durer will be covered among many others. We will look into the underlying reasons for these changes in the political, religious, and social climates of the times through slide presentations, lecture, and discussion.

CE-CULTR 2034, 3 Thurs., Nov. 5-19, 10:30 am-1:00 pm, \$70. S Altman. #90216

Art Stars of the Baroque Era

This series of lectures will explore the rich and beautiful Baroque era of the 17th century and the many influential artists that emerged from it. Examine in depth several artists who were emblematic of their time and place: Vermeer of Holland, Caravaggio of Italy, Velasquez of Spain, Van Dyck of England, Rubens of Flanders, and Poussin of France. Also covered will be their contemporaries and the political, social, and artistic climate of the times in each of these countries.

CE-ART 2237, 3 Thurs., Sept. 17-Oct. 1, 11:00 am-1:00 pm, \$65. S Altman. #90214

The Life and Art of Leonardo Da Vinci

This course will delve deep into the world, mindset and artwork of one of the greatest artists ever, Leonardo Da Vinci. We will study his painting technique through analyzing his greatest masterpieces including the Virgin of the Rocks, The Last Supper and the Mona Lisa. We will also investigate Leonardo’s personal story and the workings of his mind. Lastly, we will attempt to understand how he achieved that special spiritual look that distinguishes his artwork from all others.

CE-ART 2109VA, 8 Mon., Oct. 26-Dec. 14, 10:00 am-12:00 noon, \$200. J Coppola. #90319

FAMOUS ARTISTS

Famous Women Photographers

An exploration of the photography, personal life, and artistic impact of six famous women photographers: Dorothea Lange, Diane Arbus, Vivian Meier, Annie Leibovitz, Sally Mann, and Cindy Sherman.

CE-PHOTO 2038, 6 Wed., Nov. 4-Dec. 16 (skip 11/25), 12:00 noon-2:00 pm, \$140. S Courtney. #90333

Famous Women Artists

An exploration of the art, personal life, and artistic impact of six famous women artists: Mary Cassatt, Berthe Morisot, Camille Claudel, Georgia O'Keeffe, Frida Kahlo, and Sally Mann.

CE-ART 2296VA, 6 Wed., Sept. 23-Oct. 28, 12:00 noon-2:00 pm, \$140. S Courtney. #90330

Mary Cassatt in France

Join us for a compelling presentation about Mary Cassatt's journey to becoming a professional artist in France. Share her struggles to balance family obligations with career goals as well as the instructor's own journey in researching Cassatt's life for her play, *Girl in Blue Armchair*. Includes images of Cassatt's work and those of her contemporaries.

CE-ART 2187VA, 1 Fri., Oct. 2, 12:00 noon-2:00 pm, \$25. S Courtney. #90331

Mary Cassatt and the Impressionists at the Met

Join us for a virtual field trip to the Metropolitan Museum of Art for a guided tour of the artwork of Mary Cassatt in the American Wing and her fellow Impressionists, Degas, Renoir, Monet, and Pissarro in European Paintings.

CE-ART 2226VA, 1 Fri., Oct. 23, 11:00 am-1:00 pm, \$25 (+ \$10 payable to instructor for Met Group Tour Fee). S Courtney. #90332

MUSIC APPRECIATION

An Opera Experience

Join us for a lively and informative presentation of several operas. We will explore the history, libretto, and aria highlights, as well as the cultural and social significance of these various operas. CE-MUSIC 2074VA, 3 Mon., 10:00 am-12:00 noon, \$60. J. Mallory.

Sec. A: "Rigoletto", "Magic Flute", "Manon Lescant". Sept. 21, Oct. 19 & Nov. 16. #90227

Sec. B: "Traviata", "Barber of Seville", "Pearl Fishers". Oct. 5, Nov. 2 & 30. #90228



History of the American Musical

For anyone who enjoys music and the theater. American musicals tell stories about social and cultural events through songs, spoken dialogue, acting and dance. Though their primary purpose is to entertain, they do so much more. Musicals have the power to change minds. As the world changes, so has the American musical. Explore these changes from the early twentieth century through modern times.

CE-MUSIC 2094, 3 Tues., Nov. 3-17, 6:30-8:30 pm, \$75. L Lush. #90237

Rogers & Hammerstein's Broadway Musicals

Examine the collaboration of Rogers and Hammerstein, from "Oklahoma" to "The Sound of Music". Discover how the duo came to be, the music and lyrics they wrote, and the impact they had on American culture. Listen to some of the great songs that came from each Broadway play.

CE-MUSIC 2093VA, 2 Tues., Oct. 6 & 13, 6:30-8:30 pm, \$50. L Lush. #90238

THE PERFORMING ARTS

DANCE

Dance It Off with Belly Dancing

Belly dancing workouts relax your mind and flatten your belly. Wear comfortable workout clothes and a hip scarf, veil, and if possible, a pair of cymbals.

CE-DANCE 2002, 5 Sat., Nov. 7-Dec. 5, 2:00-3:00 pm, \$60 (+ \$15 optional fee for hip scarf, payable to instructor). S Everts. #90292

Holiday Belly Dance Workshop

Get in the holiday spirit with this festive workshop as we combine basic belly dance steps and belly dance to some joyful holiday music.

CE-DANCE 2045, 1 Sat., Dec. 5, 3:30-5:30 pm, \$25. S Everts. #90294

Gothic Belly Dance Workshop

This Halloween season experience a new side of Belly Dance like never before. Get ready as we combine basic belly dance steps, sharp hip movements and creepy arms. Get in touch with your dark side in this one of a kind spooky and eerie workshop.

CE-DANCE 2044, 1 Sat., Oct. 31, 11:00 am-1:00 pm, \$25. S Everts. #90293

Exploring Dance!

**A COLLABORATION BETWEEN WESTCHESTER COMMUNITY COLLEGE
AND RIVERTOWN DANCE ACADEMY**

Rivertown Dance Academy, located at the TTUMC Arts Center in Tarrytown, provides excellence in dance education without cultural or financial barriers. A comprehensive schedule offers a curriculum in ballet, modern, tap, and jazz dance taught by faculty with extensive teaching, performing, and academic credentials. Individual placement classes and regular progress reports are all part of a Rivertown Dance Academy education.

All classes in this box meet for 10 sessions remotely and are \$213.



Adult Ballet

Adult Ballet 1 & 2: An introductory/slow intermediate class for adult beginners with little or some dance background, as well as those just returning to dance. CE-DANCE 2007, 10 Mon., Sept. 14-Nov. 23 (skip 10/12), 6:30-8:00 pm. #90306

Adult Ballet 2 & 3: For intermediate to advanced dancers: a 45-minute barre, followed by center work. CE-DANCE 2008, 10 Wed., Sept. 9-Nov. 11, 9:00-10:30 am. #90307

Open Level Adult Ballet: All levels of adult dancers welcome; class is designed to fit the needs of the students in the room each day. CE-DANCE 2043 10 Sat., Sept. 12-Nov. 14, 9:30-11:00 am. #90308

Adult Jazz

Technique-based, concert jazz classes consisting of a center barre, progressions, and a combination based in any of the various jazz styles. Progressive levels build dancers' awareness of body rhythms, coordination, performance quality, and the ability to master increasingly complex and intricate choreography.

Adult Jazz 1 & 2: CE-DANCE 2011, 10 Tues. Sept. 8-Nov. 10, 7:00-8:30 pm. #90309

Adult Jazz 2 & 3: CE-DANCE 2012, 10 Mon., Sept. 14-Nov. 23 (skip 10/12)), 9:00-10:30 am. #90310

Adult Modern Dance

CE-DANCE 2013, 10 Thurs., Sept. 10-Nov. 12, 6:30-8:00 pm. #90311

Adult Tap

CE-DANCE 2014

Sec. A: Adult Tap 1 & 2: 10 Thurs., Sept. 10-Nov. 12, 7:30-8:30 pm. #90312

Sec. B: Open Level Family Tap: 10 Sat., Sept. 12-Nov. 14, 9:15-10:00 am. #90313

Sec. C: Open Level Adult Tap: 10 Tues., Sept. 8-Nov. 10, 6:30-7:30 pm. #90314

914-418-5270 dance@rivertowndanceacademy.org www.rivertowndanceacademy.org

ACTING & THEATER

Improvisation for Fun and Public Speaking

Have some laughs while you are learning improvising skills. Expand your creativity and confidence through theater games that focus on spontaneity, awareness, energy, concentration, and more. It is like a rehearsal for "Whose Line is it Anyway?" CE-THEAT 2024, 5 Thurs., Oct. 1-29, 6:30-8:30 pm, \$145. J Brownold. #90184

Play on Words: Playwriting Workshop

Playwriting is action. The writing jumps from the page to the stage and engages audiences in the moment. Come learn from award-winning playwright, Gabrielle Fox, in a safe and fun environment. Writers will work on the basic structure of a play starting with short scenes and continuing on to larger works. All writing levels welcome and encouraged! Actors will attend the last session so writers can hear their words read aloud by theatre professionals. For more information, visit www.GabrielleFoxWrites.com

CE-THEAT 2008, 6 Tues., 7:00-9:00 pm, \$195. G Fox.

Sec. A: Sept. 15-Oct. 20. #90697

Sec. B: Nov. 10-Dec. 15. #90698

Acting in the Afternoon, Part 1

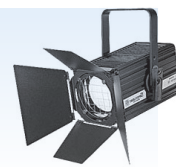
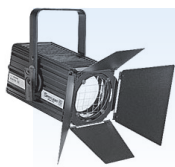
We'll focus on the basics of using sensory work and creating a character, while reading scripts from plays with assigned roles. Students will work on a scene with a partner and present a staged reading during the last class. No memorization is required, just a love of theatre!

CE-THEAT 2020VA, 6 Tues., Sept. 22-Oct. 27, 12:00 noon-2:00 pm, \$125. S Courtney. #90328

Acting in the Afternoon, Part 2

This class will build on skills worked on in Acting in the Afternoon Part 1, but is also for new students. Students will work on a scene with a partner and present a staged reading on the last class.

CE-THEAT 2021VA, 6 Tues., Nov. 3-Dec. 8, 12:00 noon-2:00 pm, \$125. S Courtney. #90329



Acting & Playwriting Workshops at the Axial Theatre

A collaboration between Westchester Community College and the Axial Theatre

These classes are offered through a collaboration with Howard Meyer's Acting Program, a division of Axial Theatre, a professional theatre company dedicated to building community through education and engaging people of all ages in the creative process.

For more information on classes, please go to HMAActing.org

Playwriting Workshop

Learn how to develop a play scene by scene. Students will bring scenes each week and exchange work with fellow students. Gradually, a project will develop for each playwright: scenes, one-minute plays, one-act plays, and full-lengths.

CE-THEAT 2002, 6 Tues., 7:00-9:00 pm, \$265. D Gill.

Sec. A: Sept. 15-Oct. 20. #90276

Sec. B: Nov. 3-Dec. 8. #90277

Basic Acting Technique for Adults

We lay the foundation of the actor's craft with a range of exercises developed by master teachers, Sanford Meisner and Lee Strasberg. The exercises help develop the actor's use of senses and imagination and are practiced individually and in groups. Monologues and scenes are integrated as new exercises continue to be introduced. Choose 6 or 12 sessions.

CE-THEAT 2001, 6 Wed., Sept. 16-Oct. 28 (skip 10/7),

7:30-10:30 pm, \$245. R Jones. #90278

CE-THEAT 2000, 12 Wed., Sept. 16-Dec. 9 (skip 10/7),

7:30-10:30 pm, \$395. R Jones. #90279

Intermediate Technique and Scene Study

Start each class with a relaxation exercise that creates a sensitive awareness of the body and opens up your imagination. Learn how to build a believable character by taking risks and making choices. Refine your technique on stage in scenes and monologues. (Only offered for 12 weeks.)

CE-THEAT 2029, 12 Tues., Sept. 15-Dec. 8 (skip 10/6), 7:30-10:30 pm, \$445. R Jones. #90280

MUSIC

Guitar Workshop

Learn to read music and play a melody together with a bass line. Discover shortcuts that can save you time. Bring a guitar to class. If questions about type of guitar, please contact the instructor at 914-235-5676. 10 sessions. J Lorusso.

Beginning: CE-MUSIC 2001, Thurs., Sept. 24-Dec. 3 (skip 11/26), 7:30-9:30 pm, \$210 (+ \$45 for Book 1 payable to instructor). #90642

Intermediate: CE-MUSIC 2015, Mon., Sept. 21-Nov. 23, 7:00-9:00 pm, \$210 (+ \$55 for Book 2 payable to instructor). #90643

Advanced: CE-MUSIC 2081, Tues., Sept. 22-Nov. 24, 7:00-9:00 pm, \$210 (+ \$55 materials fee for Book 3, payable to instructor). #90644

Guitar is Fun

In the Beginner class, learn chords and strumming techniques. The Intermediate class is designed for those who have taken the Beginner class. Learn more chords and strumming techniques. In the Advanced class, we will learn combination strums, fingerpicking, and more chords, with possible note reading in first position and barre chords if there is time. Students must bring their own guitar to class.

7 Tues., \$80. D Moran.

Beginning: CE-MUSIC 2057VA, Sept. 15-Oct. 27, 1:30-2:30 pm. #89997

Intermediate: CE-MUSIC 2058VA, Nov. 3-Dec. 15, 1:30-2:30 pm. #90000

Advanced Part 2: CE-MUSIC 2083VA.

Sec. A: Sept. 15-Oct. 27, 2:30-3:30 pm. #89998

Sec. B: Nov. 3-Dec. 15, 3:30-4:30 pm. #90001

Piano is Fun

Add the joy of music to your life! The Beginning class is designed for those who have never played piano before. Learn to read music in a friendly supportive atmosphere. In the Intermediate class, join us as we explore new rhythms, keys, and songs with fellow students. Please bring your own keyboard with batteries in it.

7 Tues., 12:15-1:15 pm, \$80 (+ textbook). D Moran.

Beginning: CE-MUSIC 2060VA, Sept. 15-Oct. 27. #89996

Intermediate: CE-MUSIC 2061VA, Nov. 3-Dec. 15. #89999

Piano for Adults

Individualized and group instruction. Access to a piano and practice outside of class time are required.

7 Tues., \$185 (+ \$19 for textbook, payable to instructor). H Dutton.

Beginner: If you always wanted to play piano but never got around to it, this class is for you! Learn to read music and have fun with chords on familiar tunes. Each student will have a full size electric piano to play.

CE-MUSIC 2005, 10 Fri., Sept. 18-Nov. 20, 6:00-7:30 pm. #90206

Advanced Beginner: For students who have completed Beginner class or have knowledge of basic note reading.

CE-MUSIC 2062, 10 Fri., Sept. 18-Nov. 20, 7:30-9:00 pm. #90207

Intermediate: For students who have completed Advanced Beginner class or have musical note and chord reading skill. CE-MUSIC 2020, 10 Thurs., Sept. 17-Nov. 19, 7:30-9:00 pm. #90208

Advanced Intermediate: For students with intermediate to advanced technique.

CE-MUSIC 2018, 10 Thurs., Sept. 17-Nov. 19, 6:00-7:30 pm. #90209

FINANCES & RETIREMENT PLANNING

PERSONAL FINANCE

Cutting Costs in Difficult Times

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., Nov. 3, 6:00-8:00 pm, \$25 (+ \$20 optional materials fee, payable to instructor). B Nathan. #90301

INVESTMENTS AND FINANCE

Wall Street Secrets: Invest Wisely

It is time to take charge of your money! Explore investing with or without financial planners. Gain confidence to invest on your own or be able to interview financial planners.

CE-FIN 2006, 1 Tues., Nov. 3, 6:00-8:00 pm, \$25 (+ \$20 optional materials fee, payable to instructor). R Nathan. #90303

Get Great Real Estate Deals

Learn to buy or sell your home, foreclosure property, land, condo, or vacation home, and how to buy investment properties. Also, discover working with and without realtors, obtaining financing, buying for no money down, renting with options, short sales, and foreclosures.

CE-FIN 2000, 1 Tues., Nov. 3, 8:00-10:00 pm, \$35 (+ \$20 optional materials fee, payable to instructor). R Nathan. #90304

PLANNING FOR THE FUTURE

NEW! Retirement and Estate Planning

Gain an understanding of the new estate and income tax laws. What are the benefits of a revocable trust and are trusts better than wills? Learn ways to protect assets and postpone tax filing. Our discussion will focus on estate planning and the responsibilities of the executor.

CE-FIN 2078, 3 Tues., Oct. 6-20, 7:00-9:00 pm, \$75. K Stuart. #90583

Maximizing Your Social Security

With historic changes in Social Security signed into law, prepare for your retirement and learn how to get the most out of your social security benefits. Learn to manage longevity risk and strategies to 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. Receive Myths and Facts about Social Security and Social Security: What Should You Do at Age 62.

CE-FIN 2036, 1 Tues., Nov. 17, 6:30-8:30 pm, \$40. J Brenkovich. #89994

HEALTH & WELLNESS

NEW! Chanting to Open Your Heart to Joy

Share the healing and uplifting power of chanting together. Let the beautiful vibrations bring you to a place of inner peace and strength. Find the silence within, connect with yourself, and move away the blockages keeping you from being all you can be. Chanting in Sanskrit has a hypnotic effect on the mind. Come create a unique experience that leads to a state of higher consciousness, concentration, and joy. No singing experience necessary.

CE-PRSDV 2186, \$25. J Slotnick.

Sec. A: 1 Sat., Oct. 10, 1:00-2:30 pm. #90532

Sec. B: 1 Thurs., Oct. 15, 6:00-7:30 pm. #90533

NEW! Maximize Productivity: Reduce Digital Distraction

Do you find yourself stuck to your phone a lot? Do you feel that you never have enough time in a day, and meanwhile, you find yourself on social media? Are you unable to focus for more than 30-minutes on a particular task? This 2-hour course will give you more insight into why our digital devices are more often foe than friend. Discover a new relationship with your phone that will support your productivity and still allow you to connect with friends and family.

CE-PRSDV 2184, 1 Wed., Sept. 23, 7:00-9:00 pm \$25. R Lasry. #90487

NEW! Self-Care for Caregivers

The emotional and physical demands involved with caregiving can put strain on every aspect of a caregiver's life. Learn resources and tools to help you provide care for yourself as you care for others. Caring for others and managing all the other stressors in your life can affect your own physical, emotional and mental health. Come learn how to stay healthy during difficult times. Designed for the layperson as well as the healthcare professional.

CE-PRSDV 2185VA, 1 Sat., Sept. 19, 12:00 noon-4:00 pm, \$50. J Ricks. #90494

Environmental Nutrition

Come explore how the foods we eat and our environment are related. Understand not only how our diets impact our environment but how the way we grow food is affecting our overall health. Learn about the small, practical dietary and lifestyle changes you can make to improve health, reduce inflammation and help your body naturally detoxify.

CE-NUTR 2018, 1 Thurs., Oct. 1, 10:00 am-12:00 noon, \$25. C Gravenese. #90263

Mood Food

Among other factors, anxiety is believed to be connected to low total antioxidant levels in the body. Learn about the possibilities of better mental health through diet! Learn about those nutritional and lifestyle strategies that may ease anxiety, reduce stress and improve sleep.

CE-NUTR 2017, 1 Tues., Oct. 27, 10:00 am-12:00 noon, \$25.
C Gravenese. #90262

Nutrition Myths

Will eating after 8:00 pm cause you to gain weight? Will exercising on an empty stomach help you burn more fat? Is agave better for you than sugar? Are all additives used in food bad for you? Will probiotics make you healthier? Find out the answers to these nutrition questions and many more when we review the science behind commonly believed nutrition habits and information.

CE-NUTR 2016, 1 Tues., Oct. 20, 4:00-6:00 pm, \$25.
C Gravenese. #90261

Veganism 101

Learn what it means to be vegan and how a vegan lifestyle is better for you, your family, the planet, and the animals. Understand the health and nutritional benefits of a plant-based diet versus the standard American diet. Acquire resources including delicious new recipes; how to substitute vegan items for traditional animal products; how to find and/or build a community of support; and identify strategies for eating out and navigating traditional holiday foods.

CE-NUTR 2019, 3 Thurs., Nov. 5-19, 6:30-8:30 pm,
\$70 (+ textbook). A Siebenaler. #90316

Heart-Worries vs. Heart-Wise

If you are interested in having a healthier heart then this workshop is for you! The words "heart-healthy" are everywhere: from restaurant menus, supermarket circulars, cookbooks, and internet blogs, to TV. Explore the confusion over what to eat and when. Examine myths and proven facts about helpful, scientifically proven nutritional supplements that are readily available. Exercise and relaxation techniques are the next best approaches for your heart health. Learn some surprisingly easy ways for you to reduce blood pressure and improve heart health.

CE-HLTH 2094VA, 1 Sat., Sept. 26, 12:00 noon-4:00 pm, \$50 (+ textbook). J Ricks. #90195

Facial Yoga

Forget the facelift! This natural method engages muscle activity to improve your looks regardless of your age and gender. Discover easy exercises, done while sitting, to tone muscles in the jaw, mouth, eyes, and forehead; reduce wrinkles and sagging skin; and allow more oxygen and nutrients to reach skin cells, giving the appearance of a fuller and more youthful look. Bring a small standing mirror, metal teaspoon, unsharpened pencil, and face moisturizer.

CE-FITNS 2056, 1 Sat., Sept. 26, 12:30-4:30 pm, \$50. H Cuevas.
#90065

The Effects of Multitasking

With all of our responsibilities and obligations, there is no way around doing multiple things at the same time. Even with unlimited access to digital devices, it may seem like we are not getting things done. Learn the pros and cons of multitasking, the use of digital tools, and ways to improve focused attention on one specific task at a time.

CE-PRSDV 2181, 1 Wed., Oct. 14, 7:00-9:00 pm, \$25. R Lasry.
#90168

Principles of Success, Happiness and Achievement

Learn creative, organizational and action principles that enable one to accomplish greater levels of achievement. Whether at home or in the office, these factors will clarify a path that can lead one to optimum productivity. Case studies, personal assessments and conflict resolution will be discussed.

CE-PRSDV 2180, 2 Tues., Sept. 15 & 22, 7:00-9:00 pm,
\$50 (+ textbook). R Flower. #90194

SPORTS & FITNESS

Please consult a physician before attending any physical fitness classes.

Strength Training for Women

An introduction to the principles of strength training with an emphasis on technique and injury prevention. Instruction in bodyweight training and equipment usage will assist in designing personalized workout routines for use at home or the gym. Wear comfortable attire and sneakers.

CE-FITNS 2085, 10 Wed., Sept. 16-Nov. 18, 7:00-8:30 pm, \$190.
R Varian. #90231

Strength Training for Men

Geared for the beginner, this course will cover the fundamentals of equipment use; proper form; design of a workout routine; progression and variation; spotting; and gym navigation. Participants will complete a supervised full-body workout during each class and will acquire an exercise toolbox of compound and isolation exercises for use at home or in the gym. Minors ages 16 and 17 must be accompanied by a parent.

CE-FITNS 2089, 8 Thurs., Sept. 17-Nov. 12 (skip 10/15),
7:00-8:30 pm, \$160. R Varian. #90232

NEW! Boost Your Immune System with Hatha Yoga

Learn to prepare your immune system for autumn season. Not only climate changes affect our immune system, psychological stress can increase chronic inflammation too. Scientists claim that regular hatha yoga practice can strengthen the immune system and reduce inflammation. In this 10-week program, discover conscious yoga practice, combining pranayama (breathing techniques), asanas (yoga postures) and meditation. The goal is to experience relaxation, flexibility, vitality, and improve our immune system. This is a bilingual yoga class taught in English and Spanish.

CE-FITNS 2099, \$125. J Vitores-Sypher.

Sec. A: 10 Tues., Sept. 15-Nov. 17, 7:30-8:30 am. #90505

Sec. B: 10 Wed., Sept. 16-Nov. 18, 5:30-6:30 pm. #90506

Tai Chi for All Ages

Tai Chi is a centuries old exercise that is appropriate for people of all ages and fitness levels. It is taught in slow, relaxed movements that are simple and graceful, and aids with balance, coordination, and concentration. It has long been known as a way to promote health and longevity in Chinese culture, and is often called meditation in motion

CE-FITNS 2015, 10 Thurs., Sept. 17-Nov. 19, 9:30-11:00 am, \$175. K Whitten. #90350

Qi Gong

Qi Gong is a 3000-year-old technique that trains your mind to direct the body's life force called "chi." It is used to achieve mental, physical, and spiritual balance through a series of physical movements and meditations. It helps to develop your own healing energy, achieve balance, alleviate stress, and maintain health and well-being.

CE-SPORT 2026, 10 Thurs., Sept. 17-Nov. 19, 11:00 am-12:30 pm, \$175. K Whitten. #90351

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., Sept. 18-Nov. 20, 7:00-9:00 pm, \$215. R Varian. #90234



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., Sept. 15-Nov. 17, 6:30-8:00 pm, \$175. R Varian. #90233

Golf for All Levels

For more information and/or weather related questions, contact instructor Joshua Dunn, at 917-907-1874 or email: joshuagolf12@gmail.com; or visit <https://www.mindfulsportsexperience.com/>

Introduction to Golf

Learn the basic fundamentals of golf. Each student will gain a working knowledge of the game. Class will cover terminology; etiquette; rules; and practical skills for driving, putting, chipping, and pitching. Bring whatever clubs you have. The first class will focus on putting. For additional questions, please write <https://www.mindfulsportsexperience.com> or call (917) 907-1874
CE SPORT 2010, 6 Sat., Sept. 26-Oct. 31, 4:30-6:00 pm, \$150 (+ cost of balls at site). J Dunn. #90203

Back to Basics Golf

Designed for golfers of all levels who need a skill and feel refresher. Learn basic swing mechanics utilizing grip, stance, and posture. The first class will focus on putting, the second on chipping, and the final class on full swing techniques. (914) 592-6553. For additional questions, please write <https://www.mindfulsportsexperience.com> or call (917) 907-1874
CE-SPORT 2035, 6:00-7:00 pm. \$65. J Dunn.

Sec. A: 3 Wed., Sept. 16-30. #90204

Sec. B: 3 Wed., Oct. 7-21. #90205

Sec. C: 3 Tues., Oct. 13-27. #90296

SELF-AWARENESS

NEW! Boost Your Memory Power

Everyone can benefit from a better memory. Come learn and practice simple and fun memory techniques including acrostics, acronyms, association, storytelling, repetition, rhyming, and chunking, along with some basic improvisation games. All designed to improve one's memory!

CE-PRSDV 2183, 4 Tues., Oct. 13-Nov. 3, 1:00-3:00 pm, \$95. A Wainer. #90499

NEW! Art of Self-Exploration

What is the self? What is the thing that ties all of who you are to the experiences that you think you had or remember having? This may seem obvious if you reflect for a moment; but grab a pen or start to type and this momentary sense of continuity will often begin to dissolve right before your eyes. Writers have perennially been the documentarians of this mysterious process; they have been the equivalent of space explorers of the soul. Come learn about yourself through writing as a vehicle for self-discovery.

CE-WRITG 2120, 6 Tues., Sept. 29-Nov. 3, 6:30-8:30 pm, \$150. S Cameron. #90501

Empowerment through Forgiveness

Forgiveness is a choice. By learning to forgive, debilitating anger and resentment are released leading to a healthy self-esteem, and a feeling of empowerment. As negative thoughts are replaced with positive ones, stress and anxiety are reduced, allowing for a more relaxed and happy life. Learn the concepts of forgiveness and its transformative power. Through exercises and discussions, discover the tools necessary to begin the forgiving process.

CE-PRSDV 2171VA, 2 Tues., Oct. 20 & 27, 6:30-8:30 pm, \$50. L Lush. #90240

Achieving Our Goals: The Science Behind How and Why We Change

Discuss how to set goals and begin the process for achieving them. Through interactive discussions and a systematic approach, explore the underlying principles that define change behavior and learn how to elicit change in your life and in the lives of others.

CE-PRSDV 2173VA, 1 Sun., Dec. 6, 11:00 am-12:30 pm, \$25. A Bonny. #90242

Emotional Freedom Techniques

A paradigm-shifting program that introduces mind/body healing techniques anyone can use to create a better life by releasing emotional energetic blocks. Learn how to energetically test for negative emotions and learn to use the EFT tapping procedures to reduce the intensity of negative emotions. Includes an introduction to the concepts of applied kinesiology and the development of personal intuitive skills.

CE-PRSDV 2081, 4 Thurs., Oct. 22-Nov. 12, 6:30-9:00 pm, \$125. S Gottlieb. #90275

Becoming Unstuck: Transformation through Mind, Body & Spirit

Whether our “stuckness” is due to circumstances, stress, decisions, illness, etc., science-based mind-body medicine is a powerful tool to move forward. This workshop will introduce meditation, biofeedback, and guided imagery. Discover the potential of a wide range of benefits, including deepening self-awareness and intuition, improved sleep and mental functioning, improvement in pain, and reduced blood pressure.

CE-PRSDV 2164VA, 10:00 am-12:00 noon, \$35. S Charbonier.

Sec. A: 1 Wed., Sept. 30. #90172

Sec. B: 1 Sat., Oct. 3. #90173

Sec. C: 1 Sun., Oct. 4. #90174

Weight Management: Help with Hypnosis

Use self-hypnosis to change your eating habits, manage your weight, and influence your ideas about your ability to achieve an ideal weight for a happier, healthier lifestyle.

CE-HLTH 2018, Oct. 20, (+ \$10 optional reinforcement CD). #90288

Exploring Hypnosis

The following 4 seminars all meet for 1 Tues., 7:00-9:00 pm and cost \$35 (+ optional materials fee, payable to instructor). J Abrahamsen.

Become a Certified Hypnotist

Like to help people? Looking for a new career? Want to add hypnosis to your current practice? Then this introductory course is for you! Come learn how you can become a certified hypnotist. Discover how a small investment will qualify you to have a whole new career or add to your knowledge.

CE-CRXPL 2000, Sept. 22. #90286

Self-Hypnosis for Change

Learn to enter a hypnotic state to change habits, reduce stress, improve self-esteem, increase your potential, and promote better health.

CE-HLTH 2015, Oct. 6, (+ \$7.50 for optional booklet, payable to instructor). #90287

Stop Smoking: Help with Hypnosis

Behavior modification techniques, when practiced and reinforced through the use of hypnosis, can help you quit smoking for good without weight gain.

CE-HLTH 2016, Nov. 17, (+ \$10 optional reinforcement CD). #90289

OF SPECIAL INTEREST

NEW! DNA Detectives

Are you fascinated by how genealogists, DNA and genetics are revolutionizing criminology, cracking cold cases, freeing innocent people and bringing justice to families? Modern scientific advances in forensics and the determination of investigators to track down perpetrators of horrific crimes by using DNA technology has led to the capture and incarceration of tens of thousands of criminals. Learn about these cases and how they were solved using these advanced methods.

CE-SCI 2058 3 Mon., Oct. 5-19, 6:30-8:30 pm, \$75. T Riley. #90473

NEW! Tchotchkes: Sharing the Stories of Your Collections

Show and tell about the history, background, personal meaning, and value of items that you have collected. We all accumulate “stuff”, and it usually has an interesting story behind it. Come and share the stories of your treasures while putting items on display. Basic internet research on items will be included.

CE-HOBBY 2015VA, 3 Tues., Sept. 22-Oct. 6, 2:00-4:00 pm, \$70. A Wainer. #90498

Pet Therapy and Animal Assisted Activities

Become familiar with the steps to become a Therapy Dog team, as well as a R.E.A.D. team (Reading Education Assistance Dogs). Learn about Animal Assisted Activities in Assisted Living facilities, schools, veteran’s hospitals, and libraries. View videos of dogs at work and hear about local visits presently taking place. At the end, you will have enough information to decide if you want to become involved in the rewarding experience of pet therapy.

CE-ANIML 2005, \$25. J Audevard.

Sec. A: 1 Wed., Oct. 7, 6:30-8:30 pm. #90156

Sec. B: 1 Sat., Oct. 10, 9:30-11:30 am. #90157



Our non-credit virtual classes are defined as below:

► **Online, self-paced:** offerings are asynchronous and students go into their virtual “classroom” to work on assignments, view content, or work at any time, and at their own pace for the duration of the course.

► **Remote, fixed-schedule:** students and instructors report virtually to classes on the designated days, dates, and times they are scheduled for.

ARTS & CRAFTS

CREATIVE SELF-EXPRESSION

NEW! How to Accessorize a Room

Learn how to add the final touches to a room through the addition of accessories. Explore a variety of product types and learn how to arrange artwork, ceramics and soft goods.

CE-HOME 2009, 2 Tues., Nov. 3 & 10, 6:30-8:30 pm, \$50.
A Concr. #90486

Color Palette for Interiors

For anyone with an interest for interior design. Create a color palette for your home and learn color basics such as hue, value, chroma, as well as how to use these to add depth and variety to a room. Explore color harmonies and established color combinations. Discover sources of inspiration and how to determine the focal point of a room. Develop a color mood board to use as inspiration to map out the color palette for your home.

CE-HOME 2008, 2 Tues., Sept. 15 & 22, 6:30-8:30 pm,
\$60 (+ \$10 for color wheel, payable to instructor). A Concr. #90175

Painting En Plein Air

Students will focus on outdoor landscape painting. Various locations throughout the local area will be selected. Rain dates TBA. Focus will be on color mixing, light and shadow, and composition. Students will be informed of the great plein air traditions of the Impressionists and the Hudson River School painters. Various approaches to landscape painting will be introduced, including water-mixable techniques in oil painting. At Peekskill Center: CE-ART 2020PE, 12 Sat., Sept. 12-Dec. 12 (skip 10/31 & 11/28), 2:00-4:00 pm, \$259 (+ \$20 studio fee). #90457

Painting and Drawing for Adults

Work with a variety of media and learn different approaches to painting and drawing. Prep a palette, mix colors, use media, work on various surfaces, learn about brushes, investigate the use of colors and shades, and create strong compositions. Painting and drawing from observation will be implemented by working from a live model, still-life arrangements, and portraiture.

At Peekskill Center: CE-ART 2146PE, 12 Mon., Sept.14-Nov. 30, 6:00-8:00 pm, \$259 (+ \$20 studio fee). #90458

Mixed Media Printmaking for Adults

This course will introduce innovative ways to make homemade prints while also introducing how everyday technology like copy machines, computers, and jet printers make printing possible and contemporary. Students will make a portrait print by using a photograph. Working from a live model or by drawing from observations, students may paint directly onto a printing plate to make a monotype print on rice paper. The instructor will introduce soft linocut, monotype, and silkscreen on a variety of printmaking papers with textual effects, fabric inks, mixed media, and collage methods.

At Peekskill Center: CE-ART 2334PE, 12 Tues., Sept.15-Dec 1, 6:00-8:00 pm, \$290. #90459

Fabric for Interiors

Do you want to learn how to create your dream interior? Discover the fundamentals of how to select fabrics for interiors. Starting with the basics, learn how to find inspiration, create a color scheme and develop a focal point for a room. Gain confidence on how to use these tools to develop a fabric room scheme. Explore the special requirements for fabrics for upholstery and window treatments. Fabric sources will be shared and learn tips of how to communicate with a workroom. CE-HOME 2007, 2 Tues., Oct. 6 & 13, 6:30-8:30 pm, \$60.

A Concr. #90176

Cartooning

Would you like to learn how to draw outrageously funny cartoon characters quickly? How about drawing action figures and super heroes using just 25 basic shapes? Do you want to create fantastic scenes where creatures from another world can roam about freely? Highly instructional class with easy to follow step-by-step instruction taught by a professional cartoonist. Also included: drawing hands, animals, figures in motion, exciting perspectives, and shading techniques.

CE-ART 2122, 8 Fri., Sept. 18-Nov. 6, 11:00 am-1:00 pm, \$160.
V Davis. #89985

Constructing Clothing without a Stitch

Learn how to transform a flat design into a three-dimensional piece of clothing by tracing a precut pattern onto newsprint. Cut and assemble the two-dimensional newsprint pattern into a three-dimensional basic block dress all without the use of a sewing machine or needle. Transform the basic block dress into your own design given visual representation, such as magazine photography and/or fashion images from the internet. The final design can be later sewn into fabric at your leisure.

CE-CRAFT 2071VA, 2 Thurs., Oct. 15 & 22, 5:30-7:30 pm, \$50.
N Avery. #90315



ENGLISH LANGUAGE INSTITUTE

Fall 2020 Classes are Online

All Fall 2020 courses will be online. Online courses are conducted synchronously / live using Zoom & other tools. Students will need 1 of these: a smartphone or a tablet or a laptop/desktop to participate in all activities.

The English Language Institute offers English as a Second Language (ESL) classes to meet the needs of learners entering the program at any level, from beginner to advanced. Level is determined by an online placement exam. The Institute is open Mon.-Thurs., 9:00 am-8:00 pm, Fri. 9:00 am-5:00 pm, and Sat., 9:00 am-4:00 pm. Registration instructions are on page P% %.

GENERAL MULTI-LEVEL ESL Accelerated (5-DAY), SATURDAY + SUNDAY (2 half days), or 3 WEEKDAYS

8 levels of ESL instruction are offered. Each level provides balanced instruction and active practice in all English language skills: listening, 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 specifically preparing for college/university study. Instructors are professionals in the field of TESOL (Teaching English to Speakers of Other Languages). Our courses are also offered in Spring (Jan.-April) and Summer (May-August)

ACCELERATED ENGLISH PROGRAM

(15-18 hrs/week for 5 or 10 weeks) 5 mornings, 9am-12 Mon-Fri. This 15-hour per week course allows motivated learners of English to advance rapidly, starting at any level from beginner to advanced. The Accelerated English Program meets the needs of serious learners, such as preparation for university study, or to increase career possibilities. A placement test is required of all new students. Accent on Fluency, open to all Accelerated students, supplements the Accelerated course Program with an additional 3 hours per week of instruction & practice in selected skill or content areas. Students with F-1 immigration status (have an I-20 form) satisfy the full-time study requirement by enrolling in 2019-ACL1 or ACL2 and Accent on Fluency.

STUDY 5 MORNINGS per WEEK

9:00 am-12:00 pm

Start 9/14 or 11/2 (75 or 150 hrs)

Tuition is \$285 + \$9.75 for 2 fees = \$294.74 per session

- ▶ e-Books, which are not included in tuition, are approximately \$30 additional.
- ▶ Placement test is Mon., July 20 at 9:00 am
- ▶ 1st class: Tues. July. 28, Last class: Aug. 28
- ▶ no classes on 7/21-24

Note: Immigration form I-20A/B (for F-1 student visa/status) is available to full-time ESL students in Fall 2020 enrolled in Accelerated ESL (+ Accent on Fluency) or the TESOL Certificate Program. Call 9146067744 for important F-1 information and a special application.

STUDY 5 DAYS per WEEK for 5 or 10 WEEKS

Session A: ELI-ESL 2019-ACL1

9:00 am-12:00 noon

25 Classes, M-F, 75 Hrs., Sept 14.-Oct 22

- ▶ Placement test: Mon., 9/14, 9:00 am
- ▶ 1st class: Mon., 9/21, Last class: Thurs., 10/22, \$285. [#90566]

Session B: ELI-ESL 2019-ACL2

9:00 am-12:00 noon

25 Classes, M-F, 75 Hrs., Nov 2.-Dec 14

- ▶ Placement test: Mon., 11/2, 9:00 am
- ▶ 1st class: Mon., 11/9, Last class: Mon., 12/14, \$285. [#90567]
- ▶ Books, not included in tuition, cost approximately \$35 per session additional.

Session A: 9/14 – 10/22; **Session B:** 11/2 – 12/14

(Each session = 75 hrs of English practice.)

- ▶ You can take one or both sessions.
- ▶ Start in September or November.
- ▶ No classes on: 9/15-18; 11/3-6, 26-27

Accent on Fluency

The substantial additional speaking and listening practice of this course supplements the Intensive English program (or another ELI English course) and helps accelerate progress towards language learning goals by “deepening” the experience of immersion in English. Also provides additional pronunciation activities to enable you to improve the clarity of your communication.

Session A: ELI-ESL 1215-A, 10 T/Th, 9/15-10/22, 12:30-2:00 pm, \$89. [#90714]

Session B: ELI-ESL 1215-B, 10 T/Th, 11/10-12/10, 12:30-2:00 pm, \$89. [#90715]



ENGLISH AS A SECOND LANGUAGE ONLINE

(6 OR 9 HRS/WEEK: 75 STUDY HOURS)

Eight levels (0 to 7): A multi-level program in English as a Second Language providing balanced instruction in all language skills. New students are placed by online exam. Select desired schedule.

ELI-ESL 2019 English as a Second Language

(Select SS, T, M or N)

(SS) Saturday+Sunday, 25 Sat. & Sun., Sept 12-Dec 13

(skip 9/13; 11/28-29), 9:00 am-12:00 pm, \$285

► Placement test: Sat. 9/12, 9:00 am #90542

► 1st class on 9/19

(T) Tues/Wed/Thurs Evenings: 25 classes, Sept 22-Nov 19

(skip 9/23-24), 6:30-9:30 pm, \$285 #90563

► Placement test: 9/22, 6:30 pm

► 1st class on 9/29

(M) Three Mornings (Mon, Wed, Fri): 25 M/W/F, Sept. 30-Dec 3

(skip 10/2, 5; 11/27),

9:00 am-12:00 pm, \$285 #90571

► Placement test: 1/7, 7:00 am

► 1st class on 1/17

(N) 4 Afternoons (Mon-Thurs): 25 M/T/W/Th, Oct 13-Nov 30

(skip 10/14, 15; 11/26), 3:00-6:00 pm, \$285 #90572

► Placement test: 10/13, 3:00 pm

► 1st class on 10/19



SPECIALIZED ESL COURSES

Pronunciation: The Sound System of English / ESL

Designed for intermediate to advanced learners whose spoken English is at ELI level 4+. Students will learn the difference between similar English sounds and become better at articulating them. Participants will also identify problematic areas in their speech related to the production of vowels and consonants.

ELI-ESL 1524-D, 10 Tues./Thurs. Evenings, Sept 24- Oct 27, 7:00 pm-9:00 pm, \$167 #90713

TOEFL Preparation Workshop

This course is designed to help learners improve their English language skills in four areas, reading, listening, speaking and writing in preparation for the TOEFL (Test of English as a Foreign Language), through TOEFL practice tests and focused instruction and practice in academic reading and listening comprehension, grammatical accuracy and clarity in speech and writing. Additionally, students develop valuable test-taking and critical thinking skills necessary for successful performance in regular college credit programs. Prerequisite: high intermediate to advanced proficiency in English (ELI Level 6+).

ELI-ESL 1300 (Select D, or Q)

(D) 22 Tues./Thurs. Evenings, Sept. 17-Dec. 3 (skip 11/26), 7:00-9:30 pm, \$241 #90548

(Q) 22 Tues./Fri. Mornings, Sept. 22-Dec. 8 (skip 11/27), 9:20-11:50 am, \$241 #90549

Business English for Internationals

A contextualized, advanced level, ESL pathway course providing learners with the opportunity develop their speaking, listening, reading, and writing English skills in preparation for study in academic business programs. Participants build fluency and knowledge through study of texts, completion of assignments, and participation in activities related to business communication, marketing, management, global business, entrepreneurship, business administration, and economics. Prerequisite: ELI Level 6 proficiency.

ELI-ESL 1420, 8 Sat, Sept 26-Nov 14, 9:30 am-12:00 pm, \$167 #90712

English for Academic Purposes Program (EAP)

Prepares students for matriculated college study through a contextualized academic curriculum that integrates English language skills with academic content. English for Academic Purposes offers an introduction to academic literacy with a focus on building academic vocabulary and reading and writing skills applied to academic tasks. The course also develops independent study skills, test preparation, and communication skills needed for college readiness.

ELI-ESL 1650. (Select C or Q)

(C) 24 Mon./Wed. Evenings, Sept. 23-Dec. 16 (skip 11/25), 6:30-9:30 pm, \$317 #90551

(Q) 24 Tues./Fri. Mornings, Sept. 18-Dec. 11 (skip 11/27), 9:00 am-12:00 noon, \$317 #90552

CITIZENSHIP EXAM PREP



Designed for students whose English is at least at a high-beginning level (ELI Level 3+). Learn about American history and government, and practice your English skills as you prepare for the civics and English portions of the US Citizenship Exam.

ELI-ESL 1860, FREE but you must pay \$9.75 in fees.

*For Fall 2020 course schedules, and to register, call Eileen McKee, Welcome Center Director, at 914-606-5626.

TESOL CERTIFICATION PROGRAM

The intensive, 12-week, non-credit TESOL certification 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 TESOL students.

ELI-TESL 3000, M/W/Th, Sept. 16-Dec. 10 (skip 11/25-26), 6:30-10:00 pm, \$1,925 #90553



Would You Like to Begin a College Degree or Certificate Program?

If you have completed or are now completing ELI level 5 (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 with a TESOL specialist 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 begin an undergraduate certificate or degree program while you continue improving your English. Our general ESL programs and specialized ESL courses have helped many ESL learners succeed in college and achieve their academic goals.

HOW TO REGISTER FOR ESL COURSES

WHEN? Registration for Fall 2020 ESL courses opens Tuesday, July 28, 2020.

HOW? Register by telephone 914-606-6656.

We recommend starting your registration using the pre-registration form online at www.sunywcc.edu/continuing-ed/esl/eli-pre-registration-form/ and we will call you the same day, usually within 3 hours. We will assist you with course selection, answer your questions and take your payment information (Visa, Master or Discover). Cash payments are currently suspended.

Additional costs (Registration and FSA fee paid once per semester):

\$9.75 per semester, (\$4.75 FSA fee + \$5 registration fee). Most courses have required e-books costing \$25-\$30. The teacher assists with book buying.

REFUND POLICY

100% REFUND BEFORE 1ST CLASS • 50% REFUND AFTER 1ST CLASS • NO REFUND AFTER 2ND CLASS

Se habla español Falamos português

*Textbooks are required, cost \$25-\$30 and are not included in the fee.

NY/Westchester County Residency: All ESL tuition rates in this section are NY resident rates.

Residents have been in New York for one year or more. Non-residents are welcome, but pay a 166% non-resident surcharge in addition to the regular tuition. Call 914-606-6656 for information.

(Note: These courses do not pay the non-resident surcharge: 3000, 1215, 1420, 1524.)

Placement Test (to determine your English level): Testing is required if you are new to our program or did not take the ESL final test in Spring or Summer 2020. Placement test is given online at first session of all programs with levels and certain other courses. You must register before taking the test. Testing information is provided when you register.

Online Study: All classes in Fall 2020 are online.

These classes are live (synchronous) and on a fixed schedule and use Zoom and other technologies.

Participants need one of these: Smartphone, tablet, laptop or computer. Instructors will contact students before the class starts with Zoom meeting ID and password. Be sure the ESL Office always has your correct email address and cellular number.

English Language Institute

Info: 914-606-6656 or ESL@sunywcc.edu



Westchester
Community College
State University of New York



GROW YOUR PEOPLE. GROW YOUR BUSINESS.

GROW YOUR BOTTOM LINE.

- ▶ Customized training programs delivered on your schedule, at your site or ours
- ▶ Short-term workforce programs leading to industry certifications
- ▶ Credit-earning programs leading to degrees in fields such as business, healthcare, and engineering
- ▶ Effective training and education programs at your site, on our campus in Valhalla, or at our Centers in Peekskill, Ossining, White Plains, Yonkers and Mount Vernon

Visit our website at sunywcc.edu/pdc

CALL 914-606-6658 ■ EMAIL PDC@SUNYWCC.EDU

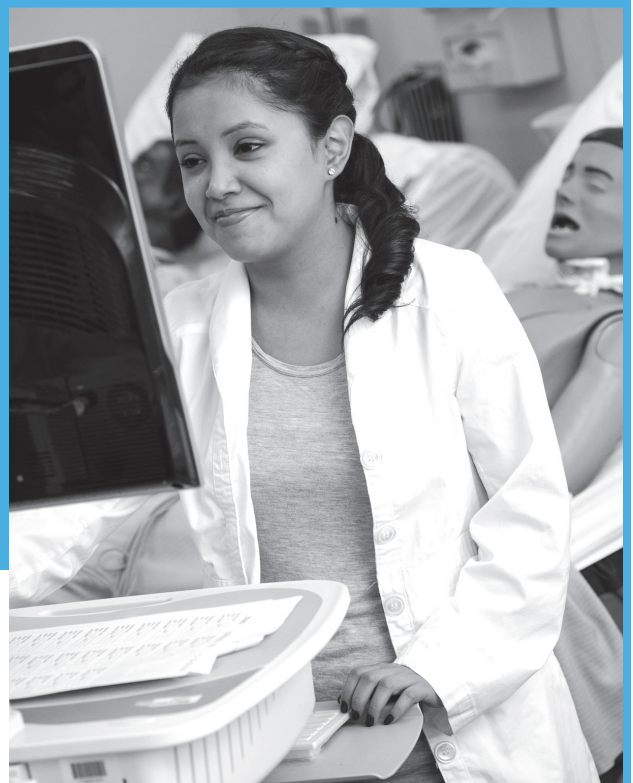
START YOUR NEW CAREER IN HEALTHCARE NOW!

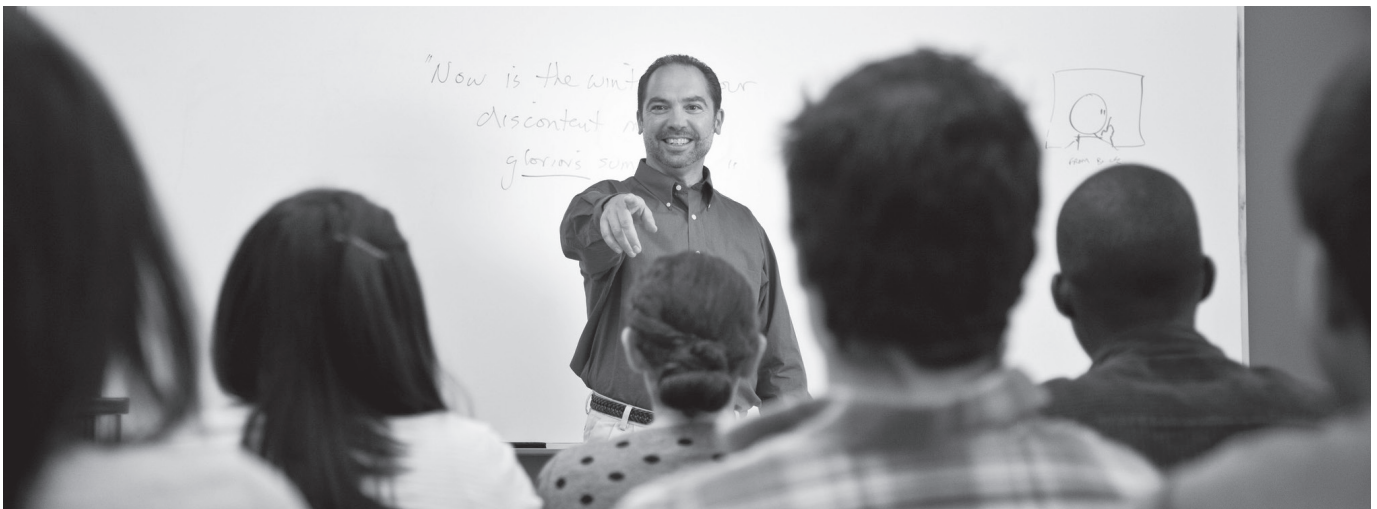
BECOME A:

- ▶ Certified Nurse Assistant
- ▶ Clinical Medical Assistant
- ▶ Medical Administrative Assistant
- ▶ Pharmacy Technician
- ▶ Phlebotomist
- ▶ EKG Technician
- ▶ Direct Service Provider



Westchester
Community College
State University of New York





INTERESTED IN EARNING YOUR COLLEGE DEGREE?

Short-term workforce programs provide a pathway to credit earning certificates and degrees. If your career goals include a college degree, Westchester Community College offers the following career-focused certificates and applied associate degrees:

Certificates

- ▶ Chemical Dependency Counseling Certificate
- ▶ Computer Aided Drafting Certificate
- ▶ Computer Programming Certificate
- ▶ Cybersecurity Certificate
- ▶ Digital Filmmaking Certificate
- ▶ Digital Media Certificate
- ▶ Direct Care Practice Certificate
- ▶ Early Childhood Certificate
- ▶ Medical Billing Certificate
- ▶ Medical Coding Certificate
- ▶ Networking Certificate
- ▶ Office Technologies Certificate
- ▶ Paralegal Certificate
- ▶ Paramedic Certificate
- ▶ Personal Training Certificate
- ▶ Teaching Assistant Certificate
- ▶ Web Development Certificate

Applied Associate Degrees*

- ▶ Chemical Dependency Counseling A.A.S.
- ▶ Civil Technology A.A.S.
- ▶ Computer Information Systems A.A.S.
- ▶ Criminal Justice - Corrections A.A.S.
- ▶ Criminal Justice - Police A.A.S.
- ▶ Culinary Arts and Hospitality Management A.A.S.
- ▶ Cybersecurity A.A.S.
- ▶ Early Childhood A.A.S.
- ▶ Electrical Technology A.A.S.
- ▶ Energy Systems A.A.S.
- ▶ Fashion Design & Technology A.A.S.
- ▶ Fashion Merchandising A.A.S.
- ▶ Health Information Technology A.A.S.
- ▶ Human Services A.A.S.
- ▶ Marketing A.A.S.
- ▶ Mechanical Technology A.A.S.
- ▶ Networking A.A.S.
- ▶ Nursing A.A.S.
- ▶ Office Technologies A.A.S.
- ▶ Paralegal A.A.S.
- ▶ Paramedic A.A.S.
- ▶ Radiologic Technology A.A.S.
- ▶ Respiratory Care A.A.S.
- ▶ Veterinary Technology A.A.S.

*In addition, Westchester Community College offers Associate of Science and Associate of Arts degrees for individuals who are preparing to transfer to a 4-year college to earn an Bachelor's degree.

TIPS FOR ONLINE REGISTRATION

To create and activate your account and/or to register for classes go to www.sunywcc.edu/mywcc

CLASS SEARCH

First, make sure you select the correct Term and set the Course Career to Continuing Education. All WDCE class subjects begin with "CE-" (i.e. CE-ART). Either type in a Subject (i.e. CE-ART) or click the Select Subject button and then "C" for the CE subjects then click Search.

NEW STUDENTS

If you have never taken a class at WCC, you may use our Continuing Education Create/Activate Your Account button or click on First Time CE Student both on the left side of page. Then click the link to "Begin the First Time Registration Process."

Please note that if you are already in our database, or if your information is a match to an existing record, you will be unable to continue, and must contact our office at 914-606-6830, press 1 for help.

RETURNING STUDENTS

Click the Continuing Education Registration button on left side of page for directions or go directly to Sign on (middle of page) to enter user id and password. You will need your student self-service ID. If you don't have it, call 914-606-6830, press 1 or the MyWCCHelpdesk (below). For help, see "Registration Guide for Returning CE Students" at www.sunywcc.edu/mywcc.

The WCC Help Desk is available at MyWCCHelpdesk@sunywcc.edu or 914-606-5600.

Payment is due at the time of online registration. If you have trouble making an online payment, call our office at 914-606-6830, press 1. Enrollments without payment will be dropped and you will need to reregister.

CUSTOMER INFORMATION

CHANGES & 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: Once your registration has been submitted, simply come to class. We will contact you should your class be full or cancelled for any reason, or if there is a problem with your registration; confirmations are not sent out. Obtain your course information and receipt anytime by accessing your account at www.sunywcc.edu/mywcc (User ID required; contact the Westchester Community College Help Desk at MyWCCHelpdesk@sunywcc.edu or 914-606-5600 for help).

PAYMENT OPTIONS: Payment is accepted using credit cards (MasterCard, Visa, Discover), and check or money order. No cash payments accepted.

REGISTER EARLY: Classes are cancelled for under-enrollment several days in advance. We recommend that you register at least ONE week in advance of the course start date.

OUR NON-CREDIT VIRTUAL CLASSES ARE DEFINED AS BELOW:

- **Online, self-paced:** offerings are asynchronous and students go into their virtual "classroom" to work on assignments, view content, or work at any time, and at their own pace for the duration of the course.
- **Remote, fixed-schedule:** students and instructors report virtually to classes on the designated days, dates, and times they are scheduled for.



Campus Security Information

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. 118.

For Campus Map and directions go to www.sunywcc.edu/directions

EXPRESS REGISTRATION

For info, visit
sunywcc.edu/wdce



ONLINE

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



PHONE

914-606-6830, Press 1
MasterCard, Visa, or Discover



MAIL

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

**UNLESS OTHERWISE NOTED,
NON-CREDIT CLASSES IN THIS
BROCHURE ARE INTENDED FOR
ADULT STUDENTS (18+) ONLY.**

DO NOT USE FOR ESL REGISTRATION. SEE PAGE 37.

Student ID (if available) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Date of Birth | M | M | D | D | Y | Y |

Last Name | | | | | | | | | | | | | | | | | |

First Name | | | | | | | | | | | | | | | | | |

Address | | | | | | | | | | | | | | | | | |

Apt # | | | | | | | | | | | | | | | | | |

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

OR Charge to my ☐ Visa ☐ MasterCard ☐ Discover

Card No. | | | | | | | | | | | | | | | | | |

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

Signature _____

CATALOG NUMBER	SECTION	CLASS NUMBER	COURSE TITLE	START DATE	TUITION
EX. CE-COMP 1000	A	#12345	Intro to Computers		
				*STUDENT FEE SEE NOTE TO LEFT	\$4.75
				**REGISTRATION FEE	\$5.00
				TOTAL ENCLOSED	

* Payable once each semester for non-credit courses.
This fee is \$4.75 for non-credit courses held at the Valhalla campus
(materials fees are payable to the instructor at the first class)

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

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.

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.

All refund requests must be made to the college in writing or emailed to workforceandcommunity@sunywcc.edu. Most refunds are made by check; allow 4-6 weeks to be processed. If you registered online, your refund is immediately credited back to your credit card.

Returned Check Fee

The charge for a returned check is \$25.



Westchester
Community College

State University of New York
75 Grasslands Road
Valhalla, New York 10595-1698

CHECK OUT SOME OF OUR EXCITING OFFERINGS:

- ▶ MS Office 365
Beyond the Basics **page 12**
- ▶ Social Media for Business **14**
- ▶ Marketing Metrics
with Google Analytics **page 14**
- ▶ Introduction to
Python Programming **page 16**
- ▶ User Experience Design **page 16**
- ▶ The Four-Season
Native Garden **page 26**
- ▶ Maintaining an
Indoor Moss Garden **page 26**
- ▶ Identifying & Supporting
Local Wild Bees **page 26**
- ▶ Famous Women
Photographers **page 33**
- ▶ History of the American Musical **page 33**
- ▶ Improvisation for Fun
and Public Speaking **page 34**
- ▶ Qi Gong **page 38**

www.sunywcc.edu/wdce

workforceandcommunity@sunywcc.edu | 914-606-6830