

CONTINUING  
EDUCATION  
at **HUNTER**

Fall 2014

DISCOVER THE POSSIBILITIES



/CEatHunter

[www.hunter.cuny.edu/ce](http://www.hunter.cuny.edu/ce)

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ce@hunter.cuny.edu (212)650-3850

CONTINUING  
EDUCATION  
PROGRAMS  
at **HUNTER**

Updated: September 10, 2014

# *CONTINUING EDUCATION* *at* **HUNTER**



Dear Continuing Education Student:

Welcome to Hunter College. Whether attending for professional advancement or personal enrichment, you will find that the Hunter College Continuing Education Program offers a number of programs and classes to help you reach your goal.

In this catalog, you will discover a great depth and breadth of courses in areas as varied as technology, fine and performing arts, sciences, humanities and sports. In addition, we offer a number of specialized certificate programs and professional development courses.

# Fall 2014

As a continuing education student at Hunter, you will have the opportunity to study with some of the area's top educators and experience the rich diversity of our student body.

I encourage you to take advantage of this outstanding opportunity and enroll in one or more of the courses offered by Continuing Education at Hunter College. I look forward to your becoming a part of the Hunter College community.

Sincerely,

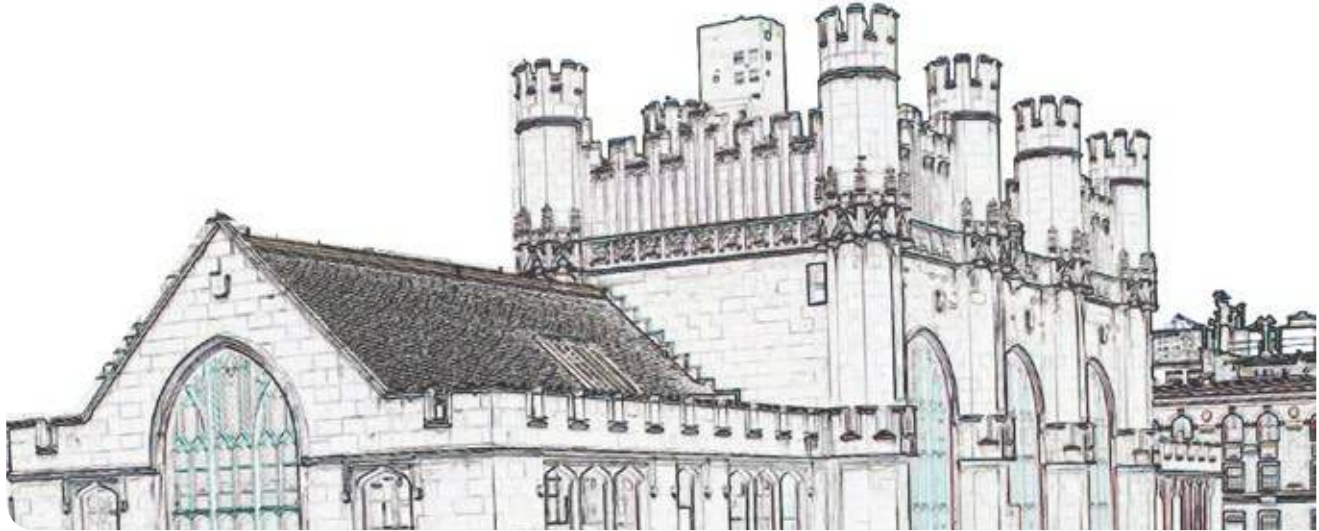
A handwritten signature in black ink that reads "Jennifer J. Raab". The signature is written in a cursive, flowing style.

Jennifer J. Raab  
President

# welcome

to Continuing Education at Hunter College

## Fall 2014



Have you ever wanted to learn to play an instrument, speak a foreign language or design your own webpage? Perhaps you are looking to improve your computer literacy or develop your financial skills. Continuing Education at Hunter College offers courses designed to meet your specific educational needs. Our portfolio of courses includes language and communication skills, computer and technology, accounting and general business, as well as arts and personal enrichment. Our continuing education programs are available to everyone- from young adults to senior citizens.

In today's current economy, Continuing Education at Hunter College allows you to pursue quality education in a short amount of time. We offer a variety of Certificate Programs- from Interpretation/Translation to Legal Studies to Graphic Design. Whether you are new to the workforce or looking for a career change, our Certificate Programs are designed to prepare you for exciting new careers in a variety of fields. Additionally, our professional development courses give you skills that you can add to your resume to help you achieve your career goals. Best of all, our courses are affordable and convenient for your lifestyle. We offer evening, weekend, and lunchtime courses to meet the needs of working professionals. Continue your zest for learning with Continuing Education at Hunter College!



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# Certificate programs



Step into an exciting new career. Earn your Certificate through one of the many highly acclaimed Certificate Programs at CEHC. From languages to science to decorative arts, coming to Hunter is a smart move.

## Certificate in Translation and/or Certificate in Interpretation Studies

Translate your way into a new career! One of the fastest growing needs of the New York metro community is for qualified and professionally trained interpreters and translators. If you are fluent in both English and Spanish, and would like to use your bilingual capabilities to your advantage, then this is the perfect opportunity to add some spice to your resume with 120 hours of professional training in translation and interpretation. Our skilled instructors have the educational background and the real world experience to best prepare you for work in this exciting and growing field.

### Admission Requirements:

Fluency in both **English and Spanish** is needed, including strong writing skills in both languages. Students must take a placement test and pass an oral interview. Tuition payment plans are available. To apply and take the admissions test, please attend one of the scheduled Open Houses listed below.

### To Register:

Please attend an Open House for information on the program, English & Spanish or Spanish & English evaluation and to register.  
Thursday, August 28, 2014 @ 6:00pm  
Thursday, September 4, 2014 @ 6:00pm  
RSVP at 212-650-3850 or [ce@hunter.cuny.edu](mailto:ce@hunter.cuny.edu)  
Program starts promptly.  
See our web site for complete program courses & requirements:  
[www.hunter.cuny.edu/ce](http://www.hunter.cuny.edu/ce)

### Certificate Programs & Fees:

Certificate in Translation Studies-English to Spanish (6 courses): \$3,000  
Certificate in Interpretation Studies (6 courses): \$3,000  
Combined Certificate in Translation and Interpretation Studies (8 courses): \$4,000

### Introduction to Translation Studies (TSINTTRA)

Instructor: Marta Manzanares  
Tue. & Thu. 5:40-7:30pm; Starts 9/16 (10 sess.)

### Spanish Editing (TSSPAEDI)

Instructor: Javier Labrador  
Mon. & Wed. 7:40-9:30pm; Starts 9/15 (10 sess.) Skips 10/13

### Spanish Composition (TSSPACOM)

Instructor: Javier Labrador  
Mon. & Wed. 7:40-9:30pm; Starts 11/3 (10 sess.) Skips 11/26

### Translation Studies I: English to Spanish (TSTRAS1)

Instructor: Marta Manzanares  
Tue. & Thu. 7:40-9:30pm; Starts 9/16 (10 sess.)

### Translation Studies II: English to Spanish (TSTRAS2)

Instructor: Javier Labrador  
Mon. & Wed. 5:40-7:30pm; Starts 11/3 (10 sess.) Skips 11/26

### Fundamentals of Interpretation (TSFUNINT)

Instructor: Laura Avila  
Tue. & Thu. 7:40-9:30pm; Starts 9/16 (10 sess.)

### Note Taking for Interpreters (TSNOTTAK)

Instructor: Javier Labrador  
Mon. & Wed. 5:40-7:30pm; Starts 9/15 (10 sess.) Skips 10/13

### Spanish Grammar Review (TSSPAGRA)

Instructor: Javier Labrador  
Not available this semester

### Interpretation in Legal Settings (TSINTLEG)

Instructor: Laura Avila  
Section 1: Tue. & Thu. 5:40-7:30pm; Starts 9/16 (10 sess.)  
Section 2: Tue. & Thu. 7:40-9:30pm; Starts 11/4 (10 sess.) Skips 11/27

### Interpretation in Medical Settings (TSINTMED)

Instructor: Laura Avila  
Section 1: Tue. & Thu. 5:40-7:30pm; Starts 11/4 (10 sess.) Skips 11/27  
Section 2: Mon. & Wed. 5:40-7:30pm; Starts 9/15 (10 sess.) Skips 10/13

## Legal Studies Certificate Program \$3,700

Whether you are interested in a career as a Paralegal or are preparing to apply for Law School, our Legal Studies Certificate program will help you achieve your goal. The program consists of **5** required courses: Introduction to Law, Litigation, Contracts, Legal Research and Writing, and Drafting Legal Instruments. Students may choose **3** electives from the additional offerings to complete the program. Not every elective course is given every term; courses may be added or dropped from time to time.

### Open House

For more information on the certificate, please attend the open house:  
Tuesday September 2, 2014 @ 6:00pm  
RSVP at 212-650-3850 or [ce@hunter.cuny.edu](mailto:ce@hunter.cuny.edu)

### Required

#### Introduction to Law \$500 (LSINTLAW)

Provides students with an overview of law covering legal history, foundations of legal authority, nature of a lawsuit, concept of jurisdiction, legal terminology and basic concepts, structure of the court system, a brief survey of the substantive law including civil procedure, torts, contracts, corporations, criminal law and real property.  
Instructor: Stuart Sacks  
Thu. 6:00-9:00pm; Starts 9/11 (5 sess.)

#### Drafting Legal Instruments \$500 (LSDRALEG)

Teaches practical skills for assisting lawyers in drafting basic legal documents, including affidavits, complaints, motions, wills and contracts. Students will learn the basic components of these documents, where to find and how to use standard legal forms, and fundamental principles of effective legal writing.  
Instructor: Jean Savanyu  
Tue. 6:00-9:00pm; Starts 10/28 (5 sess.)

#### Contracts \$500 (LSCONTRA)

Contracts are an essential area of legal knowledge. You will study contract formation, defenses to the existence of contracts, the different kinds of contracts, contracts for the sale of land (real property) and the Uniform Commercial Code which involves contracts for the sale

of goods in the United States.  
Instructor: Juan Soto  
Mon. 6:00-9:00pm; Starts 10/27 (5 sess.)

#### **Legal Research & Writing \$500 (LSLEGRES)**

Students learn the fundamentals of legal research; kinds of law books, casebooks and treatise; official vs. unofficial reporters; hands-on computer and library research; how to shepardize cases and basics of writing a legal memo.

Instructor: Jean Savanyu  
Tue. 6:00-9:00pm; Starts 9/9 (5 sess.)

#### **Litigation \$500 (LSLITIGA)**

A continuation of Intro to Law, this course focuses on causes of action, statutes of limitation, pleadings, provisional remedies, discovery, EBTs, motions to dismiss, summary judgment, settlement conferences, evidence, judicial discretion, judgments, enforcement, and appeals.

Instructor: Kenneth Moltner  
Sat. 9:30-1:15pm; Starts 10/25 (4 sess.)

#### **Electives**

##### **Torts \$500 (LSTORT)**

Torts are civil wrongs. The class will discuss the various kinds of torts (assault, defamation, negligence, medical malpractice, products liability, infliction of emotional distress, etc.) and the elements which need to be proved; various features of the CPLR which is the basic guidebook of civil actions in New York; tort doctrines such as comparative negligence, res ipsa loquitor, and assumption of the risk.

Instructor: Ryan Goldstein  
Thu. 6:00-9:00pm; Starts 10/23 (5 sess.)

##### **Business Law for Small Business Owners \$500 (LSBLSO)**

This course is designed to familiarize students with the law as it affects business personnel and social activities. A study of basic legal principles and procedures including: the origin and kinds of law; the law of contracts; sales; commercial paper; and of agency and employment, will provide the student with an understanding of the rights and duties of individuals and businesses.

Instructor: Juan Soto  
Wed. 6:00-9:00pm; Starts 10/15 (5 sess.)

##### **Criminal Law \$500 (LSCRILAW)**

This course covers misdemeanors and felonies: Male in Se vs. Male Prohibit a, states of mind, role of police, grand juries and indictments, suppression of physical evidence, statements and identification testimony, search warrants, trials, post-verdict motions, and appeals.

Instructor: Juan Soto  
Mon. 6:00-9:00pm; Starts 9/15 (5 sess.)

### **Legal Assistant Certificate \$3,700**

This program is designed for both beginning and experienced assistants who would like to improve their skills, preparing students for employment opportunities as Legal Assistants in law firms, corporate legal departments, government agencies, banks, legal aid societies, and federal and state courts. This program consists of **6** required courses plus **3** electives.

#### **Open House**

For more information on the certificate, please attend the open house: Tuesday September 2, 2014 @ 6:00pm  
RSVP at 212-650-3850 or ce@hunter.cuny.edu

#### **Prerequisite:**

This program presumes a basic knowledge of word processing and a typing proficiency of at least 50 words per minute. Basic word processing and typing skills will not be covered in these courses.

#### **Introduction to Law \$500 (LSINTLAW)**

Provides students with an overview of law covering legal history, foundations of legal authority, nature of a lawsuit, concept of jurisdiction, legal terminology and basic concepts, structure of the court system, a brief survey of the substantive law including civil procedure, torts, contracts, corporations, criminal law and real property.

Instructor: Stuart Sacks  
Thu. 6:00-9:00pm; Starts 9/11 (5 sess.)

#### **Drafting Legal Instruments \$500 (LSDRALEG)**

Teaches practical skills for assisting lawyers in drafting basic legal documents including: affidavits, complaints, motions, wills and contracts. Students will learn the basic components of these documents, where to find and how to use standard legal forms, and fundamental principles of effective legal writing.

Instructor: Jean Savanyu  
Tue. 6:00-9:00pm; Starts 10/28 (5 sess.)

#### **Contracts \$500 (LSCONTRA)**

Contracts are an essential area of legal knowledge. You will study contract formation, defenses to the existence of contracts, the different kinds of contracts, contracts for the sale of land (real property) and the Uniform Commercial Code which involves contracts for the sale of goods in the United States.

Instructor: Juan Soto  
Mon. 6:00-9:00pm; Starts 10/27 (5 sess.)

#### **Legal Research & Writing \$500 (LSLEGRES)**

Students learn the fundamentals of legal research; kinds of law books, casebooks and treatise; official vs. unofficial reporters; hands-on computer and library research; how to shepardize cases and basics of writing a legal memo.

Instructor: Jean Savanyu  
Tue. 6:00-9:00pm; Starts 9/9 (5 sess.)

#### **Litigation \$500 (LSLITIGA)**

A continuation of Intro to Law, this course focuses on causes of action, statutes of limitation, pleadings, provisional remedies, discovery, EBTs, motions to dismiss, summary judgment, settlement conferences, evidence, judicial discretion, judgments, enforcement and appeals.

Instructor: Kenneth Moltner  
Sat. 9:30-1:15pm; Starts 10/25 (4 sess.)

#### **English Writing for International Legal Professionals \$350 (ENWRLEG)**

English writing skills are an essential element for working in the legal profession in the United States. Many well-educated international legal professionals are hindered from taking their rightful place in the legal profession because they lack these skills. In the course, we will be concentrating on the elements of writing, paraphrasing and grammar necessary to succeed in the legal workplace through practice with legal related forms such as the legal memoranda, contracts, litigation papers and everyday attorney-client e-mail correspondence.

Instructor: Debbie Horwitz  
Mon. 7:40-9:40pm; Starts 9/8 (6 sess.) Skips 10/13

#### **Electives (Choose 3)**

##### **Bookkeeping & Budgeting \$450 (BOOBUD)**

This course is recommended for those who may be responsible for budgets and budgeting at work, in their small business or for their organization. The course will cover topics such as the basics of bookkeeping, organizing ledgers, working with spreadsheets to create and manage budgets, and budget projections.

Instructor: Jose Garriga  
Wed. 6:00-9:00pm; Starts 9/10 (5 sess.)

##### **Accounting \$500 (FACACCO)**

The course is designed to develop students' abilities to understand business transactions and financial statements and to determine the most appropriate financial measures for those events. There is an investigation of underlying rationale for accounting practices and an assessment of their effectiveness in providing useful information for

decision-making. Emphasis is placed on accounting practices which purport to portray corporate financial position, operating results, cash flows, manager performance and financial strength.

Instructor: TBA

Tue. & Thu. 7:40-9:40pm; Starts 9/9 (10 sess.)

### Microsoft Excel I \$375 (MICEX1)

Do you want to computerize your personal or business budget? Learn how to create, save, edit and format spreadsheets to assist in calculating expenses, payroll, budgets and other financial processes. Prerequisite: Windows experience.

Instructor: Iber Poma

Tue. 5:30-7:30pm; Starts 9/9 (6 sess.)

### Microsoft Excel II \$375 (MICEX2)

This course is a continuation of Introduction to Microsoft Excel. It includes different techniques of handling complicated formulas and charting; macros are covered as well. Prerequisite: Windows experience and completion of Microsoft Excel I or equivalent.

Instructor: Iber Poma

Tue. 5:30-7:30pm; Starts 11/4 (6 sess.)

## Combined Certificate in Legal Studies and Legal Assistant \$4,700

Students who obtain the Combined Certificate in Legal Assistant and Legal Studies will have a much broader knowledge of the legal field and will be more marketable. These legal skills can be used to pursue a career as Legal Assistant or Paralegal in law firms, corporate legal departments, government agencies, banks, legal aid societies, and federal and state courts. This dual certificate consists of 6 required courses and 6 electives for a total of 191 hours of study.

**Required Courses:** Introduction to Law, Legal Research and Writing, Drafting Legal Instruments, Litigation, Contracts, English Writing for International Legal Professionals

**Elective Course Options:** Excel 1 and 2, Accounting, Bookkeeping and Budgeting, and choice from Legal Studies elective course offerings. For a list of the Legal Studies electives, please visit: [www.hunter.cuny.edu/ce/certificates/legal-studies](http://www.hunter.cuny.edu/ce/certificates/legal-studies) or browse our online Continuing Education Catalog and/or program brochures.

## Legal Nurse Consultant Certificate \$3,700



The Legal Nurse Consultant (LNC) is part of an emerging field of experts contracted or employed by healthcare organizations including: hospitals, insurance companies and law firms. LNC is a professional addendum to a career in nursing for those who want to advance their careers or move into a new area beyond clinical practice by coupling broad clinical experience with training in the law and legal procedures.

LNCs assist with various areas including: medical records, case preparation and research, case settlement, hospitals' risk management and new medical products and life care planning. This program consists of 3 core paralegal courses and 5 healthcare law courses. Students must register for the complete certificate. Payment plans are available.

Admission requirements: Registered Nurse (RN) with 60 college credits, minimum 2000 hours clinical experience or by approval of the director, US license to practice. To apply, you must submit an application, resume, and one letter of recommendation.

Learn more at the Open House: Tuesday September 2, 2014 @6:00 pm  
RSVP at 212-650-3850 or [ce@hunter.cuny.edu](mailto:ce@hunter.cuny.edu)

## Legal Courses

### Legal Research & Writing \$500 (LSLEGRES)

Students learn the fundamentals of legal research; kinds of law books, casebooks and treatise; official vs. unofficial reporters; hands-on computer and library research; how to shepardize cases and basics of writing a legal memo.

Instructor: Jean Savanyu

Tue. 6:00-9:00pm; Starts 9/9 (5 sess.)

### Litigation \$500 (LSLITIGA)

This course focuses on causes of action, statutes of limitation, pleadings, provisional remedies, discovery, EBTs, motions to dismiss, summary judgment, settlement conferences, evidence, judicial discretion, judgments, enforcement and appeals.

Instructor: Kenneth Moltner

Sat. 9:30am-1:15pm; Starts 10/25 (4 sess.)

### Torts \$500 (LSTORT)

Torts are civil wrongs. The class will discuss the various kinds of torts (assault, defamation, negligence, medical malpractice, products liability, infliction of emotional distress, etc.) and the elements which need to be proved, various features of the CPLR (the basic guidebook of civil actions in New York) and tort doctrines such as: comparative negligence, res ipsa loquitor, and assumption of the risk.

Instructor: Ryan Goldstein

Thu. 6:00-9:00pm; Starts 10/23 (5 sess.)

## Healthcare Law Courses

### Introduction to Legal Nurse Consulting Seminar: Past and Present \$200 (LNCINT)

Students will review the role of LNCs from inception to present day practice. The seminar includes an overview of the judicial system as it relates to the healthcare system as well as the anatomy of a medical malpractice lawsuit. The Nurse Practice Act and Code of Professional Responsibility will be reviewed and negotiation skills and business planning will also be included. This course is a prerequisite for the remaining Healthcare Law courses. (6 hours)

Instructor: Paula Grant

Sat. 9:00am-4:00pm; Starts 9/20 (1 sess.)

### Medical Malpractice Law: Legal & Ethical Issues \$600 (LNCMEMA)

Legal theory will be examined as well as burdens of proof, the elements of a claim and common causes of action in a malpractice or negligence action. Common misconceptions regarding malpractice liability will be explored and students will analyze and discuss legal and ethical issues using case studies. We will also address pleadings, affirmative defenses to a claim, and the use of expert witnesses.

(6 classroom hours plus 12 hours self-study)

Instructor: Paula Grant

Sat. 9:00am-4:00pm; Starts 10/4 (1 sess.)

### Risk Management: Principles and Practice \$600 (LNCRIMA)

Students will study healthcare risk management, explore the components of a risk management plan including: loss control and loss prevention techniques, and the role of the LNC in the identification and management of risks. (6 classroom hours plus 12 hours self-study)

Instructor: Paula Grant

Sat. 9:00am-4:00pm; Starts 10/25 (1 sess.)

### Administrative Law \$500 (LNCADLAW)

The fundamental concepts of administrative law will be studied by examining the structure and function of administrative agencies and their processes for rule-making, decision-making and dispute resolution. The Nurse Practice Act will be used as a model for the study of regulation and case analysis will be used to examine constitutional limitations and judicial review. (6 classroom hours plus 9 hours self-study)

Instructor: Paula Grant

Sat. 9:00am-4:00pm; Starts 11/22 (1 sess.)

### **Alternative Dispute Resolution (ADR) \$600 (LNCALDI)**

This course will include an introduction to the ADR mechanisms with a focus on mediation and arbitration. The negotiation process and problem solving methods will be explored. Recent trends in the field, including the recent increases in ADR use in healthcare situations will be discussed. Interactive role playing will be utilized. (6 classroom hours plus 12 hours self-study)

Instructor: Paula Grant

Sat. 9:00am-4:00pm; Starts 12/20 (1 sess.)

### **Fitness Instructor Certificate \$3,200**



#### **Pay \$3,200 to Hunter College and \$125 to outside gym!**

Pump some iron while pumping up your resume. The need for qualified fitness instructors continues to grow. To meet this demand in a competent and professional way, Hunter College and top fitness experts created a hands-on program that will train you for a career in the fitness arena. There are **10** required courses.

#### **Certificate Requirements**

Progress is measured through examinations, research and writing assignments and classroom participation. A grade of A, B or C is required in each course for certification. Students are required to attend all classes and be on time. If an absence occurs, the student is responsible for making up the missed assignments. The instructor maintains and submits attendance records for each student.

#### **Open House**

For more information on this certificate, please attend the open house: Wednesday September 3, 2014 @ 6:00 pm  
RSVP at 212-650-3850 or ce@hunter.cuny.edu

#### **Required Courses**

##### **Anatomy & Kinesiology I \$500 (FIANAKI1)**

Learn the anatomical background essential for understanding human movement. Topics include: terminology for describing movement, skeletal, muscular and particular systems of the upper body and torso. Book: Anatomy Coloring Book and The Concise Book of the Moving Body (3rd Edition) by Wynn Kapit.

Instructor: Marie Scioscia

Mon. 6:30-9:20pm; Starts 9/15 (7 sess.) Skips 10/13

##### **Anatomy & Kinesiology II \$400 (FIANAKI2)**

The 2nd course applies the same principles of Anatomy and Kinesiology to the lower body. It provides hands-on experience using knowledge learned from both semesters. Required Book: The Concise Book of the Moving Body by Chris Jarmey.

Book: Anatomy Coloring Book and The Concise Book of the Moving Body (3rd Edition) by Wynn Kapit.

Instructor: Marie Scioscia

Mon. 6:00-8:30pm; Starts 11/17 (6 sess.)

##### **Introduction to Nutrition \$400 (FINUTFIT)**

This course is a dynamic overview of the relationship between diet and bodily structure, vitality and general state of wellness. Learn the process of how your food is converted into energy.

Required: Course manual (to be purchased in the first class)

Recommended book: Understanding Nutrition by Whitney Rolfes

Instructor: Francine Waxman

Sat. 2:00-5:30pm; Starts 9/20 (5 sess.) Skips 10/4

##### **Teaching Adult Fitness Level I \$400 (FITEAFI1)**

You will learn and practice the basic components of safe cardiovascular exercises and develop communication skills for creative effective teaching, group and private sessions. You will learn to cue suitable warm-ups and cool-downs to music using correct alignment during stretches and isolations. Students will teach a 5 minutes cardio-vascular segment of a class.

Instructor: Cathy Lloyd

Thu. 6:30-9:30pm; Starts 9/18 (5 sess.)

##### **Teaching Adult Fitness II: Strength Training \$500 (FITEAFI2)**

This participatory workshop emphasizes basic biomechanics and free weight training using state-of-the-art equipment needed for an effective workout. Learn verbal and tactile cueing techniques, progressions, safety precautions and injury prevention. A substantial knowledge of Anatomy is advised. There is an additional \$125 fee for the use of the gym.

Instructor: Gabe Marshall

Sat. & Sun. 2:00-5:00pm; Starts 11/1 (6 sess.)

##### **Teaching Adult Fitness III: Mat Exercise \$400 (FITEAFI3)**

This participatory workshop brings together practical and theoretical skills required to design and teach exercise programs and mat classes. Topics include: principles of body conditioning, core stabilization techniques, exercises from sports rehab, Pilates, Yoga, and dance- valuable for personal training as well as group classes.

Instructor: Joanne Bogoslaw

Thu. 6:45-9:45pm; Starts 11/13 (5 sess.) Skips 11/27

##### **Introduction to Exercise Physiology \$500 (FIINTEXP)**

This class studies the impact of exercise on the human body. We begin with understanding aerobic and anaerobic energy transfer, follow with study of the body's three major physiologic systems: pulmonary, cardiovascular and neuromuscular and conclude with discussion of initiating physiological adaptations through exercise rehab.

Required Book: Essentials of Exercise Physiology, 4th edition (2011), Katch, McArdle & Katch.

Instructor: Sherry Eyster

Not available this semester

##### **Fitness Evaluation \$325 (FIFITEV)**

Learn the elements of fitness assessment using current industry standards. Study pre-activity screening of clients, client risk stratification, preparing and leading clients through assessment tests and interpretation of test results. This course includes hands-on practice in measuring blood pressure, cardio-respiratory fitness, body composition and muscular strength and flexibility. Bring calculator, stopwatch & towel.

Suggested readings: ACSM's Guidelines for Exercise Testing and Prescription, 7th Edition; ACSM's Health-Related Physical Fitness Assessment Manual, 2nd Edition 2008.

Prerequisites: Anatomy 1 & 2; Nutrition; and Introduction to Exercise Physiology

Instructor: Gabe Marshall

Not available this semester

##### **Fitness for Older Adult \$200 (FITADULT)**

70 million people are turning 60 this year. Learn how working out improves physiological and psychological health of older adults. Muscular-Skeletal problems, diabetes, hypertension, coronary disease, arthritis, osteoporosis and psychological attitudes affecting workouts will be covered. Learn to design appropriate programs for mature adults, including: low-impact, weight training and chair exercises.

Instructor: Sybil Sidelman

Not available this semester

##### **Business of Fitness \$99 (FIELBU)**

This course focuses on getting started: where to begin, how to interview, information sources for equipment, music and all related business. Topics include: what clubs are looking for, insurance, liabilities, a review of communication skills and how to attract clients. A guest speaker will share how he/she developed a successful business.

Instructor: Christopher Kempksi

Not available this semester

### **Certificate in Interior Design \$1,950**

Do marble countertops, antique credenzas and paisley fabric swatches sound appealing? Hunter College's Certificate in Interior Design can help prepare you for an exciting career as an interior designer or provide inspiration for your home remodeling aspirations. With **5** required courses plus field trips to showrooms and antique auctions, you can begin your path to a perfectly coordinated career with a Certificate in Interior Design. Students wishing to receive the certificate must complete all 5 courses. Instructor: Annette Cohen



### Open House

For more information on this certificate, please attend the open house: Thursday October 2, 2014 @ 1:00pm. RSVP at 212-650-3850 or ce@hunter.cuny.edu.

### Fundamentals of Interior Design \$450 (IDFUNIND)

The components of interior design are covered in this survey of trends in furnishing, lighting, window treatments, color and fabrics. The proper relationship of line, form and color in room design is also explored. This course is structured to familiarize both the professional and personal home designer with the interior design field.

Instructor: Annette Cohen

Thu. 12:00-1:40pm; Starts 10/9 (6 sess.)

### History of Furniture Styles and Interiors \$450 (IDFURST)

This course will be an overview of traditional 18th-19th century to modern furniture of the 20th century. These lectures will cover the social, political and cultural contexts of these periods. We will stress craftsmanship, manufacturing quality and how copies and restoration affect auction and investment values. You will learn about famous designers and how to both identify these styles and how to use them in today's rooms. Individual research is suggested. Topics covered include: French, American, English, Scandinavian, Art Deco, Art Nouveau and other designs.

Instructor: Annette Cohen

Thu. 1:50-3:30pm; Starts 10/9 (6 sess.)

### Advanced Interior Design & Business Practices \$450 (IDADVINT)

This is a more advanced course requiring students to utilize previous skills and knowledge of the design process. Work boards of interiors will be evaluated in class using more advanced tools including color, lighting, materials and space planning. Presentation skills of these projects will be stressed and may be used for professional or personal use. Rendering or drafting are not required. Included will be Interior Design business practices such as record keeping and designer/client relationships.

Not available this semester

### Color Workshop \$450 (IDCOLWOR)

This class deals with various design problems and how to solve them. Instruction covers the uses of floor plans and furniture arrangement, with emphasis on color and texture in creating that professional look. Various materials, furniture styles, fabrics, carpeting, lighting, and accessories are also examined. No previous experience or prerequisites are required.

Not available this semester

### Collector's Trip \$450 (IDCOLTRI)

Students will go on antique and design visits including major auction houses and fine antiques galleries and learn about today's trends, pricing and quality craftsmanship.

Not available this semester

### Office Assistant Certificate \$1,800

Looking to add some pizzazz to your resume? Want to get that extra edge in today's job market? The Office Assistant Certificate provides students with the essential tools needed to get ahead in corporate America. The certificate consists of 6 required courses.

### How to Write Anything Well \$275 (HOWWRI)

There's nothing mysterious or mind-boggling about writing well. All it takes are some basic rules of grammar, punctuation, sentence structure and practice using all correctly and effectively. This course offers all that without boring you to death.

Instructor: Ellie Grossman

Thu. 7:15-8:45pm; Starts 10/9 (6 sess.)

### Bookkeeping & Budgeting \$450 (BOOBUD)

This course is recommended for those who may be responsible for budgets and budgeting at work, in their small business or for their organization. The course will cover topics such as the basics of

bookkeeping, organizing ledgers, creating and managing budgets using spreadsheets, and budget projections.

Instructor: Jose Garriga

Wed. 6:00-9:00pm; Starts 9/10 (5 sess.)

### Successfully Marketing and Promoting Any Business \$400 (SUCBUS)

Anyone can open up a small business, but actually turning a profit requires a serious understanding of marketing and promotion. This course teaches how to effectively communicate, market, promote and publish your services to a target market. You will learn the four P's of marketing: Product, Place, Price and Promotion, and how to successfully implement them into your business.

Instructor: Patrice Anderson

Thu. 6:00-9:00pm; Starts 9/25 (4 sess.)

### Microsoft PowerPoint I \$275 (MICPO1)

Students get started with PowerPoint, create and edit presentations, format text and print presentations. Students also work with proofing tools and objects, use WordArt and clip art, and build and play slide shows.

Instructor: Michael Nisbett

Thu. 5:30-7:30pm; Starts 9/18 (4 sess.)

### Microsoft Excel I \$375 (MICEX1)

Do you want to computerize your personal or business budget? Learn how to create, save, edit and format spreadsheets to assist in calculating expenses, payroll, budgets and other financial processes.

Prerequisite: Windows experience.

Instructor: Iber Poma

Tue. 5:30-7:30pm; Starts 9/9 (6 sess.)

### Microsoft Excel II \$375 (MICEX2)

This course is a continuation of Introduction to Microsoft Excel. It includes different techniques of handling complicated formulas and charting. Macros are covered as well. Prerequisite: Windows experience and completion of Microsoft Excel I or equivalent.

Instructor: Iber Poma

Tue. 5:30-7:30pm; Starts 11/4 (6 sess.)

### Microsoft Office Certificate \$2,350



The Microsoft Office Certificate helps you achieve the knowledge and expertise to use the many different Microsoft applications that are used in almost every office in every industry. Let the Microsoft Office Certificate be what sets you apart from the competition in today's fierce job market. Adding this certificate to your resume will demonstrate that you have a strong foundation of knowledge and the skills to use Microsoft Office. The certificate consists of 8 required courses.

Students must have basic computer skills to register for this certificate.

### Microsoft Access I \$375 (MICAC1)

In this course students learn how to design and create databases, retrieve and view data, sort, query their records, and generate reports and data entry forms. Prerequisite: Windows experience.

Instructor: Iber Poma

Tue. 7:40-9:40pm; Starts 9/9 (6 sess.)

### Microsoft Access II \$375 (MICAC2)

A continuation of level I, this course will cover in more depth how to create more complicated databases using the data in other programs, and more advanced reports and queries.

Instructor: Iber Poma

Tue. 7:40-9:40pm; Starts 11/4 (6 sess.)

### Microsoft Excel I \$375 (MICEX1)

Do you want to computerize your personal or business budget? Learn how to create, save, edit and format spreadsheets to assist in calculating expenses, payroll, budgets and other financial processes.

Prerequisite: Windows experience.

Instructor: Iber Poma

Tue. 5:30 -7:30pm; Starts 9/9 (6 sess.)

### Microsoft Excel II \$375 (MICEX2)

This course is a continuation of Introduction to Microsoft Excel. It includes different techniques of handling complicated formulas and charting. Macros are covered as well. Prerequisite: Windows experience and completion of Microsoft Excel I or equivalent.

Instructor: Iber Poma

Tue. 5:30 -7:30pm; Starts 11/4 (6 sess.)

### Microsoft PowerPoint I \$275 (MICPO1)

Students get started with PowerPoint, create and edit presentations, format text and print presentations. Students also work with proofing tools and objects, use WordArt and clip art, and build and play slide shows.

Instructor: Michael Nisbett

Thu. 5:30-7:30pm; Starts 9/18 (4 sess.)

### Microsoft PowerPoint II \$275 (MICPO2)

Students work with the drawing toolbar, create charts and tables, create organization charts and add multimedia elements. Students will also work with color schemes and templates, animate text and objects, link slides, and save presentations in other formats. You will also learn some powerful presenting techniques! Learn how to pull out all the stops to capture and keep your viewer's attention.

Instructor: Michael Nisbett

Thu. 5:30-7:30pm; Starts 10/30 (4 sess.)

### Microsoft Word \$325 (MICWORD)

After completing this course you will know how to open a Word document, navigate using the scroll bars, switch document views, create and save documents, select text by using the keyboard or the mouse and access the Help menu. Other features which will be covered are: cutting, copying and pasting text, changing the appearance of text, setting tabs, apply bullets or numbering, and changing line spacing and paragraph format. Also, students will learn the basic features of creating a table, adding text in a table, formatting and changing the structure of a tables, inserting graphics and clip art, and various other features.

Instructor: Petrona Brenes

Sun. 1:30-4:00pm; Starts 9/21 (4 sess.) Skips 10/12

### Microsoft Word II \$325 (MICWO2)

The objectives of this course include: importing and exporting styles; and creating and organizing a document outline. Students will learn how to modify and override styles, create and format sections of text by using section breaks, headers and footers, page numbers, and formatting text into columns, create documents from a template; save and use original templates; insert and modify text boxes and shapes. This course includes use of WordArt, drop caps, and other character styles. Students will learn to track changes while editing, reviewing and accepting revisions; view changes by different reviewers; align text in a table; merge and split cells; change text orientation; change table borders and cell shading.

Instructor: Petrona Brenes

Sun. 1:30-4:00pm; Starts 11/9 (4 sess.)

## Combined Microsoft Office/Office Assistant Certificate \$3,400



This dual certificate teaches you the practical office skills and Microsoft Office Suite program knowledge needed to be successful in any office setting. This certificate consists of **11** required courses: Microsoft Access 1 and 2, Microsoft Excel 1 and 2, Microsoft PowerPoint 1 and 2, Microsoft Word 1 and 2, How to Write

Anything Well, Bookkeeping and Budgeting, and Successfully Marketing and Promoting any Business.

## Real Estate Certificate \$550

### Open House

For more information on this certificate, please attend the open house: Monday, September 15, 2014 @6:00pm; RSVP at 212-650-3850 or ce@hunter.cuny.edu

### Real Estate License 32-hour Remedial \$350 (REAL32)

This remedial Real Estate Salesperson Qualifying Course requires 30 hours of instruction plus a 2-hour exam. It is intended for: 1) Students who completed a 48-hour salesperson pre-qualifying course, but did not obtain a salespersons' license prior to June 30, 2008. 2) Students who started but did not complete the 48-hour salesperson pre-qualifying course prior to June 30 and must either take the 32-hour Remedial or complete their time in a 78-hour salesperson pre-qualifying course. 3) Licensed real estate salespersons who were licensed prior to June 30, 2008 and now want to apply for a brokers' license.

Instructor: William Schwartz

Mon. & Thu. 5:40-9:40pm; Starts 9/22(8 sess.) Skips 9/25, 10/9, 10/13, 10/16

### Introduction to Real Estate \$350 (INTREES)

This is a non-license course for students who want to obtain an overview of the real estate industry and profession. Students will be permitted to take any forty hours or ten evening sessions from the real estate salesperson license pre-qualifying curriculum. Recommended subjects include: Commercial Investment, Property Management, Land Use, Construction and Environment, Mortgages, Income Tax Issues, Legal Issues, Condominiums and Cooperatives, Title and Closing, and Valuation.

Instructor: William Schwartz

Mon. & Thu. 5:40-9:40pm; Starts 9/22 (10 sess.) Skips 9/25, 10/9, 10/13, 10/16, 11/27

### Real Estate Salesperson Pre-Qualifying Course- 75 hours \$550 (REASAL)

This New York State approved course is a key step in the process of becoming a New York State Licensed Real Estate Salesperson. Upon completion of the Pre-Qualifying Course and passage of a 3-hour New York State Certified School exam you will earn a Hunter College Certificate of Satisfactory Completion. With School Certification and completion of all other New York State requirements, you will receive your New York State Real Estate Salesperson's License. The course is fully approved by the New York State Department of State and fulfills the educational requirements for licensure as a New York State Licensed Real Estate Salesperson.

Instructor: William Schwartz

Mon. & Thu. 5:40-9:40pm; Starts 9/22 (20 sess.) Skips 9/25, 10/9, 10/13, 10/16, 11/27

## Business Communication Certificate \$3,400

Effective communication is the most important quality needed to achieve success, both personally and professionally. The Business Communication Certificate concentrates on written and oral communication to prepare students for a wide variety of careers in fields such as entertainment, healthcare, public relations, advertising publishing, technology and many other professional areas. Let the Business Communication Certificate program be the first stop on your path to a successful career achieved with the aid of effective and precise communication techniques. This certificate consists of **8** required courses and **2** electives.

### Business Writing \$350 (BUSWRI)

In this course, students will analyze, practice and improve their skills in written business communication including: business letters, reports, memos, summaries, email messages. The course will also address grammar and specialized business terminology to enhance professional communication.

Instructor: Debbie Horwitz

Thu. 7:40-9:40pm; Starts 9/11(6 sess.)

### Introduction To Technical Writing \$350 (INTECWR)

This class will help you define technical writing and learn different types of writing. You'll learn how to use a writing inventory and understand your role as a technical writer. We'll cover writing as a process which includes preparation, research, organization, and identifying topic sentences and formulating supporting details. From writing a rough draft to revising and editing, you'll learn practices to employ and pitfalls to avoid. Other topics include ethics, the communication dilemma, types of technical correspondence, and the seven principles of good writing. Instructor: Dr. Claudia Boros  
Sat. 10:00am-12:25pm; Starts 10/4 (5 sess.)

### Speaking Persuasively \$350 (SPEPER)

Students will vastly improve their public speaking skills while learning and practicing the art of persuasion. Topics include: stage fright, body language, psychological variables of an audience, changing attitudes, speech organization, assertive communication and impromptu speaking. Instructor: Tonietta Moffett  
Thu. 6:00-8:30pm; Starts 10/23 (5 sess.)

### Marketing 101 \$500 (BCMAR101)

Students learn the core marketing activities, including segmentation, research, consumer behavior, product strategy, pricing, promotion and distribution. Marketing principles, policies, and practices used by manufacturers, wholesalers, and retailers will also be covered. The factors of consumer behavior and motivation will be analyzed to provide an understanding of market planning. The system of distribution of goods from the producer to the consumer will also be discussed. Instructor: Patrice Anderson  
Mon. 6:00-9:00pm; Starts 9/15 (5 sess.) Skips 10/13

### New Media: Writing for the Web and Beyond \$400 (BCNEMED)

Social networking is a booming internet industry that can be utilized for business growth and promotion by even the most technologically challenged. This course will explore the advantages of internet outlets, such as blogging and Facebook, and teach students how to use these tools for the benefit of their business no matter the individual's level of online communication knowledge. By the end of the course, students will have prepared web-based publications, learned the fundamentals needed to create dialogue, and grown familiar enough with sites like Twitter to effectively build a community around their business. Instructor: Debbie Horwitz  
Sat. 1:30-4:30pm; Starts 11/8 (5 sess.) Skips 11/29

### Editing & Publishing Workshop \$400 (BCEDPUW)

The role of the editor and proofreader is invaluable. One missed error can cost a company tens of thousands of dollars. In this course, students will learn basic copy editing and proofreading skills that they can take into the work world as a freelance or full-time editor or proofreader. You will also learn the importance of style sheets and how to draft a good one, how to think like an editor, and how to query authors. Assignments will include editing articles from the print media, creating headlines that fit specific formats, and choosing photos that best illustrate your manuscript. By the end of the class, students will have a solid foundation to interview for a job as an editor or proofreader in a variety of communications specialties. Instructor: Debbie Horwitz  
Not available this semester

### Public Relations \$500 (BCPUBRE)

PR is incorporated into the functions of any successful business from Silly Bands to Starbucks. This class addresses the idea of PR strategy and effectiveness through print, broadcast, and online outlets, as well as PR's presence in advertising, marketing, and journalism. Students will create their own press kits, including a press release, fact sheet, background, and bios that can be used to promote any product or business or possibly a career in Public Relations. Instructor: Debbie Horwitz  
Tue. 5:30-7:40pm; Starts 10/7 (7 sess.)

### Print Media: Books, Magazines, & Newspapers \$400 (BCPRIME)

The world of publishing can be a bit intimidating to a budding journalist or a mom with a great children's story idea, but with the help of this

course, which offers an in-depth look into print media, anyone can prepare for a career in publishing. Topics we'll consider: independent vs. mainstream publishing houses, agents, niche publishing, writing and marketing basics. Aside from learning what makes a publication successful and who plays what role, students will develop their own publication proposal and take a look at the newest additions to the publishing world, such as e-books and online self-publishing. Instructor: Debbie Horwitz  
Tue. 7:50-9:55pm; Starts 10/7 (7 sess.)

### Electives

### English Writing For International Legal Professionals \$350 (ENWRLEG)

English writing skills are an essential element for working in the legal profession in the United States. Many well-educated international legal professionals are hindered from taking their rightful place in the legal profession because they lack these skills. In the course, we will be concentrating on the elements of writing, paraphrasing and grammar necessary to succeed in the legal workplace through practice with legal related forms such as the legal memoranda, contracts, litigation papers and everyday attorney-client e-mail correspondence. Instructor: Debbie Horwitz  
Mon. 7:40-9:40pm; Starts 9/8 (6 sess.)

### English Writing For Health Care Professionals \$350 (ENWRHEA)

English writing skills are an essential element for working in the health care profession. Many well-educated health care professionals are hindered in their effort to secure and succeed in the health care workplace because of writing and related grammar issues. In this course, we will be concentrating on the elements of writing and grammar necessary for success through related forms such as requests, charts, letters, memos and case studies. Instructor: Debbie Horwitz  
Thu. 5:30-7:30pm; Starts 9/11 (6 sess.)

### Medical Coding and Billing Certificate \$3,200 (with ICD-10 \$3,600)

The Medical Coding and Billing Certificate program is designed for students who wish to acquire a thorough understanding of human anatomy, the language used in the medical profession, regulations that govern the practice of medicine, and the knowledge of how to correctly code and bill for services provided. The need for medical records and health information technicians is growing in leaps and bounds, requiring trained professionals capable of correctly coding and documenting new and established procedures to pass potential audits by federal as well as private insurance payers. Upon completing the Medical Coding and Billing Certificate program, students can anticipate being employed in physicians' offices, multi-specialty group practices, insurance companies, outpatient care facilities, and government agencies, thus opening the door to a wide array of career opportunities. This program consists of 5 required courses which must be taken in the order listed except for 'Regulations', which can be taken at any time.



For more information, please attend the open house: Wednesday August 27, 2014 @6:00pm; RSVP at 212-650-3850 or ce@hunter.cuny.edu

**A note to our students:** The Commission on Certification for Health Informatics and Information Management (CCHIIM) has determined that all certification exams will continue testing on ICD-9-CM until a new coding classification system is officially implemented. The implementation of ICD-10-CM/PCS will be delayed for a minimum of one year. Continuing Education will offer ICD-10 as an optional course for students who complete the Medical Coding & Billing Certificate.

### **Medical Terminology \$1000 (MBMEDTE)**

This course will provide the framework needed to understand medical terms through the analysis of word components. This will include an in-depth study of prefixes, suffixes, word roots, connecting and combining forms. Students will acquire an understanding of medical terms by dissecting terms into their component parts. Students will also learn terms applicable to the structure, function, and diseases of the human body. This course is a prerequisite for the remaining courses in this program.

Instructor: Georgeann DiGangi

Tue. & Thu. 6:00-8:30pm; Starts 9/9 (16 sess.)

### **ICD-9 Coding \$800 (MBICDCO)**

This course will emphasize the fundamentals of assigning International Classification of Diseases, ICD-9-CM, codes. Students will learn the history of coding and coding conventions. Coding exercises will be explored and coding and billing issues will be reviewed.

Instructor: Rosemary Todd, Kathura Jones

Section 1: Tue. & Thu. 6:00-9:00pm; Starts 9/9 (10 sess.)

Section 2: Tue. & Thu. 6:00-9:00pm; Starts 11/11 (10 sess.) Skips 11/27

### **CPT-4 Coding \$1000 (MBCPTCO)**

This course is designed to provide the student with an understanding of coding medical procedures and the accurate utilization of assigned codes. The classification system for coding medical procedures will be reviewed through in-depth coverage of the correct usage of the Current Procedural Terminology Manual, CPT-4 and the Health Care Financing Administration Common Procedure Coding System, HCPCS and Level II codes.

Instructor: Rosemary Todd

Tue. & Thu. 6:00-9:05pm; Starts 10/28 (13 sess.) Skips 11/11-11/13, 11/27

### **Medical Billing \$450 (MBMEBIC)**

Students will learn the theory and basic financial techniques utilized in a physician's office and other health care facilities. This will include gaining an insight into the administrative and clerical aspects of a medical office. This class also explores the principles and applications of medical and financial records management, billing details, appointment scheduling, insurance processing and accounts receivable. Students will also be given the opportunity for practical application of lessons learned using medical billing software.

Instructor: Joseph Waiters

Wed. 6:00-9:45pm; Starts 1/7 (4 sess.)

### **Regulations \$350 (MBREGU)**

This course is designed to give students an understanding of the legal and ethical issues encountered in the delivery of health care services. Students will learn regulations and procedures for claims filed with government agencies. This will include discussions of fraud and abuse, the National Correct Coding Initiative, NCCI, as well as current health care legislation. Note: This course can be taken at any time.

Instructor: Rosemary Todd

Mon. 6:00-9:20pm; Starts 1/5 (3 sess.) Skips 1/19

### **Optional Course:**

Certificate fee is \$3600 if selected.

### **Accelerated ICD-10 \$500 (MBICD-10)**

This class will prepare you for the transition to ICD-10 taking effect in 2015. This class will also cover the coding conventions and guidelines unique to ICD-10-CM for all those involved with their organization's transition to ICD-10.

Instructor: Rosemary Todd

Tue. & Thu. 6:00-9:15pm; Starts 1/6 (5 sess.)

### **Combined Certificate in Outpatient and Inpatient Medical Billing \$4,300 (with ICD-10 \$4,600)**

This program begins with an overview of coding and billing for hospital services. The first course is focused specifically on outpatient coding and billing. The second course covers coding and billing for inpatient services. Students will further develop proficiency in basic coding and billing skills while expanding knowledge of technical services in coding

and billing, as well as gain insight into guidelines and principles for facility inpatient and outpatient coding and billing, including assigning ICD-9-CM diagnostic codes, ICD-9-CM procedure codes, and CPT & HCPCS procedure codes in multiple inpatient and outpatient settings. Students will also have an understanding of all major steps in a hospital's revenue cycle, payer-specific payment methodologies and regulatory guidelines for coding and billing facility services through review of assigned reading materials, attendance and participation in class time lectures. By the end of this program, students will be able to demonstrate proficiency in the basic concepts of coding and billing for facility inpatient and outpatient services through completion of assigned practice exercises and case studies and pass a written examination demonstrating understanding and competency in the above.

Prerequisites: Students interested in this program must complete all 5 courses outlined in the Medical Coding & Billing Certificate as well as the 2 courses below.

### **Outpatient Facility Coding \$700 (MBOUFC)**

Instructor: Valerie Fernandez

Tue. 6:00-10:00pm; Starts 11/4 (6 sess.)

### **Inpatient Facility Coding \$700 (MBINPFC)**

Instructor: Valerie Fernandez

Tue. 6:00-10:00pm; Starts 9/16 (6 sess.)

### **Certificate in Small Business and Entrepreneurship \$3,600**

Dreaming of opening up your own pastry shop or selling your hand-made pottery from the convenience of your home computer? Small businesses play a crucial role in the United States economy, but there is more to being a successful entrepreneur than producing a great idea. The Small Business and Entrepreneurship Certificate identifies the foundation of business, the skills, and the knowledge needed to run a successful business for profit. Designed in development with the Project for Return and Opportunity in Veterans Educations (PROVE) in an effort to promote and expand small business opportunities for student veterans as they transition from military life to student life, the Small Business and Entrepreneurship Certificate program can benefit all students, including non-veterans, who wish to make their dream a reality. This certificate is open to all interested participants, including non-veterans, and consists of 8 required courses and 2 electives.

### **Accounting Basics for Non-Accountants \$350 (ACCBAS)**

This course is intended to provide beginners with a foundation in the concepts of financial accounting. Topics include: setting up general ledger systems, essential financial processing systems, concepts of accounts receivable and accounts payable systems, and general ledger accounting. Note: Students must have basic computer skills.

Instructor: Boris Fridkin

Not available this semester

### **Successfully Marketing and Promoting Any Business \$400 (SUCBUS)**

Anyone can open a small business, but actually turning a profit requires a serious understanding of marketing and promotion. This course teaches how to effectively communicate market, promote and publish your services to a target market. Students will learn the four P's of marketing: Product, Place, Price and Promotion, and how to successfully implement them into their business.

Instructor: Patrice Anderson

Thu. 6:00-9:00pm; Starts 9/25 (4 sess.)

### **Understanding Business \$350 (SBUNDBUS)**

This course is intended to provide an overview of general business principles. This course will introduce students to the environment in which business is transacted in modern times by presenting an overview of functional areas of business and the basic concepts of the business world.

Instructor: Shelby Banks

Sat. 1:15-4:15pm; Starts 9/20 (5 sess.)

### **How to Start a Small Business \$600 (SBSMABUS)**

This course is designed to teach the “What, Why, and How” of entrepreneurship. This will help seasoned business owners maximize their bottom lines and will teach potential business owners how to become business ready. Students learn about the personal attributes of successful entrepreneurs and are given the opportunity to put their ideas into focus by conducting the research needed to develop an action plan and prepare a presentation of this research to prospects. By the end of the course, students will demonstrate the knowledge and skill-set needed to start a business. Prerequisite: Understanding Business.

Instructor: Shelby Banks

Sat. 10:00am-12:30pm; Starts 9/20 (8 sess.)

### **Business Law for Small Business Owners \$500 (LSBLSO)**

This course is designed to familiarize students with the law as it affects business personnel and social activities. A study of basic legal principles and procedures in addition to such topics as the origin and kinds of law, the law of contracts, sales, commercial paper, and of agency and employment will provide the student with an understanding of the rights and duties of individuals and businesses.

Instructor: Juan Soto

Wed. 6:00-9:00pm; Starts 10/15 (5 sess.)

### **Financial Planning \$500 (FACFIPL)**

A comprehensive course on financial planning that focuses on major areas of financial planning process and money management. A diverse range of topics are covered including time value calculations, budgeting, banking, insurance, financial analysis, as well as retirement planning, estate planning, and investment planning. Students will gain substantial understanding of the key financial planning disciplines and their real-world application and acquire tools for problem solving and financial decision making.

Instructor: TBA

Mon. & Wed. 7:40-9:40pm; Starts 9/8 (10 sess.)

### **Small Business Management \$500 (FASMBUM)**

This course focuses on the study of Managing a Small business. In this class the student will learn and understand the various functions of running & managing a small business. From putting together a budget and a business plan to forecasting expenses; the student will be taking a tour of though the various departments, from Human Resources to Accounting and Advertising and get a thorough idea of the impact of good planning and decision making.

Instructor: Alberto Prieto

Mon. & Wed. 7:40-9:40pm; Starts 10/27 (10 sess.) Skips 11/26

### **Business Practices \$500 (FABUSPR)**

This course addresses the importance of one’s role in the functioning of a company and the potential impact one’s own performance can have on the success of the organization. Understanding the organizational structure, culture diversity in the workplace including levels of management & supervision, teamwork, group dynamics, and professional development with a focus on communication as it relates to co-workers, supervisors and customers. Students will learn to organize and express ideas, deliver oral presentations to different audiences, and work with others to make decisions and solve problems.

Instructor: Alberto Prieto

Mon. & Wed. 5:40-7:30pm; Starts 10/27 (10 sess.)

### **Electives**

#### **Bookkeeping & Budgeting \$450 (BOOBUD)**

This course is recommended for those who may be responsible for budgets and budgeting at work, in their small business or for their organization. The course will cover topics such as the basics of bookkeeping, organizing ledgers, creating and managing budgets using spreadsheets, and budget projections.

Instructor: Jose Garriga

Wed. 6:00-9:00pm; Starts 9/10 (5 sess.)

#### **Business Writing \$350 (BUSWRI)**

In this course, students will analyze, practice and improve their skills in written business communication including: business letters, reports, memos, summaries, email messages. The course will also address

grammar and specialized business terminology to enhance professional communication.

Instructor: Debbie Horwitz

Thu. 7:40-9:40pm; Starts 9/11 (6 sess.)

### **Dynamic Selling For Your Small Business \$175 (SBDDYSB)**

One of the biggest challenges to becoming a small business owner is effectively selling your product or service to a consumer. This class will offer practical solutions for acquiring and retaining your customers, how to create a prospect list, how to follow up with your customers properly and how to train your employees to become sales champions. We will explore human sigma and other specific marketing strategies that will help you create an initial plan for your business start-up.

Prerequisites: understanding business course

Instructor: Shelby Banks

Tue. 7:00-9:00pm; Starts 11/4 (6 sess.)

### **Introduction to the Sustainability \$200 (INTSUS)**

This class is an introduction to the concepts of sustainability. The class will begin with an overview of the current environmental crisis and will proceed with discussions about waste prevention, energy conservation, water conservation, green forms of transportation, environmentally responsible consumerism, green business and other ways that each person can make changes in their lifestyle to reduce their environmental impact.

Instructor: Leslie Edward Judd

Mon. 6:00-9:00pm; Starts 9/15 (4 sess.)

### **Microsoft Excel I \$375 (MICEX1)**

Do you want to computerize your personal or business budget? Learn how to create, save, edit, format spreadsheets to assist in calculating expenses, payroll, budgets and other financial processes. Prerequisite: Windows experience.

Instructor: Iber Poma

Tue. 5:30 -7:30pm; Starts 9/9 (6 sess.)

### **Microsoft Excel II \$375 (MICEX2)**

This course is a continuation of Introduction to Microsoft Excel. It includes different techniques of handling complicated formulas and charting. Macros are covered as well. Prerequisite: Windows experience and completion of Microsoft Excel I or equivalent.

Instructors: Iber Poma

Tue. 5:30- 7:30pm; Starts 11/4 (6 sess.)

## **Finance and Accounting Certificate \$3,700**

This certificate provides an understanding of the finance decision-making process and insights into how financial markets function. The curriculum provides an integral part of the education for students seeking finance positions in financial institutions, industry, government or nonprofit institutions. Courses in finance are divided into two broad categories. One category focuses on microfinance issues: corporation finance and investments. The second category focuses on macro-finance issues: financial markets and the international financial system. All finance courses apply economic analysis, accounting, and quantitative methods to the financial questions encountered. The Finance and Accounting Program has a broader spectrum on how all businesses should be in collaboration and is home to a unique world-renowned faculty. Some of our faculty serve as government advisers, consultants to leading firms and major government agencies, journal editors, trustees and directors of corporate and nonprofit firms. This comprehensive certificate consists of **6** required courses and **2** electives.

For more information, please attend the open house: Tuesday August 26, 2014 @ 6:00pm. RSVP at 212-650-3850 or ce@hunter.cuny.edu

### **Accounting \$500 (FACACCO)**

The course is designed to develop students’ abilities to understand business transactions and financial statements and to determine the most appropriate financial measures for those events. There is an investigation of underlying rationale for accounting practices and an assessment of their effectiveness in providing useful information for decision-making. Emphasis is placed on accounting practices, which

purport to portray corporate financial position, operating results, cash flows, manager performance and financial strength.

Instructor: TBA

Tue. & Thu. 7:40-9:40pm; Starts 9/9 (10 sess.)

### **Auditing (Finance) \$500 (FACAUDI)**

An intensive study is made of fundamental concepts and principles underlying the examination of the financial statement by the independent public accountant. Auditing and reporting standards and the responsibilities assumed by the auditor in the attest function are analyzed within the broad framework of the code and principles of professional conduct.

Emphasis is placed on the evaluation of evidential matter and the system of internal control. Current literature is examined, including the publications of the AICPA Auditing Standards Board.

Instructor: TBA

Tue. & Thu. 5:30-7:30pm; Starts 9/16 (10 sess.)

### **Taxation \$500 (FACTAXA)**

The purpose of this course is to develop a basic understanding of federal income taxation to provide tools for a practical application to business and non-business situations. This course includes topics such as capital asset and property transactions, business and personal deductions, depreciation, depletion, accounting methods and periods, retirement plans, tax credits and the alternative minimum tax system. While the emphasis is on business income of individuals, the course also provides an introduction to the taxation of corporations and partnerships. During fall semesters, students are required to enter the annual tax tournament scheduled for late November. Students in spring semesters are required to complete a group take-home project similar to the tax tournament case study.

Instructor: TBA

Tue. & Thu. 7:40-9:40pm; Starts 10/28 (10 sess.) Skips 11/27

### **Corporate Finance \$500 (FACCOFI)**

This course analyzes the major financial decisions facing corporate managers. The major topics include investment valuation (capital budgeting), capital structure and dividend policy, and mergers and acquisitions. There will be emphasis on both developing the tools and mindset of the financial practitioner as well as examining specific applications in the form of examples and several case discussions.

Instructor: TBA

Tue. & Thu. 5:30-7:30pm; Starts 10/28 (10 sess.) Skips 11/27

### **Financial Planning \$500 (FACFIPL)**

A comprehensive course on financial planning that focuses on major areas of financial planning process and money management. A diverse range of topics are covered including time value calculations, budgeting, banking, insurance, financial analysis, as well as retirement planning, estate planning, and investment planning. Students will gain substantial understanding of the key financial planning disciplines and their real-world application and acquire tools for problem solving and financial decision making.

Instructor: TBA

Mon. & Wed. 7:40-9:40pm; Starts 9/8 (10 sess.)

### **Portfolio Management \$500 (FACPOMA)**

This course provides an overview of investment banking and the forces that continue to change it worldwide. Students will examine each of the principal businesses in which investment banks and related financial service firms have been involved, including: raising capital; advising on mergers and acquisitions; serving as a broker/dealer; trading and investing the firm's own capital; and managing the assets of institutions and individuals. Course themes include the interplay of regulation, globalization, and technology; the emergence of private equity funds and hedge funds as both critical clients and potential competitors for the major investment banks; the search for new, high-margin products; and the changing relationships among groups within a bank.

Instructor: TBA

Mon. & Wed. 5:30-7:30pm; Starts 9/8 (10 sess.)

### **Electives (Choose 2)**

### **Small Business Management \$500 (FASMBUM)**

This course focuses on the study of Managing a Small business. In this class the student will learn and understand the various functions of running & managing a small business. From putting together a budget and a business plan to forecasting expenses; the student will be taking a tour of though the various departments, from Human Resources to Accounting and Advertising and get a thorough idea of the impact of good planning and decision making.

Instructor: Alberto Prieto

Mon. & Wed. 7:40-9:40pm; Starts 10/27 (10 sess.) Skips 11/26

### **Business Practices \$500 (FABUSPR)**

This course addresses the importance of one's role in the functioning of a company and the potential impact one's own performance can have on the success of the organization. Understanding the organizational structure, culture diversity in the workplace including levels of management & supervision, teamwork, group dynamics, and professional development with a focus on communication as it relates to co-workers, supervisors and customers. Students will learn to organize and express ideas, deliver oral presentations to different audiences, and work with others to make decisions and solve problems.

Instructor: Alberto Prieto

Mon. & Wed. 5:30-7:30pm; Starts 10/27 (10 sess.) Skips 11/26

### **Electives not offered this semester:**

Corporate Governance \$500

Economics \$500

Financial Management \$500

Financial Risk Management \$500

## **Computer Network Tech Certificate \$1,300**



Networking can be defined simply as an arrangement where two or more computers are connected together using some devices (e.g. cables or other mediums) that enable the users of the computer system to share devices (e.g. a printer) or data that is located on one of the computers, avoiding the need to duplicate such resources. This certificate program prepares students for careers in the computer networking field. To get the certificate you must complete both levels.

### **Computer Network Tech I (Basic) \$700 (COMNETEC)**

This course will provide the students with the basic knowledge and skills in: Networking Basics; Characteristics; Topologies; Media; Architectures; LANs, MAN, WANs; Internet; Networking Equipments; Hardware devices; Software – NOS intro; The OSI Model; Introduction TCP/IP; Protocol Suite; Fundamentals; Utilities; Services; Looking Ahead: Introductory Concepts; VOIP Voice & Video over IP; Remote Connectivity/VPN; Network; operating System variants; Network installation; and Network Security.

Instructor: TBA

Not available this semester

### **Computer Network Tech II (Advanced) \$700 (COMNETE2)**

This course provides students with the added knowledge and skills needed in the computer networking field in the following capacities: Review of Networking Basics; TCP/IP – Protocols and Standards (Revisited); Subnetting and Routing, Utilities, etc; The OSI Model a closer look; Network Operating Systems variants; Wired and Wireless Networks; WANS and Remote Connectivity, VPN; Network Infrastructure; Network Implementation Design; Installation, etc; Network Management & Support; Network Security & Disaster Recovery; and Network Troubleshooting.

Instructor: TBA

Not available this semester

## **Certificate in Computer Technician \$1,300**

These courses introduce you to the basic concepts and mechanics of PC support with emphasis on the concepts at this basic level and more emphasis on the mechanics at the advanced level. To get the certificate you must complete both levels.

### **Computer Technician I (Basic) \$700 (COMTHE)**

This course introduces students to the basic concepts of PC support with emphasis on the theory at this Basic level of the following: PC System Overview; The Typical Personal Computer (PC); The Hardware System; The Software System; The Operating System; Internal Devices; The Motherboard; The Microprocessor (CPU); BIOS; Bus Structures; Memory Systems; Data Storage Systems; Power Supplies; External Devices; I/O Ports; Output Devices; Printers; Looking Ahead: Portable Systems; Introduction to Networking; PC Malfunction and Maintenance.  
Instructor: TBA

Not available this semester

### **Computer Technician II (Advanced) \$700 (COMTHE2)**

This course teaches the practical aspects of PC support which builds on the theoretical concepts learned at the basic level. This course covers: the Total PC System: Keeping the System Operating; Hardware variants: Portable Systems; Software/Operating System variants; Networking; Assembling and Disassembling the PC; PC Malfunction; Viruses; Troubleshooting; Preventive Maintenance; and Customer Support/Communications.  
Instructor: TBA

Not available this semester

## **Graphic Design Certificate \$4,950**



Turn your doodles into a Graphic Design career. Graphic design is present in everything from human anatomy textbooks to Halloween decorations & DVD covers, thus providing a wide variety of careers underneath the Graphic Design umbrella. The Graphic Design Certificate prepares those who wish to pursue a career in Graphic Design with the knowledge and ability to create digital

and web designs for a professional portfolio. This comprehensive certificate consists of **13** required courses which provide students the theory and hands-on applications needed to succeed as a Graphic Designer.

Learn more at the Open House: Wednesday September 3, 2014 @ 6:00pm  
RSVP at 212-650-3850 or [ce@hunter.cuny.edu](mailto:ce@hunter.cuny.edu)

### **Course Materials, Books, Software**

Students registered for this certificate must purchase CS6 Creative Suite Premium. Students receive their Hunter College ID 48 business hours after registration. With a Hunter ID, students can subscribe to Adobe icloud to access the software, where users pay a monthly student fee to have access to all adobe products.

### **Visual Design for Everyone \$550 (GDVIDEEV)**

This is an introductory course for people who have not studied design, but want to learn the basics of visual communication and design. You will become an effective designer through concept development, project planning and production, and development of critical skills. Using traditional media, you will learn how to integrate the elements of visual design: format, line, shape, value and type with the principles of visual design: proximity, contrast, balance, symmetry, alignment, repetition and unity. Finally, we will examine aesthetic and conceptual topics, like color theory, value, texture, pattern, icons, symbolism, perspective, overall look-and-feel, and the concept of 'gestalt': unified and consistent design.

Instructor: Dorothy Kopelman

Section 1: Mon. 5:30-7:30pm; Starts 9/15 (10 sess.) Skips 10/13

Section 2: Mon. 3:15-5:15pm, Starts 9/15 (10 sess.) Skips 10/13

### **Adobe InDesign I \$375 (GDADOIN1)**

Learn this popular graphic design program from a computer graphics professional in a relaxed, fun classroom atmosphere. In this course, students will learn to set up documents, work with text and type styles, add color, work with tables, use transparency and other effects, and bring in graphics to your InDesign projects.

Instructor: Tony Aromando

Section 1: Wed. 5:30-7:30pm; Starts 9/10 (6 sess.)

Section 2: Wed. 3:00-5:00pm; Starts 9/10 (6 sess.)

### **Adobe InDesign II \$375 (ADOIN2)**

Take it to the next level using advanced techniques in creating and using Paragraph Styles, Character Styles, Object Styles, and Table Styles. Topics include: creating lists, Nested Paragraph Styles, using Find/Change, creating a TOC and an Index. This course also covers the secrets of good Typography Kerning, Tracking, Justification, Special Characters, and White Space.

Instructor: Tony Aromando

Wed. 7:40-9:40pm; Starts 10/29 (6 sess.) Skips 11/26

### **Adobe Photoshop I \$375 (GDADOPH1)**

Photoshop is one of the top selling computer graphics software on the market. This course is for both beginners and those with some background in Photoshop (with an emphasis towards graphic design rather than programming). Prerequisite: Windows experience.

Instructor: Tony Aromando

Section 1: Fri. 5:30-7:30pm; Starts 9/12 (6 sess.)

Section 2: Fri. 3:00-5:00pm; Starts 9/12 (6 sess.)

### **Adobe Photoshop II \$375 (ADOPH2)**

In this section of Photoshop students will continue the use of Layers in greater depth and use Adobe Bridge to organize, sort and add Photoshop Metadata to files, as well as cover the use of Camera RAW both in Photoshop and through Adobe Bridge. Through the use of Channels, Quick Mask, and some new Photoshop tools, students will learn advanced techniques, learn some not-so widely known new Photoshop features, and see how Photoshop integrates with InDesign and Illustrator.

Instructor: Tony Aromando

Thu. 5:30-7:30pm; Starts 11/6 (6 sess.) Skips 11/27

### **Adobe Illustrator I \$375 (GDADOILL)**

Adobe Illustrator is an essential tool for anyone who needs to express ideas visually in print, on the Web, and via any other medium. With 3D features, advanced typographical controls, smooth Adobe Portable Document Format (PDF) integration, enhanced printing options, and faster performance, Illustrator helps you explore your creative vision and efficiently publish your artwork anywhere.

Instructor: Tony Aromando

Section 1: Thu. 5:30-7:30pm; Starts 9/11 (6 sess.)

Section 2: Thu. 3:00-5:00pm; Starts 9/11 (6 sess.)

### **Adobe Illustrator II \$375 (ADOILL2)**

The advanced features of Adobe Illustrator, such as Live Trace and Transparency Marks, will be explored for a greater knowledge of Illustrator. Students will utilize Illustrator's built-in color wheel, learn how to use Adobe Labs, and discover Kuler to import custom color groups and 3D graphics that are LIVE! A deeper look into Illustrator's text capabilities, Custom Brushes, the creation of Press Ready PDF files and saving for the Web will also be covered.

Instructor: Tony Aromando

Thu. 7:40-9:40pm; Starts 11/6 (6 sess.) Skips 11/27

### **HTML \$600 (WPHTML)**

HyperText Markup Language is the core of most websites. Think of it as the frame to any house. In order to grasp the concept and syntax of other languages (like CSS, Javascript, XML, and PHP) knowledge of HTML is requisite. In this 20-hour course, learn the structure upon which nearly every other language rests. Knowing HTML is the first step to becoming a competent web programmer. Take the first step. (CSS and HTML 5 will also be taught)

Instructor: Kashif Gibbs

Section 1: Tue. 1:00-3:30pm; Starts 9/16 (8 sess.)

Section 2: Tue. 5:30-7:30pm; Starts 9/16 (10 sess.)

### **Introduction to Adobe Dreamweaver \$400 (GDINTDRE)**

In this Adobe Dreamweaver training class, students receive a comprehensive introduction to using Dreamweaver 8 to create websites. Students also learn how to use Dreamweaver Templates, Library Items, Snippets, and master all of the "Behaviors" Dreamweaver offers that insert client-side JavaScript on your site. *Prerequisite: Adobe Photoshop, HTML.*

Instructor: Ling Wang

Sun. 10:00am-1:00pm; Starts 9/14 (5 sess.) Skips 10/12

### **Introduction to Flash \$400 (GDINTFLA)**

Flash is the all-purpose multimedia program that sets the standard for Web design, animation and presentation. This course will familiarize you with the user-friendly Flash interface, and have you creating animations and web banners by the end of the second session. Topics covered: the principles of Flash animation, the creation of graphics within Flash, importing digital photos and videos, frame rates and how frame size will affect your project. There will also be a brief discussion about how to best prepare work in other programs such as Photoshop and Illustrator for import in Flash.

Instructor: Samantha Yoo  
Thu. 7:40-9:48pm; Starts 9/11 (7 sess.)

### **Typography \$400 (GDTYPOGR)**

This course shows students to use the basics of typography to enhance projects by improving skills in selection of fonts, size of type, spacing, color, tracking, kerning, etc. The projects will include logo design, posters, ads, packaging and direct-mail. This course will also discuss the history of typography and its use up to the present. Prerequisites: Must have a good knowledge of Adobe Photoshop, Illustrator and InDesign.

Instructor: Joe Miceli  
Tue. 5:30-7:30pm; Starts 9/16 (7 sess.)

### **Graphic Design: Making a Professional Portfolio \$800 (GDMAPRO)**

This course introduces you to the art of creating designs with the focus on all the parts necessary to create a completed portfolio. This portfolio will represent who you are and what you are capable of designing. This course explores the elements of concepts, design, shapes, colors, typography and proportions. You will learn how design works by learning how to choose the correct colors and shapes that will enhance your projects. Projects consist of brochures, newsletters, advertising inserts, direct mail and CD covers. Prerequisites: Must have a good knowledge of Adobe Photoshop, Illustrator and InDesign.

Instructor: Joe Miceli  
Sat. 10:00am-1:00pm; Starts 9/20 (10 sess.)

### **The Business of Graphic Design \$550 (GDBUSGRD)**

Students will learn how to reach their career goals through research and discussion of the following topics: creating a business identity, formulating a marketing message, developing marketing materials, presenting a portfolio, setting up a business in New York State, and purchasing equipment and software, etc. Students will develop a clear plan for setting up their business and marketing their design skills, including a fully-developed business identity, and completed applications for registering their business name and their domain name. They will design and produce their own marketing tools and present resumes and portfolios at least once for a top-to-bottom critique.

Instructor: Li Gardiner  
Wed. 5:30-7:30pm; Starts 9/17 (10 sess.)

## **Web Programming Certificate \$4,200**

This certificate program teaches students how to develop a website using skills in web design, web content development, web server, and network security configuration for the development of the simplest static single page of plain text to the most complex web-based bells and whistle applications. Among the skills you'll learn are: web design, web content development, web server and network security configuration. This program consists of **9** required courses.

Learn more at the Open House: Wednesday September 3, 2014 @ 6:00pm  
RSVP at 212-650-3850 or ce@hunter.cuny.edu

### **WAMP and MAMP Software Installation Workshop \$100 (WAMAMP)**

Knowing code comes more from writing and reading code than simply reading code. For server-based languages like PHP and portable languages XML, you need a place to write that code, as your web browser alone will not do. Learn how to get that space. On your own computer. In this 4-hour class, Hunter College (CUNY) Continuing Education students will learn how to install their own personal, local server, in order to learn code better, by writing it more.

Instructor: Kashif Gibbs

Section 1: Fri. 12:00-4:00pm; Starts 9/12 (1 sess.)

Section 2: Fri. 5:30-9:30pm; Starts 9/12 (1 sess.)

### **HTML \$600 (WPHTML)**

HyperText Markup Language is the core of most websites. Think of it as the frame to any house. In order to grasp the concept and syntax of other languages (like CSS, Javascript, XML, and PHP) knowledge of HTML is requisite. In this 20-hour course, learn the structure upon which nearly every other language rests. Knowing HTML is the first step to becoming a competent web programmer. Take the first step. (CSS and HTML 5 will also be taught)

Instructor: Kashif Gibbs

Section 1: Tue. 1:00-3:30pm; Starts 9/16 (8 sess.)

Section 2: Tue. 5:30-7:30pm; Starts 9/16 (10 sess.)

### **Intermediate Cascading Style Sheets \$375 (WPCSS1)**

Cascading Style Sheets (CSS) is a coding language flush with elegance and grace. Used in tandem with HTML, it is the spice of a web site. This course will help Hunter College Continuing Education students tap into that spice. Through 12 hours of learning intermediate CSS techniques you will engage in activities that will strengthen your knowledge of prior CSS techniques as you gain advanced techniques to add to your coding repertoire.

Instructor: Kashif Gibbs

Section 1: Wed. 2:30-4:30pm; Starts 9/10 (6 sess.)

Section 2: Wed. 5:30-7:30pm; Starts 9/10 (6 sess.)

### **Advanced Cascading Style Sheets \$375 (WPCSSA)**

Cascading Style Sheets (CSS) in its latest form is on version 3. While not fully embraced by all web browsers CSS 3 promises to give future web programmers capabilities never before had with CSS. During this advance CSS 3 class, students will spend 12 rigorous hours learning advanced CSS techniques and tools to be on the cutting edge of styling with CSS.

Instructor: Kashif Gibbs

Wed. 5:30-7:30pm; Starts 11/5 (6 sess.) Skips 11/26

### **Structured Query Language \$675 (STRQUE)**

This course is intended for database application programmers and offers an introduction to SQL, the standard programming language for creating relational databases and manipulating their data. We present the relational model and teach students the commands for creating, updating, and deleting tables, views, indexes, and rows as well as for finding information in the database. We conclude with a brief introduction to transactions and commands to manage system privileges. Throughout the course, programming exercises using the MySQL database management system allow students to gain experience with SQL

Instructor: Leonor Abraido

Sat. 10:00am-12:50pm; Starts 9/13 (8 sess.) Skips 10/11

### **Introduction to XML \$375 (WPITXML)**

XML, eXtensible Markup Language, is a coding language lauded for its portability and storage capability. Used in triunity with HTML and Javascript, XML is the great communicator between different platforms and serves as a foundational language. Like a seed it has allowed new languages (think AJAX, RSS) to bloom. This 12-hour introductory course will acclimate you to the power of XML, teach you how to inspect this seminal language and help you better understand its place in the world of web development through the practice of creating XML documents.

Instructor: Tanweer Haroon

Not available this semester

### **PHP \$800 (PHP)**

It is one of the newest language packages available and has become extremely popular with web companies within a short time. It is easy to set up and use, fast and efficient, and easy to learn. This course will introduce students to the PHP language and show how it is interfaced with Apache server and MySQL and Postgres databases. Prerequisites: CSS and HTML.

Instructor: William Markert

Mon. 5:30-7:30pm; Starts 9/15 (15 sess.) Skips 10/13



### JavaScript \$800 (WPJASCR)

If your website could talk, it would speak courtesy of Javascript. Javascript is the scripting language that powers many web sites into motion. In this 15-week course, students will learn about this powerful, client-based language. Learn the syntax that makes it tick and how it can make your websites literally tick to tell time, scan to validate HTML, and augment your web sites with dynamism.

Instructor: Ely Marrero

Section 1: Thu. 5:30-7:30pm; Starts 9/4 (15 sess.) Skips 11/27

Section 2: Tue. 6:00-9:00pm; Starts 9/16 (10 sess.)

### Project Studio \$600 (PROJSTU)

This seminar course is designed to help students bring to fruition an ambitious, Web-based project requiring user interaction, database storage, session validation, and secure browsing. In essence, the course will help you develop the back end of a site that either already has a strong front end or one is being developed concurrently with the back end during the term. Comprised of lectures, discussions, and group criticisms on individual presentations, of which each student will present three throughout the term, Project Studio is a seminar course analogous to the required thesis bound to many master's degree programs. A review of proper HTML semantics and advanced CSS concepts will take place in the first month of the seminar, along with an exhaustive review of PHP and MySQL.

Prerequisites: HTML, CSS I, CSS II, PHP, MySQL; Corequisite: Javascript

Instructor: Tanweer Haroon

Sat. 1:00-3:50pm; Starts 11/1 (7 sess.) Skips 11/29

### Web Design Certificate \$4,400



The Certificate in Web Design equips students with the necessary skills for creating presentations that can be delivered to an end-user through the web for the sharing of information with the intent of creating a user-friendly web-site with applications such as text, bit-mapped images, and media plug-ins such as Adobe Flash. This program consists of 12 required courses.

Learn more at the Open House: Wednesday September 3, 2014 @ 6:00pm. RSVP at 212-650-3850 or ce@hunter.cuny.edu

### HTML \$600 (WPHTML)

HyperText Markup Language is the core of most websites. Think of it as the frame to any house. In order to grasp the concept and syntax of other languages (like CSS, Javascript, XML, and PHP) knowledge of HTML is requisite. In this 20-hour course, learn the structure upon which nearly every other language rests. Knowing HTML is the first step to becoming a competent web programmer. Take the first step. (CSS and HTML 5 will also be taught)

Instructor: Kashif Gibbs

Section 1: Tue. 1:00-3:30pm; Starts 9/16 (8 sess.)

Section 2: Tue. 5:30-7:30pm; Starts 9/16 (10 sess.)

### Intermediate Cascading Style Sheets \$375 (WPCSS1)

Cascading Style Sheets (CSS) is a coding language flush with elegance and grace. Used in tandem with HTML, it is the spice of a web site. This course will help Hunter College Continuing Education students tap into that spice. Through 12 hours of learning intermediate CSS techniques you will engage in activities that will strengthen your knowledge of prior CSS techniques as you gain advanced techniques to add to your coding repertoire.

Instructor: Kashif Gibbs

Section 1: Wed. 2:30-4:30pm; Starts 9/10 (6 sess.)

Section 2: Wed. 5:30-7:30pm; Starts 9/10 (6 sess.)

### Visual Design for Everyone \$550 (GDVIDEEV)

This is an introductory course for people who have not studied design, but want to learn the basics of visual communication and design. You will become an effective designer through concept development, project planning and production, and development of critical skills. Using traditional media, you will learn how to integrate the elements

of visual design: format, line, shape, value and type with the principles of visual design: proximity, contrast, balance, symmetry, alignment, repetition and unity. Finally, we will examine aesthetic and conceptual topics, like color theory, value, texture, pattern, icons, symbolism, perspective, overall look-and-feel, and the concept of 'gestalt': unified and consistent design.

Instructor: Dorothy Kopelman

Section 1: Mon. 5:30-7:30pm; Starts 9/15 (10 sess.)

Section 2: Mon. 3:15-5:15pm, Starts 9/15 (10 sess.)

### Adobe InDesign I \$375 (GDADOIN1)

Learn this popular graphic design program from a computer graphics professional in a relaxed, fun classroom atmosphere. In this course, students will learn to set up documents, work with text and type styles, add color, work with tables, use transparency and other effects, and bring in graphics to your InDesign projects.

Instructor: Tony Aromando

Section 1: Wed. 5:30-7:30pm; Starts 9/10 (6 sess.)

Section 2: Wed. 3:00-5:00pm; Starts 9/10 (6 sess.)

### Adobe InDesign II \$375 (ADOIN2)

Take it to the next level using advanced techniques in creating and using Paragraph Styles, Character Styles, Object Styles, and Table Styles. Topics include: creating lists, Nested Paragraph Styles, using Find/Change, creating a TOC and an Index. This course also covers the secrets of good Typography Kerning, Tracking, Justification, Special Characters, and White Space.

Instructor: Tony Aromando

Wed. 7:40-9:40pm; Starts 10/29 (6 sess.) Skips; 11/26

### Adobe Illustrator I \$375 (GDADOILL)

Adobe Illustrator is an essential tool for anyone who needs to express ideas visually in print, on the Web, and via any other medium. With 3D features, advanced typographical controls, smooth Adobe Portable Document Format (PDF) integration, enhanced printing options, and faster performance, Illustrator helps you explore your creative vision and efficiently publish your artwork anywhere.

Instructor: Tony Aromando

Section 1: Thu. 5:30-7:30pm; Starts 9/11 (6 sess.)

Section 2: Thu. 3:00-5:00pm; Starts 9/11 (6 sess.)

### Adobe Photoshop I \$375 (GDADOPH1)

Photoshop is one of the top selling computer graphics softwares on the market. This course is for both beginners and those with some background in Photoshop, with an emphasis towards graphic design rather than programming. Prerequisite: Windows experience.

Instructor: Tony Aromando

Section 1: Fri. 5:30-7:30pm; Starts 9/12 (6 sess.)

Section 2: Fri. 3:00-5:00pm; Starts 9/12 (6 sess.)

### Introduction to Adobe Dreamweaver \$400 (GDINTDRE)

In this Adobe Dreamweaver training class, students receive a comprehensive introduction to using Dreamweaver 8 to create websites. Students also learn how to use Dreamweaver Templates, Library Items, Snippets, and master all of the "Behaviors" Dreamweaver offers that insert client-side JavaScript on your site. Prerequisite: Adobe Photoshop, HTML.

Instructor: Ling Wang

Sun. 10:00am-1:00pm; Starts 9/14 (5 sess.) Skips 10/12

### Adobe Dreamweaver Advanced \$400 (ADODREA)

Offers students indepth Dreamweaver capabilities and techniques (no computer programming knowledge required). The class will cover: Spry data record sets, Tables and forms indepth, furthermore learning how to use widgets and the extension manager; Creating multiple screens for smartphones, tablets, and printers. Bonus material: Preview phone app Startser.

Instructor: Ling Wang

Not available this semester

### Introduction to Flash \$400 (GDINTFLA)

Flash is the all-purpose multimedia program that sets the standard for Web design, animation, and presentation. This course will familiarize you with the user-friendly Flash interface, and have you creating animations and web banners by the end of the second session. Topics covered: the principles of Flash animation, the creation of graphics within Flash,

importing digital photos and videos, frame rates and how frame size will affect your project. There will also be a brief discussion about how to best prepare work in other programs such as Photoshop and Illustrator for import in Flash. Prerequisites: Photoshop and Illustrator. Instructor: Samantha Yoo  
Thu. 7:40-9:50; Starts 9/11 (7 sess.)

### Advanced Adobe Flash \$400 (ADVFLA)

This class will take the Intro to Adobe Flash class a step further. We will learn techniques to make the library setup properly to work along with other animators on larger projects, optimization, ActionScript 2 techniques and the basic understanding of how projects should be laid out. We will go over importing artwork from Photoshop/ Illustrator and importing video into Flash. Each student will storyboard out their own unique made up home in which various items will be interactive and engaging. We will go over audio and audio optimization, buttons, movie clips, and ultimately create a project students could send to family/friends online or as a game for distribution on CD. Prerequisites: Everyone will be required to have prior knowledge of Adobe Flash I, Photoshop and Illustrator before taking this class. Instructor: Samantha Yoo  
Fri. 6:00-8:30pm; Starts 11/7 (6 sess.) Skips 11/28

### The Business of Graphic Design \$550 (GDBUSGRD)



Students will learn how to reach their career goals through research and discussion of following topics: creating a business identity, formulating a marketing message, developing marketing materials, presenting a portfolio, setting up a business in New York State, purchasing equipment and software, etc. Students will develop a clear plan for setting up their business and marketing their design skills, including a fully-developed business identity, and completing applications for registering their business name and their

domain name. They will design and produce their own marketing tools. And they will present their resume and portfolio at least once for a top-to-bottom critique. Instructor: Li Gardiner  
Wed. 5:30-7:30pm; Starts 9/17 (10 sess.)

### Combined Certificate in Graphic Design and Web Design \$6,000

This dual certificate teaches students both graphic and web design aspects. You'll learn how to develop a web site, digital and web designs which translate into applicable job skills. **16** required courses: Intermediate Cascading Style Sheets, HTML, Adobe Illustrator I & II, Adobe Photoshop I & II, Adobe InDesign I & II, Introduction to Adobe Dreamweaver, Introduction to Flash, Advanced Adobe Dreamweaver, Advanced Adobe Flash, Typography, Graphic Design: Making a Professional Portfolio, The Business of Graphic Design, and Visual Design for Everyone.

Learn more at the Open House: Wednesday September 3, 2014 @ 6:00pm. RSVP at 212-650-3850 or ce@hunter.cuny.edu

### Combined Certificate in Web Programming and Web Design \$7,300

This dual certificate teaches students both programming and design aspects. You'll learn how to develop a web site, as well as acquire the skills to make the page user-friendly with applications such as text, bit-mapped images, and media plug-ins such as Adobe Flash. **19** required courses: HTML, Intermediate Cascading Style Sheets, Advanced Cascading Style Sheets, Structured Query Language, Introduction to XML, Java Script, Adobe Illustrator I, Adobe InDesign 1 & 2, Adobe Photoshop I, Introduction to Adobe Dreamweaver, Advanced Adobe Dreamweaver, Introduction to Flash, Advanced Adobe Flash, PHP, The Business of Graphic Design, Visual Design for Everyone, WAMP and MAMP Software Installation Workshop, and Project Studio.

Learn more at the Open House: Wednesday September 3, 2014 @ 6:00pm. RSVP at 212-650-3850 or ce@hunter.cuny.edu

### Combined Certificate in Graphic Design and Web Programming \$8,200

This combined certificate teaches students both graphic design and web programming aspects. Graphic Design prepares students with the knowledge and ability to create digital and web designs. Web Programming teaches students how to develop a website using the most common language programs. This dual certificate consists of **21** required courses: Adobe Illustrator I & II, Adobe Photoshop I & II, Adobe InDesign I & II, Introduction to Adobe Dreamweaver, Introduction to Flash, Typography, Graphic Design: Making a Professional Portfolio, The Business of Graphic Design, and Visual Design for Everyone, HTML, Intermediate Cascading Style Sheets, Advanced Cascading Style Sheets, Introduction to PHP, Structured Query Language SQL, Introduction to XML, Javascript, Project Studio and WAMP and MAMP software installation workshop.

Learn more at the Open House: Wednesday September 3, 2014 @ 6:00pm. RSVP at 212-650-3850 or ce@hunter.cuny.edu

### Combined Certificate in Graphic, Web Design & Web Programming \$8,600

This triple certificate teaches students both graphic and design aspects. You'll learn how to develop a web site, digital and web designs which translate into applicable job skills. **23** required courses: Adobe InDesign 1 and 2, Adobe Photoshop 1 and 2, Adobe Illustrator 1 and 2, Introduction to Dreamweaver, Advanced Dreamweaver, Introduction to Flash, Advanced Flash, Graphic Design: Making a Professional Portfolio, Typography, The Business of Graphic Design, Visual Design for Everyone, HTML, Intermediate Cascading Style Sheets, Advanced Cascading Style Sheets, Introduction to PHP, Structured Query Language SQL, Introduction to XML, Javascript, Project Studio and WAMP and MAMP software installation workshop.

Learn more at the Open House: Wednesday September 3, 2014 @ 6:00pm. RSVP at 212-650-3850 or ce@hunter.cuny.edu

### Professional Writing Certificate \$2,400

The Professional Writing Certificate is designed to help those who communicate well orally, but have trouble with effective written communication. Students will review basic grammar, sentence structure, verbiage, punctuation, and overall writing skills to better communicate in written form for business and academic studies. This certificate consists of **6** required courses and **2** electives.

### Grammar Essentials \$350 (GRAESS)

Formerly offered as "A Basic Review of Grammar & Writing I and II", this combined course is a comprehensive mix of both basic and advanced material. Through hands-on practical lessons and mini-writing workshops that focus on sentence structure, learn to apply essential grammar rules to everyday writing. Confusing grammar issues will also be examined. This course is ideal for anyone who needs a "brush-up" for school, work or test preparation.

Instructor: Sergie Willoughby  
Tue. & Thu. 6:00-7:50pm; Starts 9/9 (6 sess.)

### English Composition \$350 (ENGCOMP)

This course will help you build the strong foundation in writing skills essential for you to write in any area of your life. It accomplishes this by focusing on the basic composition skills including proper essay organization, paragraph development, sentence structure and grammar. necessary to meet the requirements for college level coursework. After practicing the composition skills taught in this class, you will have the confidence to write anything and become a successful student and business professional.

Instructor: Debbie Horwitz  
Wed. 5:30-7:30pm; Starts 10/1 (6 sess.)

### **Business Writing \$350 (BUSWRI)**

In this course, students will analyze, practice, and improve their skills in written business communication, including business letters, reports, memos, summaries, and email messages. The course will also address grammar and specialized business terminology to enhance professional communication.

Instructor: Debbie Horwitz

Thu. 7:40-9:40pm; Starts 9/11 (6 sess.)

### **Introduction to Technical Writing \$350 (INTECWR)**

This class will help you define technical writing and learn different types of writing. You'll learn how to use a writing inventory and understand your role as a technical writer. We'll cover writing as a process which includes preparation, research, organization, and identifying topic sentences and formulating supporting details. From writing a rough draft to revising and editing, you'll learn practices to employ and pitfalls to avoid. Other topics include ethics, the communication dilemma, types of technical correspondence, and the seven principles of good writing.

Instructor: Dr. Claudine Boros

Sat. 10:00am-12:25pm; Starts 10/4 (6 sess.)

### **Editing & Publishing Workshop \$400 (BCEDPUW)**

The role of the editor and proofreader is invaluable. One missed error can cost a company tens of thousands of dollars. In this course students will learn basic copyediting and proofreading skills that they can take into the work world as a freelance or full-time editor or proofreader. You will also learn the importance of style sheets and how to draft a good one, how to think like an editor, and how to query authors. Assignments will include editing articles from the print media, creating headlines that fit specific formats, and choosing photos that best illustrate your manuscript. By the end of the class students will have a solid foundation to interview for a job as an editor or proofreader in a variety of communication specialties.

Instructor: Debbie Horwitz

Not available this semester

### **New Media: Writing for the Web and Beyond \$400 (BCNEMED)**



Social networking is a booming internet industry that can be utilized for business growth and promotion by even the most technologically challenged. This course will explore the advantages of internet outlets, such as blogging and Facebook, and teach students how to use these tools for the benefit of their business no matter the individual's level of online communication knowledge. By the end of the course, students will have prepared

web-based publications, learned the fundamentals needed to create dialogue, and grown familiar enough with sites like Twitter to effectively build a community around their business.

Instructor: Debbie Horwitz

Sat. 1:30-4:30pm; Starts 11/8 (5 sess.) Skips 11/29

### **Electives (choose 2)**

#### **How to Write Anything Well \$275 (HOWWRI)**

There's nothing mysterious or mind-boggling about writing well. All it takes are some basic rules of grammar, punctuation, sentence structure and practice using all correctly and effectively. This course offers all that without boring you to death.

Instructor: Ellie Grossman

Thu. 7:15-8:45pm; Starts 10/9 (6 sess.)

#### **Basic English Grammar for Job Readiness \$350 (BAENJOG)**

Good English grammar is essential for any kind of job today. Without grammar, a person cannot be understood on the job and become successful. In this course, we will be concentrating on the basic elements of grammar such as simple sentence structure and parts of speech necessary to get and keep a good job. We will be using the grammar in work related conversation practices and written exercises. Come join us and get the key grammar points that will result in your job success.

Instructor: Debbie Horwitz

Mon. 5:30-7:30pm; Starts 10/27 (6 sess.)

#### **Basic English Writing for Job Readiness \$350 (BAENJOW)**

Good English writing is essential today to get and keep a good job. We live in a world today where we have to write professionally whether it be writing an e-mail or taking down an order or message over the phone. In this course, we will be concentrating on the basic elements of writing necessary to be successful on the job including sentence structure variety, paragraphs, e-mails and basic letters.

Instructor: Debbie Horwitz

Mon. 7:40-9:40pm; Starts 10/27 (6 sess.)

### **Marketing Certificate \$3,150**

The Certificate in Marketing is ideal for those in entry level marketing positions who are seeking a better understanding of the subject. You will get the necessary knowledge to meet the challenges and opportunities faced by today's marketer. The certificate consists of 6 required courses plus 2 electives.

For more information, please attend the Open House: Tuesday September 9, 2014 @6:00pm. RSVP at 212-650-3850 or ce@hunter.cuny.edu

#### **Marketing 101 \$500 (BCMAR101)**

Students will learn core marketing activities, including segmentation, research, consumer behavior, product strategy, pricing, promotion and distribution. Marketing principles, policies, and practices used by manufacturers, wholesalers, and retailers will also be covered. The factors of consumer behavior and motivation will be analyzed to provide an understanding of market planning. The system of distribution of goods from the producer to the consumer will also be discussed.

Instructor: Patrice Anderson

Mon. 6:00-9:00pm; Starts 9/15 (5 sess.) Skips 10/13

#### **Marketing and Sales Communication \$500 (MCSALCOM)**

Using a highly interactive format with role playing, practice sessions, videotaping and critical feedback, students will learn how to develop a prospecting plan and get that first appointment to present their products or services. This proven system includes follow-up, negotiation, sales, closing techniques, and how to gain customer's confidence and obtain referrals. Students will learn to market their most important asset: themselves.

Instructor: Ethan Chazin

Sat. 10:00am-4:00pm; Starts 10/18 (3 sess.)

#### **Successfully Marketing and Promoting Any Business \$400 (SUCBUS)**

Anyone can open up a small business, but actually turning a profit requires a serious understanding of marketing and promotion. This course teaches how to effectively communicate, market, promote and publish your services to a target market. You will learn the four P's of marketing: Product, Place, Price and Promotion, and how to successfully implement them into your business.

Instructor: Patrice Anderson

Thu. 6:00-9:00pm; Starts 9/25 (4 sess.)

#### **Digital Marketing \$500 (DIGMARK)**

The world is going digital and so is marketing. This course provides an overview of the basics of web, email, video, mobile and social media marketing and advertising including current strategies for large and small companies. We will discuss how traditional media companies are developing new tools to capture a larger share of digital marketing dollars. Guest speakers from the media will talk about what's happening now in the industry. You will also learn how to put together your own digital plan.

Instructor: Patrice Anderson

Thu. 6:00-9:00pm; Starts 11/6 (5 sess.) Skips 11/27

#### **Branding \$400 (MCBRAND)**

In a world where brands are the be-all and end-all of success, it is ironic that branding is one of the most misused, misunderstood, and misquoted words of recent times. In this class, students will learn what branding really is, and how they can convert marketing efforts into tangible sales results through analysis and application of branding strategies and tools to a real-life project. Past projects include: developing the branding strategy for the international expansion of a Dominican music band;

creating the brand marketing strategy for a Web comic; strategizing the branding efforts of a non-profit; and preparing the brand development strategy of a home-based stationery business.

Instructor: Patrice Anderson

Mon. 6:00-9:00pm; Starts 11/10 (4 sess.)

### **Public Relations \$500 (BCPUBRE)**

PR is incorporated into the functions of any successful business from Silly Bandz to Starbucks. This class addresses the idea of PR strategy and effectiveness through print, broadcast, and online outlets, as well as PR's presence in advertising, marketing, and journalism. Students will create their own press kits, including a press release, fact sheet, backgrounder, and bios that can be used to promote any product or business or possibly a career in Public Relations.

Instructor: Debbie Horwitz

Tue. 5:30-7:40pm; Starts 10/17 (7 sess.)

### **Electives (choose 2)**

#### **Creating Content for Marketing and Advertising \$400 (MCCMAAD)**

Learn how to develop content for traditional and digital marketing channels for a real-life project. The class project will be to develop content creation strategies for Hunter College's Continuing Education Program in the traditional and digital marketing space. Using the project as a center point, this class, packed with hands-on exercises and real-world tips, will delve into the specifics of content creation for print, email, and social media campaigns.

Instructor: Patrice Anderson

Not available this semester

#### **E-marketing, Web and Social Media Integrations \$400 (MCEMWSI)**

Discussions on the principles of E-marketing and best practices for using social media. Learn how to reduce workload between most popular social networks like Twitter, Facebook, LinkedIn, mobile web and website. Understand online marketing fundamentals and how to build a successful e-business.

Instructor: Ling Wang

Sun. 2:00-5:00pm; Starts 9/21 (4 sess.) Skips 10/12

#### **Visual Design for Everyone \$550 (GDVIDEEV)**

This is an introductory course for people who have not studied design, but want to learn the basics of visual communication and design. You will become an effective designer through concept development, project planning and production, and development of critical skills. Using traditional media, you will learn how to integrate the elements of visual design: format, line, shape, value and type with the principles of visual design: proximity, contrast, balance, symmetry, alignment, repetition and unity. Finally, we will examine aesthetic and conceptual topics, like color theory, value, texture, pattern, icons, symbolism, perspective, overall look-and-feel, and the concept of 'gestalt': unified and consistent design.

Instructor: Dorothy Kopelmam

Section 1: Mon. 5:30-7:30pm; Starts 9/15 (10 sess.) Skips 10/13

Section 2: Mon. 3:15- 5:15pm; Starts 9/15 (10 sess.) Skips 10/13

### **Combined Certificate in Marketing and Graphic Design \$7,600**

This dual certificate will equip students with the necessary skill sets to become dynamic Marketing Specialists with strong concentrations in graphic design to support the creation and management of marketing materials and corporate communication documents. The program will provide students with ideal portfolios that demonstrate competence in all areas of design from concept to final production. **21** required courses: Adobe Illustrator I & II, Adobe Photoshop I & II, Adobe InDesign I & II, Introduction to Adobe Dreamweaver, Introduction to Flash, Typography, Graphic Design: Making a Professional Portfolio, The Business of Graphic Design, and Visual Design for Everyone, HTML, Marketing and Sales Communication, Marketing 101, Successfully Marketing and Promoting Any Business, Digital Marketing, Branding, Public

Relations Workshop, Creating Content for Marketing and Advertising, E-Marketing, Web and Social Media Integrations.

### **TESOL Certificate \$3,800**

This intensive Teaching Certificate Program prepares participants to teach students whose skills range from beginning or low literacy to college/university levels. Classes integrate state-of-the-science theory and teaching practice in an ESOL classroom enabling teacher-trainees to apply what they have learned immediately. Full time students meet 18/hours a week for a total of 288 hours. Approximately 96 of those hours are spent observing, interning, assisting, and teaching in ESOL classrooms. Individual classes may be taken as part-time courses; however, F1 visa students are required to take the complete program each semester.

#### **Eligibility:**

Native speakers of English should have a baccalaureate degree from an accredited college or university. Applicants with at least 60 credits of college-level course work will be considered. Non-Native speakers of English must demonstrate oral competency and score at least 80 on the TOEFL exam, including at least a 20 on the verbal section. All applicants should submit a registration form, college transcripts and a 300-word writing sample explaining your interest in teaching ESL to Cristian Gallardo, Hunter College, 695 Park Avenue, East Building, Room 1001, New York, New York 10065.

#### **General Information:**

The program is comprised of **8** core classes (including a teaching practicum) which reflect careful study and consideration of current theory and its practical application. Elective options and custom-designed group programs are also available. \*This program does not certify teachers to teach ESL in US public schools.

#### **Methods and Techniques of Teaching English (ELT01) \$600**

introduces a variety of approaches and proven teaching strategies that encourage effective and meaningful communication. Participants learn about basic curriculum options; then develop a range of practical skills, including conducting basic needs analyses; designing curriculum; planning lessons and assessments; using teaching aids and technology, and encouraging student participation.

Instructor: Nancy Boblett

Tue. 6:00-8:00pm; Starts 9/2 (8 sess.)

#### **English Grammar Review (ELT02) \$600**

offers a foundational review of the structure of the English language. It gives concrete answers to the "why" questions related to language usage, emphasizing the most frequently challenging grammar trouble-spots. Participants complete grammar exercises and learn how to analyze and explain grammar.

Instructor: Roxy Kapitsa

Mon. 5:30-7:30pm; Starts 9/8 (8 sess.) Skips 10/13

#### **Tips and Tools for Teaching Grammar (ELT03) \$600**

stresses the importance of introducing language in context with a constant focus on conveying meaning. This course exposes teacher trainees to a wide range of grammar teaching techniques, and ways to incorporate them into real-life communication. Eclectic strategies for grammar teaching are emphasized.

Instructor: Electra Jablons

Thu. 5:30-7:30pm; Starts 9/4 (8 sess.)

#### **Introduction to Language and Culture (ELT04) \$600**

helps students build an effective foundation for language teaching by learning about the sound system, differences between oral conversation and written language, and the ways in which language reflects the social values and cultures of the people who speak and write it. This class explores social and pragmatic uses of language used for a wide variety of purposes, and considers such issues as attitudes toward language, standard and non-standard dialects, multilingualism and principles of learning and second language acquisition.

Instructor: Julie Kelderman

Thu. 7:40-9:40pm; Starts 9/4 (8 sess.)

### **Techniques for Teaching Oral and Listening Skills (ELT05) \$600**

joins the theory and practice of teaching pronunciation, conversation and aural skills. This class examines strategies and techniques used to teach fluency and accuracy in oral communication. This course emphasizes the unique qualities of oral language and how we use language differently in oral vs. written language, along with issues in teaching listening comprehension skills and strategies.

Instructor: Nancy Boblett

Sat. 9:30-11:30am; Starts 10/18 (8 sess.) Skips 11/29

### **Techniques for teaching Reading and Writing (ELT06) \$600**

highlights the necessity of connecting the two as reading is often involved in, and serves as a model and a resource for writing. ESL reading and writing teachers today face new challenges as electronic ESL literacy becomes more prevalent and necessary for modern business and communication. Building upon a review of the basic processes of reading and writing, this course provides effective teaching techniques for the many sub-skills involved in reading and writing. The use of technology for literacy development is also addressed.

Instructor: Oksana Kapitsa

Wed. 5:30-7:30pm; Starts 10/29 (8 sess.)

### **Special Topics in ESL (ELT07) \$600**

explores a wide variety of topics that will enhance the TESOL Certificate. Among the myriad subjects available are: applying technology to language learning, teaching vocabulary, teaching language for specific purposes (e.g., business, science and technology, medicine), using games to teach language, vocational ESOL and preparing students for standardized language exams. In addition, teacher trainees practice interview skills, job searches, and teaching/tutoring techniques. Additional topics may be requested or selected by program participants.

Instructor: Various

Fri. 5:30-7:30pm; Starts 10/17 (8 sess.) Skips 11/28

\*Visit our website for a session breakdown.

### **Practicum and Practicum Workshop (ELT08) \$600**

Teacher trainees will spend a minimum of 6 hours/week in ESL classrooms observing, assisting and performing their student-teaching component. Students will have an opportunity to analyze strategies of seasoned ESL professionals. Toward the end of the semester, teacher candidates will be required to teach a minimum of three lessons, one in each of the following areas: oral skills, grammar and integrated skills (reading and writing).

Instructor: Julie Kelderman

Mon. 5:30-7:30pm; Starts 10/27 (8 sess.)

## **Music Certificate \$1,100**



This Certificate is for beginners, or those with moderate knowledge of music, who want to enhance their skills or go on to pursue other musical opportunities. The key to being a total musician lies in accumulating knowledge of music and all its relationships to other disciplines. This program will help you to build your musical foundation by learning the very basics of

music and consists of **7** required courses. *All courses are taught by Rosemary George (www.rosemarygeorge.com)*

For more information, please attend the Open House: Monday September 8, 2014 @ 6:00pm. RSVP at 212-650-3850 or ce@hunter.cuny.edu

### **Introduction to the Elements of Music \$300 (MCINELM)**

The musical language or (tools) are important in the study, understanding and analysis of music. They are mathematical building blocks that are discussed every time you talk about music. Like math, they are an accumulative study and will be used often. Various categories of music and tools such as: genre, texture, form, style, will be studied. Emphasis will be placed on terms and their sub meanings such as melody, harmony, rhythm, space, range, scales, keys, intervals, consonance, dissonance, etc.

Mon. 7:40-9:40pm; Starts 9/15 (6 sess.) Skips 10/13

### **Piano 1 \$199 (PIANO1)**

The keyboard is the most crucial instrument for learning music, as it utilizes both treble and bass clefs (right and left hand), and easily translates the elements to the eye, ear, and hands. Instruction will include proper hand positions, note reading in both clefs, chords, scales, rhythm and all the elements that you will learn from your Introduction to the Elements of Music class.

Mon. 5:30-7:30pm; Starts 9/15 (4 sess.)

### **Piano 2 \$199 (PIANO2)**

A continuation of Piano 1. In this class you will focus on playing in more keys, learn how to play and write simple melodies with chords and concentrate on ear training. There will also be more notational assignments.

Mon. 5:30-7:30pm; Starts 10/27 (4 sess.)

### **Voice Class \$200 (MCVOICE)**

Whether you sing or not, this class will enhance your vocal and speaking range. The physicality of it will help you to breathe properly, as well as focus on technique thus enhancing your overall well-being. Attention will be paid to styles within the various genres from classical to musical theater, and all popular forms. This will also help your public speaking and theater skills as well as make you feel more comfortable in front of people (opportunity for solo work as well as group singing).

Mon. 7:40-9:40pm; Starts 11/3 (5 sess.)

### **Music: A Universal Language \$160 (MUNILAN)**

For centuries - historians, philosophers, writers and mathematicians have pondered whether or not music is a universal language. In this lecture/writing class, we will listen to compositions from the classical and popular genres which highlight this concept of "Universalism". You will read philosophies from the Middle Ages to the 19th Century Romantic French Poets. By studying the elements of music, we will see how this universal language relates to our everyday lives as well as other disciplines. Some of the listening will include: Symphonic works, Chants, Opera, 1960's Folk Music, Blues and other popular genres.

Wed. 6:00-8:00pm; Starts 9/24 (3 sess.)

### **The Legacy of American Popular Music \$160 (THLEAMPM)**

Beginning with the Blues, and centering around the genius of Louis Armstrong, this class will highlight the music and artists who influenced our American music culture. From the soul of the cotton fields to Ragtime and Jazz, we will listen to the music of Scott Joplin, Fats Waller, Billie Holiday, Duke Ellington and of course, Mr. Armstrong. Attention will also focus on some of the early Black Musicals like "Hot Chocolates", and the defining musical "Showboat. For it was truly Broadway that ultimately kept all these genres alive.

Wed. 6:00-8:00pm; Starts 10/22 (3 sess.)

### **The Romantic Symphony \$160 (THROSYM)**

Beginning with Beethoven's Symphony No.5, let's study the transition to the 19th Century Romantic Period. We will see how the orchestra became the musical heart and poetry of a war torn Europe. From Tchaikovsky's touching one movement story of "Romeo and Juliet", to Edvard Grieg's tale of "Peer Gynt", the orchestral palette is enormous with poetry, folklore and the colors of Far Off Exotic lands. Attention will also be paid to the loosely structured forms and stylistic differences between the 18th and 19th Centuries, along with the elements (tools) of music, which will enhance your understanding of this great art form.

Wed. 6:00-8:00pm; Starts 12/3 (3 sess.)

## **Theatre Certificate \$2,100**



Our New Practical Certificate in Theatre in is designed for students who wish to have sufficient theatre training to be able to pursue a career in the theatre, or who wish to apply for certain theatre training programs which accept students without a B.A. In addition this certificate will give students effective communications skills for strength and more confidence in the area of public speaking. Students will also develop a broad range of basic theatre skills, including Acting and Directing. **Students will need to complete 8 required courses finishing with practicums in Acting and Directing.** Upon satisfactory completion of 108 hours, the student will be awarded the Certificate in Practical Theatre. *This*

*Certificate Program is not affiliated with the Hunter College Theatre Department.*

For more information, please attend the Open House: Monday September 8, 2014 @6:00pm. RSVP at 212-650-3850 or ce@hunter.cuny.edu

**Students may choose 8 of the following courses. Both the Acting and Directing Practicums are required.**

### **Introduction To Theatre \$300 (TCINTH)**

A general study of theatre arts from historical development as an art form to exploration of professional and technical components of theatre today including lighting and set design. Relating a critical perspective after attending a theatrical event in NYC.

Instructor: David Marrero Tue. 5:30-7:30pm; Starts 9/16 (7 sess.)

### **Beginning To Intermediate Acting Technique \$300 (BEGINAC)**

Students will learn relaxation, preparation, the fundamentals of learning an acting craft based on Strasberg/Meisner/Stanislavski technique, and basic exercises such as sensory, repeat, and improvisations to allow the student to get in touch with their emotions on stage/film so that they can bring an honesty to their work. The point is to learn how to be REAL on stage/film and not "act". As the course progresses, students will be required to learn one contemporary monologue and one contemporary scene, both to be presented for the class.

Instructor: Dianna Martin

Tue. 7:40-9:40pm; Starts 9/16 (7 sess.)

### **Acting II \$300 (TCACTII)**

Study of relaxation and releasing the natural voice as preparation for the acting experience. Act in scenes reviewed by the class. The relation of body to character will be emphasized. Students will look at the methods of Peter Brook and others in how the actor relates to the audience as well as how to analyze and develop a character, review the monologue and engage in script analysis. *Prerequisite: Acting I*

Instructor: David Marrero

Wed. 7:40-9:40pm; Starts 9/17 (7 sess.)

### **Directing \$300 (TCDIRC)**

A general study of the fundamentals and terminology for stage directing. We will investigate the directorial methods of Peter Brook, what does it mean to break the rules, and investigate directorial avenues in today's theatre arts. This course examines the process of producing and directing for the theatre involving selecting a play, securing performance rights, obtaining insurance, paying royalties, negotiating contracts, Actor's Equity and non-equity productions, casting, auditions, scheduling rehearsals, design, collaboration with other professionals, script analysis, blocking, cues, publicity, marketing, and house management. *Prerequisite: Intro to theatre*

Instructor: David Marrero

Sat. 10:00am-12:00pm; Starts 10/11 (7 sess.)

### **Contemporary Scene Study And Monologues \$300 (COSTUMO)**

Students will work primarily on contemporary scene study and monologue work on an intermediate/advanced level. Class will include acting exercises to continue to develop the actor's craft and to get them in touch with the characters. Students will be expected to have a basic understanding of an acting craft and have worked on scenes and monologues before. Students will be required to present two contrasting monologues for class, both of which to be ready for audition material, and one scene by the end of the course. Monologues will be presented for Instructor/class for final with option of review by the Artistic Director and/or Managing Directors of 1-2 theatre companies in NYC. Requirements: either Beg-Inter. Acting Technique, or prior experience in an acting class environment.

Instructor: Dianna Martin

Wed. 5:30-7:30pm; Starts 9/17 (7 sess.)

### **Voice Class \$200 (MCVOICE)**

Whether you sing or not, this class will enhance your vocal and speaking range. The physicality of it will help you to breathe properly, as well as focus on technique thus enhancing your overall well-being. Attention will be paid to styles within the various genres from classical to musical theater, and all popular forms. This will also help your public speaking

and theater skills as well as make you feel more comfortable in front of people (opportunity for solo work as well as group singing).  
Mon. 7:40-9:40pm; Starts 11/3 (5 sess.)

### **Playwriting \$300 (TCPLAYW)**

Finish that full-length play you have lying around the house, let's look at it together, or start a new one! Of the varieties of plays today, there is the short play and even the 10 minute or one minute play along with longer One Acts and the Full Lengths, a big field of dreams. So, let's get serious together and un-block those writing juices. We will read scenes from your play and others and try some methods in class that refocus our efforts. That play is inside you for a reason, let's take a good investigatory look at the core, invest the characters and plot with power and watch the magic begin to unfold on stage. I am an award winning playwright with hands on experience in many play productions around the city.

Instructor: David Marrero

Not available this semester.

### **Acting Practicum \$300 (TCACPRA)**

Through direct scene analysis via contemporary and critically acclaimed dramatic scripts we will focus on actor transformation. The student will experience practical application by rehearsing, preparing a performance in a scene This course teaches students to work creatively within a structure and under direction to develop an acting approach that or play viewed by the class/instructor. Maintain a journal and be able to compare two or more acting techniques or styles. *Prerequisite: Acting II*

Instructor: David Marrero

Tue. 5:00-7:50pm; Starts 11/11 (5 sess.)

### **Directing Practicum \$300 (TCDIPRA)**

Developing a Production Book that shows script analysis via a working script, rehearsal activities, blocking, cues, and self-assessment for three unconnected scenes or one full length play. *Prerequisite: Directing*

Instructor: David Marrero

Not available this semester

## **Brookdale Center for Healthy Aging & Longevity of Hunter College**

The need for qualified healthcare professionals for the elderly is continuously growing as each generation is living longer than the previous one. The Brookdale Center for Healthy Aging and Longevity at Hunter College offers three certificate programs designed to further educate and equip those working in the healthcare industry in aiding the elderly. Brookdale Center is the oldest and largest Gerontology Center in the New York metropolitan area, and has been training professionals since 1976. Program faculty are leaders and practitioners in the gerontological field who draw upon first hand clinical experience with older adults and their families.

The Brookdale Center offers Certificates in:

- Aging
- Aging & Mental Health
- Geriatric Care Management

A Certificate from Brookdale Center is a professional credential recognized by practitioners in the gerontological field. Coursework ensures that those entering or in the field have the necessary education and appropriate skills to meet the requirements of practice in a variety of service settings. Each certificate program is designed to be completed in approximately 2 years, though there are no time constraints to completion. Individuals may take select courses without pursuing a Certificate. All classes are held in the evening to accommodate working professionals.

### **Admission Educational Requirements**

For Certificates in Aging and Aging & Mental Health:

A Bachelor's degree or higher in any field of study. Students holding a Bachelor's degree will be considered non-matriculated until they successfully complete our Introduction to Gerontology course. This course must also be completed before 15 units have been accumulated and is a pre-requisite for courses designated as advanced.

**For the Certificate in Geriatric Care Management:** A Bachelor's degree in any field of study with four years of paid experience in human services or Master's degree in any field of study with two years of paid experience in human services.

### **Certificate in Aging (30 units)**

This certificate provides the opportunity for health practitioners and clinicians to engage in a wide spectrum of courses in order to broaden their knowledge and skills in the field of gerontology and become better able to provide services and support for the geriatric population.

Target audience: health practitioners and clinicians holding a Bachelor's degree or higher who are interested in or working in the field of aging.

#### **Required courses (14 units)**

- #905 Introduction to Gerontology & Normative Aging (5 units)
- #910A Social and Psychopathologies of Aging (5 units)
- #500MH Clients with Mental Illness (4 units)

#### **Electives (16 units)**

The remaining 16 units are taken as electives from the entire range of course offerings.

### **Certificate in Aging & Mental Health (30 units)**

This certificate prepares mental health practitioners and clinicians for specialized practice with older clients and their families. Course work examines the assessment and treatment of mental illnesses and conditions as they manifest themselves in an aging population. Students develop the knowledge and skills for working with older adults and their families using the most current mental health assessment protocols and mental health interventions. Target audience: Human service professionals/clinicians with a Bachelor's or Master's degree.

#### **Required courses (14 units)**

- #905 Introduction to Gerontology & Normative Aging (5 units)
- #910A Social and Psychopathologies of Aging (5 units)
- #500MH Clients with Mental Illness (4 units)

#### **Electives (16 units)**

The remaining 16 units may be taken from the full range of course offerings. A minimum of 6 elective units should be Mental Health (MH) labeled courses.

### **Certificate in Geriatric Care Management (46 units)**

Geriatric Care Managers are highly qualified professionals trained to assess, plan, coordinate, and monitor services for older adults and their families. Graduates of this program are prepared for a career as a geriatric care manager in the private for-profit and public not-for-profit sectors of service delivery. The courses offered in this program provide students with a solid knowledge of gerontology and clinical care management skills as well as practical information to enable individuals to set up and successfully run a geriatric care management practice. Target audience: professionals with a Bachelor's degree and 4 years of paid experience in Human Services OR professionals with a Master's Degree and 2 years of paid experience in Human Services. Interested individuals should email their resume to Raquel Romanick at raquel.romanick@hunter.cuny.edu. To earn this Certificate, students must complete the following required courses:

Required courses (42 units)

#### **Aging Foundation Courses (14 units)**

- #905 Introduction to Gerontology & Normative Aging (5 units)
- #500MH Clients with Mental Illness (4 units)
- #910A Social and Psychopathologies of Aging (5 units)
- #400 Benefits for older adults (2 units)

#### **Business Development Courses (8 units)**

May be taken in any order; GCM students only.

- #BD1 The Fundamentals of Starting a GCM Business (2 units)
- #BD2 Marketing Strategies and Practices (2 units)
- #BD3 Complexities of Working with Other Professionals (2 units)
- #BD4 Best Practices (2 units)

#### **Aging Network (18 units)**

May be taken in any order.

- #AN1 Home Care (3 units)
- #AN2 Institutional Care (3 units)

- #AN3 Working in Family Systems (3 units)
  - #AN4 End-of-Life Issues (3 units)
  - #AN5 Housing (3 units)
  - #AN6 Effective Communication Practices (3 units)
- The remaining 6 units can be taken from any of our course offerings.

### **Fall 2014 Course Schedule:**

#### **#905 Introduction to Gerontology and Normative Aging \$450 (INGERO)**

This course reviews social and psychological factors as they contribute to physical and mental wellness and illness in old age. Students will hone their clinical skills by detailing relationships between diagnosis and treatment. Case material for study and discussion will be provided by the class (5 units). This class is required for all students.

Instructor: Randi Anderson  
Tue. 6:00-9:00pm; Starts 9/16 (5 sess.)

#### **#500 MH Clients with Mental Illness \$360 (CACLIME)**

Professionals from diverse disciplines may encounter elderly clients with mental health disorders, discovering complex challenges that require skillful attention. In this course, participants will explore practical issues related to geriatric mental health. Group discussion will be emphasized (4 units). This class is required for all students.

Instructor: Mary Wallach  
Wed. 6:00-9:00pm; Starts 10/22 (4 sess.)

#### **AN#1 Home Care \$270 (CAHOMCA)**

Determining the right kind of in home care is the focus of this class. The class will start with how to effectively introduce the idea to the senior adult who may feel he or she is not in need of the service. A speaker from a companion agency, a registry, and a certified home care agency, will describe and explain how their service is differentiated from the others. The student will gain sufficient knowledge to know when one service is more appropriate than another. An accountant will help those in attendance to understand payroll taxes and how to prevent liabilities for both the caregiver and the family. (3 units)

Instructor: Miriam Zucker  
Thu. 6:00-9:00pm; Starts 10/9 (3 sess.)

#### **BD#4 Geriatric Care Management: Client & Family Profiles, Challenges and Crisis Management \$270 (CAGERMAN)**

This course examines and identifies the three most common GCM client profiles; examples will be drawn from the instructor's GCM practice. Students will also learn the basics of GCM responsibilities, both medical and financial. Additionally, this course covers family dynamics, crisis intervention and GCM professional relations.

Tue. 6:00-9:00pm; Starts 11/11 (3 sess.)

### **Please visit our website for up-to-date information:**

[www.hunter.cuny.edu/ce/certificates/Brookdale](http://www.hunter.cuny.edu/ce/certificates/Brookdale)

Hunter College School of Social Work  
2180 Third Avenue  
New York, NY 10035  
[www.brookdale.org](http://www.brookdale.org)  
info@brookdale



# business & professional development

Expand your business horizons, upgrade your computer skills, build your investment portfolio. CEHC designs programs specifically keyed to your industry, your company or organization, and your professional development needs.

## Accounting and General Business

### Accounting Basics for Non-Accountants \$350 (ACCBAS)

This course is intended to provide beginners with a foundation in the concepts of financial accounting. Topics include setting up general ledger systems, essential financial processing systems, concepts of accounts receivable and accounts payable systems, and general ledger accounting. Note: Students must have basic computer skills. Instructor: Boris Fridkin  
Not available this semester

### Bookkeeping & Budgeting \$450 (BOOBUD)

This course is recommended for those who may be responsible for budgets and budgeting at work, in their small business or for their organization. The course will cover topics such as the basics of bookkeeping, organizing ledgers, creating and managing budgets using spreadsheets, and budget projections  
Instructor: Jose Garriga  
Wed. 6:00-9:00pm; Starts 9/10 (5 sess.)

### Successfully Marketing and Promoting Any Business \$400 (SUCBUS)

Anyone can open up a small business, but actually turning a profit requires a serious understanding of marketing and promotion. This course teaches how to effectively communicate, market, promote and publish your services to a target market. You will learn the four P's of marketing: Product, Place, Price and Promotion, and how to successfully implement them into your business.  
Instructor: Patrice Anderson  
Thu. 6:00-9:00pm; Starts 9/25 (4 sess.)

### Introduction to Real Estate \$350 (INTREES)

This is a non-license course for students who want to obtain an overview of the real estate industry and profession. Students will be permitted to take any 40 hours or ten evening sess. from the real estate salesperson license pre-qualifying curriculum. Recommended subjects include: Commercial Investment, Property Management, Land Use, Construction and Environment, Mortgages, Income Tax Issues, Legal Issues, Condominiums and Cooperatives, Title and Closing, and Valuation.  
Instructor: William Schwartz  
Mon. & Thu. 5:40-9:40pm; Starts 9/22 (10 sess.) Skips 9/25, 10/9, 10/13, 10/16, 11/27

### Grant Writing 101: Writing & Winning Grants for Beginners \$350 (GAWRI)

Topics covered in this course: choosing a project and researching potential funders, researching the grant proposal, describing the project's methodology, and researching the budget, methodology and evaluation.  
Instructor: Kerry Watterson  
Tue. 6:00-7:30pm; Starts 10/7 (6 sess.) Skips 11/11

### The Business Savvy Artist \$250 (THBUART)

It's the best advice you'll ever receive for your artistic career: how to move yourself from starving artist to a Business Savvy Artist! Understand the fundamentals of business and how to apply it to your art form. Learn to establish best practices and obtain practical business knowledge with topics that include: marketing yourself and your art; writing a

business plan; contracts and the importance of having your own letter of agreement; and understanding financial statements.

Instructor: Shelby Banks

Mon. 6:00-8:00pm; Starts 9/22 (6 sess.) Skips 10/13

### Multimedia Foundations \$350 (MULTFOUN)

This course is an introduction to strategic uses of new media for competitive advantage. It delivers a rich combination of practical and theoretical knowledge to critically analyze communication processes. It teaches proficiency in writing for social media and critical thinking. This course will be especially insightful for those interested in computer technology but it is, by no means, limited to that audience. Whether you are working at a non-profit, a self-employed entrepreneur, a government employee or someone who seeks to understand what it takes to be effective in communications, this course is for you.

Instructor: Steeve Coupeau

Wed. 5:30-7:30pm; Starts 10/1 (6 sess.)

### Free & Affordable Technology And Social Media Resources For Your Small Business \$275 (AFSMFSB)

This course teaches the technically non-savvy how to design a basic website, how to create an effective social media profile for websites such as Linked In and Facebook as well as provides other cost effective resources to use as a Business Start-Up.

Instructor: Shelby Banks

Wed. 6:00-8:00pm; Starts 10/1 (5 sess.)

### Business Law for Small Business Owner \$500 (LSBLSO)

This course is designed to familiarize the student with the law as it affects business personnel and social activities. A study of basic legal principles and procedures in addition to such topics as the origin and kinds of law, the law of contracts, sales, commercial paper, and of agency and employment will provide the student with an understanding of the rights and duties of individuals and businesses.

Instructor: Juan Soto

Wed. 6:00-9:00pm; Starts 10/15 (5 sess.)

### Working For Non-Profit Organizations \$700 (WONONPRO)

In this course students will learn the difference between for-profit and nonprofit organizations, the history of nonprofits and why most organizations are private, why people give money to nonprofits, what a 501 (c) 3 is, how a Mission Statement affects the organization, and how the Board of Directors, the Staff and the Volunteers work together to create an effective organization. Students will also learn about the ways that donors can contribute to the organization - including the Annual Fund, Capital Campaigns, Major Gifts, Corporate Giving, Planned Giving, external resources available (e.g. The Chronicle of Philanthropy and The Foundation Center) and the pros and cons of working for a nonprofit organization.

Instructor: Lynn Ballan

Tue. 6:00-9:00pm; Starts 10/7 (10 sess.)

### Networking Skills Beyond Borders ©\$650 (NETWSKIL)

Networking in person and online is an indispensable skill in today's fast moving economy. Research shows that 70% of jobs are found through networking. Join renown networker, economist, entrepreneur and founder of TEDx Nicosia Marina Theodotou in a never before taught class in NYC, the Metropolis of the world! Strengthen your networking



skills through business and cultural study visits with Foreign Missions and Consulates in New York, learn about the economies, cultures and culinary traditions. Practice your global in-person and online networking skills in 9 sessions with diplomats and business executives one on one. Each session includes a visit to the foreign Mission, a presentation on the economy of the country, followed by Q&A and cocktail networking reception. Expand your professional and business horizons!  
Instructor: Marina Theodotou  
Wed. 6:00-9:00pm; Starts 9/24 (9 sess.)

## Computer Technology: Programming & Networking



Each student will learn on individual computers in a modern computer lab; no sharing workstations. Enrollment in all computer courses is limited to ensure individual attention. Registration with discounts for computer and language classes begins 5 days prior to the start of classes. Discounts do not apply to additional fees for materials, special equipment or for classes that are co-sponsored with another organization.

### Structured Query Language (SQL) \$675 (STRQUE)

This course is intended for database application programmers and offers an introduction to SQL, the standard programming language for creating relational databases and manipulating their data. We present the relational model and teach students the commands for creating, updating, and deleting tables, views, indexes, and rows as well as for finding information in the database. We conclude with a brief introduction to transactions and commands to manage system privileges. Throughout the course, programming exercises using the MySQL database management system allow students to gain experience with SQL  
Instructor: Leonor Abraido  
Sat. 10:00am-12:50pm; Starts 9/13 (8 sess.) Skips 10/11

## Web Development

### HTML \$600 (WPHTML)

HyperText Markup Language is the core of most websites. Think of it as the frame to any house. In order to grasp the concept and syntax of other languages (like CSS, Javascript, XML, and PHP) knowledge of HTML is requisite. In this 20-hour course, learn the structure upon which nearly every other language rests. Knowing HTML is the first step to becoming a competent web programmer. Take the first step. (CSS and HTML 5 will also be taught)  
Instructors: Kashif Gibbs  
Section 1: Tue. 1:00-3:30pm; Starts 9/16 (8 sess.)  
Section 2: Tue. 5:30-7:30pm; Starts 9/16 (10 sess.)

### Intermediate Cascading Style Sheets \$375 (WPCSS1)

Cascading Style Sheets (CSS) is a coding language flush with elegance and grace. Used in tandem with HTML, it is the spice of a web site. This course will help students tap into that spice. Through 12 hours of learning intermediate CSS techniques you will engage in activities that will strengthen your knowledge of prior CSS techniques as you gain advanced techniques to add to your coding repertoire.  
Instructor: Kashif Gibbs  
Section 1: Wed. 2:30-4:30pm; Starts 9/10 (6 sess.)  
Section 2: Wed. 5:30-7:30pm; Starts 9/10 (6 sess.)

### Advanced Cascading Style Sheets \$375 (WPCSSA)

Cascading Style Sheets (CSS) in its latest form is on version 3. While not fully embraced by all web browsers CSS 3 promises to give future web programmers capabilities never before had with CSS. During this advanced CSS 3 class, students will spend 12 rigorous hours learning advanced CSS techniques and tools to be on the cutting edge of styling with CSS.  
Instructor: Kashif Gibbs



Wed. 5:30-7:30pm; Starts 11/5 (6 sess.) Skips 11/26

## Computer Programs & Software

### Microsoft Access I \$375 (MICAC1)

In this course students learn how to design and create databases, retrieve and view data, sort, query their records, and generate reports and data entry forms. Prerequisite: Windows experience.  
Instructor: Iber Poma  
Tue. 7:40-9:40pm; Starts 9/9 (6 sess.)

### Microsoft Access II \$375 (MICAC2)

A continuation of level 1, this course will cover in more depth how to create more complicated databases using the data in other programs, and more advanced reports and queries.  
Instructor: Iber Poma  
Tue. 7:40-9:40pm; Starts 11/4 (6 sess.)

### SPECIAL PROMOTION: REGISTER FOR EXCEL I & II and save 10%

### Microsoft Excel I \$375 (MICEX1)

Do you want to computerize your personal or business budget? Learn how to create, save, edit, format spreadsheets to assist in calculating expenses, payroll, budgets and other financial processes. Prerequisite: Windows experience.  
Instructor: Iber Poma  
Tue. 5:30-7:30pm; Starts 9/9 (6 sess.)

### Microsoft Excel II \$375 (MICEX2)

This course is a continuation of Introduction to Microsoft Excel. It includes different techniques of handling complicated formulas and charting. Macros are covered as well. Prerequisite: Windows experience and completion of Microsoft Excel I or equivalent.  
Instructor: Iber Poma  
Tue. 5:30-7:30pm; Starts 11/4 (6 sess.)

### SPECIAL PROMOTION: REGISTER FOR POWERPOINT I & II and save 10%

### Microsoft PowerPoint I \$275 (MICPO1)

Participants get started with PowerPoint, create and edit presentations, format text, and print presentations. Participants also work with proofing tools and objects, use WordArt and Clip Art, build and play slide shows.  
Instructor: Michael Nisbett  
Thu. 5:30-7:30pm; Starts 9/18 (4 sess.)

### Microsoft PowerPoint II \$275 (MICPO2)

Participants work with the drawing toolbar, create charts and tables, create organization charts, and add multimedia elements. Participants will also work with color schemes and templates, animate text and objects, link slides, and save presentations in other formats. Prerequisite: PowerPoint I or equivalent knowledge.  
Instructor: Michael Nisbett  
Thu. 5:30-7:30pm; Starts 10/30 (4 sess.)

### Microsoft Word \$325 (MICWORD)

After completing this course you will know how to open a Word document, navigate using the scroll bars, switch document views, create and save documents, select text by using the keyboard or the mouse and access the Help menu. Other features which will be covered are: cut, copy, and paste text, change the appearance of text, set tabs, apply bullets or numbering, and change line spacing and paragraph formatting. Also, you will learn the basic features of creating a table, adding text in a table, formatting and changing the structure of a table, and inserting graphics, clip art and various other features.  
Instructor: Petrona Brenes  
Sun. 1:30-4:00pm; Starts 9/21 (4 sess.) Skips 10/12

### Microsoft Word II \$325 (MICWO2)

The objectives in this course include: importing and exporting styles; creating and organizing a document outline. You will learn how to modify and override styles. Create and format sections of text by using section breaks, headers and footers, page numbers, and formatting text into columns. Create a document from a template; save and use your own template. Insert and modify text boxes and shapes. Course includes

use of WordArt, drop caps, and other character styles. Track changes while editing, reviewing, and accepting revisions. View changes by different reviewers. Align text in a table, merge and split cells, change text orientation, change table borders and cell shading.

Instructor: Petrona Brenes

Sun. 1:30-4:00pm; Starts 11/9 (4 sess.) Skips 11/30

### **Prezi \$150 (PREZI)**

Prezi is cloud-based, meaning you can present from your browser, desktop, iPad, or iPhone and always have the latest version of your work. Create or edit on the go, then auto-sync across all your devices with ease. This system visually explain how new ideas relate to each other. You can use images and videos to enhance your presentation. Through Prezi, you can build presentations with coworkers wherever, whenever.

Instructor: Shacara Gibbs

Thu. 7:40-9:40pm; Starts 10/30 (3 sess.)

### **Networking Concepts \$600 (NETWCONC)**

This course deals with topics to familiarize the student with the interface, hardware, software, and communications protocols necessary to utilize various information systems of both local and global networks. The subject includes - installation of communications hardware and software, Local Area Networks (LAN), Wide Area Networks (WAN) and the Internet, along with the rules of computer networks. By the end of the course the students will get an understanding of Sites and domains, remote connection, file transfer protocols, electronic documents, networking security and ethic.

Instructor: Tanweer Haroon

Not available this semester

### **Programming With C++ \$600 (PROGC++)**

This course is an introduction to object-oriented programming using the C++ programming language. Students will learn how to build C++ programs that can access and manipulate data and become familiar with the concepts of objects and classes, inheritance, polymorphism and encapsulation. Students will learn the skills required to write code, build programs and applications, and use Structured Programming concepts.

Instructor: Tanweer Haroon

Not available this semester

### **Programming With Java \$700 (PRJAVA)**

This course is an introduction to object-oriented programming using the Java programming language. Students will learn how to build Java programs that can access and manipulate data and become familiar with the concepts of objects and classes, inheritance, polymorphism and encapsulation. Students will learn the skills required to write code, build programs and applications, and use GUI components.

Instructor: Tanweer Haroon

Not available this semester

## **Digital Media & Graphic Design**

**SPECIAL PROMOTION: ENROLL FOR TWO ADOBE COURSES Save 10%**

### **Adobe InDesign I \$375 (GDADOIN1)**

Learn this popular graphic design program from a computer graphics professional in a relaxed, fun classroom atmosphere. In this course, students will learn to set up documents, work with text and type styles, add color, work with tables, use transparency and other effects, and bring in graphics to your InDesign projects.

Instructor: Tony Aromando

Section 1: Wed. 5:30-7:30pm; Starts 9/10 (6 sess.)

Section 2: Wed. 3:00-5:00pm; Starts 9/10 (6 sess.)

### **Adobe InDesign II \$375 (ADOIN2)**

Take it to the next level using advanced techniques in creating and using Paragraph Styles, Character Styles, Object Styles, and Table Styles. Topics include: Creating lists, Nested Paragraph Styles, using Find/Change, creating a TOC, and an Index. We will also cover the secrets of good Typography Kerning, Tracking, Justification, Special Characters, and White Space.

Instructor: Tony Aromando

Wed. 7:40-9:40pm; Starts 10/29 (6 sess.) Skips 11/26

### **Introduction to Adobe Dreamweaver \$400 (GDINTDRE)**

In this Adobe Dreamweaver training class, students receive a comprehensive introduction to using Dreamweaver 8 to create websites. Students also learn how to use Dreamweaver Templates, Library Items, and Snippets. Students will master all of the "Behaviors" Dreamweaver offers that insert client-side JavaScript on your site. *Prerequisite: Adobe Photoshop, HTML.*

Instructor: Ling Wang

Sun. 10:00am-1:00pm; Starts 9/14 (5 sess.) Skips 10/12

### **Introduction to Flash \$400 (GDINTFLA)**

Flash is the all-purpose multimedia program that sets the standard for Web design, animation, and presentation. This course will familiarize you with the user-friendly Flash interface, and have you creating animations and web banners by the end of the second session. Topics covered: the principles of Flash animation, the creation of graphics within Flash, importing digital photos and videos, frame rates and how frame size will affect your project. There will also be a brief discussion about how to best prepare work in other programs such as Photoshop and Illustrator for import in Flash. *Prerequisites: Photoshop and Illustrator.*

Instructor: Samantha Yoo

Thu. 7:40-9:48pm; Starts 9/11 (7 sess.)

### **Adobe Photoshop I \$375 (GDADOPH1)**

Photoshop is one of the top-selling computer graphics programs on the market. This course is for both beginners and those with some background in Photoshop, with an emphasis towards graphic design rather than programming. *Prerequisite: Windows experience.*

Instructor: Tony Aromando

Section 1: Fri. 5:30-7:30pm; Starts 9/12 (6 sess.)

Section 2: Fri. 3:00-5:00pm; Starts 9/12 (6 sess.)

### **Adobe Photoshop II \$375 (ADOPH2)**

In this section of Photoshop we will continue the use of Layers in greater depth. We will use Adobe Bridge to organize, sort, and add Photoshop Metadata to your files, as well as cover the use of Camera RAW both in Photoshop and through Adobe Bridge. Through the use of Channels, Quick Mask, and some new Photoshop tools, we will learn some advanced but easy techniques. We will see how Photoshop integrates with InDesign and Illustrator and learn some not so widely known new Photoshop features.

Instructor: Tony Aromando

Thu. 5:30-7:30pm; Starts 11/6 (6 sess.) Skips 11/27

### **Adobe Illustrator I \$375 (GDADOILL)**

Adobe Illustrator is an essential tool for anyone who needs to express ideas visually in print, on the Web, and in any other medium. With 3D features, advanced typographical controls, smooth Adobe Portable Document Format (PDF) integration, enhanced printing options, and faster performance. This helps you explore your creative vision and efficiently publish your artwork anywhere.

Instructor: Tony Aromando

Section 1: Thu. 5:30-7:30pm; Starts 9/11 (6 sess.)

Section 2: Thu. 3:00-5:00pm; Starts 9/11 (6 sess.)

### **Adobe Illustrator II \$375 (ADOIL2)**

The advanced features of Adobe Illustrator, such as Live Trace and Transparency Marks, will be explored for a greater knowledge of Illustrator. Students will utilize Illustrator's built-in color wheel, learn how to use Adobe Labs, and discover Kuler to import custom color groups and 3D graphics that are LIVE! A deeper look into Illustrator's text capabilities, Custom Brushes, the creation of Press Ready PDF files, and saving for the Web will also be covered.

Instructor: Tony Aromando

Thu. 7:40-9:40pm; Starts 11/6 (6 sess.) Skips 11/27

### **Advanced Adobe Dreamweaver \$400 (ADODREA)**

Offers students in depth Dreamweaver capabilities and techniques (no computer programming knowledge required). The class will cover: Spry data record sets, Tables and forms indepth, furthermore learning how to use widgets and the extension manager; Creating multiple screens for smartphones, tablets, and printers. Bonus material: Preview phone app Starter.

Instructor: Ling Wang  
Not available this semester

### **Advanced Adobe Flash \$400 (ADVFLA)**

This class will take the Intro to Adobe Flash class a step further. We will learn techniques to make the library setup properly to work along with other animators on larger projects, optimization, ActionScript 2 techniques and the basic understanding of how projects should be laid out. We will go over importing artwork from Photoshop/Illustrator and importing video into Flash. Each student will storyboard out their own unique made up home in which various items will be interactive and engaging. We will go over audio and audio optimization, buttons, movie clips, and ultimately create a project students could send to family/friends online or as a game for distribution on CD.

Prerequisites: Everyone will be required to have prior knowledge of Adobe Flash I, Photoshop and Illustrator before taking this class.

Instructor: Samantha Yoo  
Fri. 6:00-8:30pm; Starts 11/7 (7 sess.)

## **Sustainability**

### **Introduction to the Sustainability \$200 (INTSUS)**

This class is an introduction to the concepts of sustainability. We will begin the class with an overview of the current environmental crisis. We will proceed to talk about waste prevention, energy conservation, water conservation, green forms of transportation, environmentally responsible consumerism, green business and other ways that each person can make changes in their lifestyle to reduce their environmental impact.

Instructor: Leslie Edward Judd  
Mon. 6:00-9:00pm; Starts 9/15 (4 sess.)

## **Finance, Banking, and Personal Investment**



Hunter College does not endorse any particular financial service and advises students to investigate opportunities carefully.

### **Finances for Women \$60 (FINWOME)**

Become a smarter investor and gain the confidence to take control of your finances. Hear timely investment ideas for your stock and bond portfolios, mutual funds, maturing CDs, IRA or 401(k), inherited accounts, cash and annuities. Learn to avoid some common investing mistakes. Learn terminology you need to know before investing. If you want to achieve peace of mind and financial security, this course is for you.

Instructor: Esther Fishman  
Mon. 6:00-8:00pm; Starts 10/20 (2 sess.)

### **Value Investing \$99 (INVFUN)**

This course is designed to give students a basic understanding of how to analyze investments through an evaluation of company fundamentals. The course will discuss topics such as financial ratios, financial statement analysis, industry comps, trends and sector analysis.

Instructor: Ian Green  
Not available this semester

### **Understanding & Trading Options \$99 (UNDOPT)**

This workshop takes an in-depth look at equity and non-equity options. The class covers definitions, explanations, strategies and options pricing. Students obtain an understanding of the significant risks associated

with option-trading as well as how they can be used within a 'portfolio' for income and for speculation.

Instructor: Ian Green  
Not available this semester

### **Trading With Charts \$99 (TRASTO)**

This course is an intensive workshop designed to prepare students to evaluate stocks and discover trading opportunities. The material covered discusses theories and strategies used by professional traders that are critical to trading success whether the participant is a day trader, short term trader or long term investor.

Instructor: Ian Green  
Not available this semester

### **Retirement Planning Today \$99 (RETPLA)**

This course equips you with the facts you need to prepare for a financially secure retirement. You will learn how to maximize your income and get more from investments, and how to protect your hard-earned money from inflation, income taxes and erosion due to possible long-term health care needs.

Instructor: Michael A. Nigro  
Section 1: Thu. 6:30-9:30pm; Starts 9/25 (2 sess.)  
Section 2: Tue. 6:30-9:30pm; Starts 10/7 (2 sess.)

### **Rejuvenate Your Retirement \$59 (REJRET)**

This course is a lecture for retirees to discuss retirement income strategies, fixed income and guaranteed annuity investments, asset allocation strategies, making money last throughout the years and income tax reduction techniques. The course includes a workbook and case studies.

Instructor: Frank Wong  
Section 1: Tue. 12:30-2:30pm; Starts 9/30 (2 sess.)  
Section 2: Tue. 1:10-3:10pm; Starts 10/8 (2 sess.)

## **Seminars**

### **Studying and Working in the US - A Guide for International Students \$50 (SESWUS)**

If you are a student studying in the US on a F-1 or M-1 visa, learn about your options for working during and after your studies while maintaining valid status. This workshop will consist of a presentation on the rules and requirements for working during and after academic studies as well as the different employment-based temporary and permanent visas available for students who seek to remain and work in the US after their studies are completed. The presentation will be followed by a question-and-answer session.

Instructor: Evanegline Chan  
Not available this semester

### **Spending Your Money Wisely \$99 (SEMOWIS)**

The seminar will discuss how to reduce cost for almost all purchases and services any household requires such as:

- Reduce home, personal, and vehicle insurance costs
- Reduce direct costs for college tuition, books and housing
- Reduce cost on groceries, dining, and activities
- How to get your entertainment at reduce costs, theater, movies, social activities and hot to travel for less
- How to negotiate reduced interest rates and credit card costs
- Many other cost saving measures will be discussed

This seminar will help all attendees, help themselves on managing their money and credit better forever.

Instructor: Yvette Strong  
Thu. 6:00-8:00pm; Starts 10/16 (1 sess.)

### **Preparing For College: What Parents & Guardians Need To Know \$99 (SEPRCOP)**

This workshop will cover many issues relating to the college process including: the credits and subject areas needed to graduate high school on time, the standardized examinations deadlines, specialized programs available-no cost, the admissions process, the college application process, scholarships, tuition, fee waivers, test preparation, the new SAT, entrance essays, completing the FAFSA form, how to handle school related issues. And finally we will discuss campus living.

This seminar is available to all ages.  
Instructor: Yvette Strong  
Thu. 6:00-8:00pm; Starts 10/23 (1 sess.)

### **Customer Service Training for Managers \$99 (SECUSER)**

This seminar provides behavior-changing tools based on participant-centered learning and will help managers and everyone in your organization know how to process skill-building techniques in the areas of inspiring people, managing feedback, measuring service, and recognizing excellence. Attendees will learn how to: master appropriate internal and external email communication; develop an acute tone of voice skill for managing calls, asking callers to hold, transferring calls, and taking messages; provide totally outrageous customer services to delight and retain both internal and external customers; get positive word-of-mouth; bring customers back; increase sales; stop losing customers; improve company image; increase staff morale and decrease turnover.  
Instructor: Valerie Samuel  
Wed. 5:30-9:30pm; Starts 10/1 (1 sess.)

### **Funding 101: Learn How Funding Works \$99 (SEFU101)**

This seminar helps business owners prepare their businesses for funding, consider the right investor(s), understand lending criteria, provides an overview of Governor Cuomo's Start-Up New York Tax-Free Initiative for new and expanding businesses, and assists businesses with crafting the perfect pitch based on the funding source.  
Instructor: Valerie Samuel  
Wed. 5:30-9:30pm; Starts 10/8 (1 sess.)

### **How to Turn Your Hobby into a Business With Little or No Capital! \$99 (SEHOBUS)**

This seminar is for those who have an idea that they want to turn into a business. Ideal attendees include stay-at-home moms who want to earn some extra income, those who are currently unemployed or underemployed but need to earn some extra income and those average-salaried employees who are sick and tired of working long hours or are an aspiring entrepreneur and yearn for more money, more time and more freedom. Attendees will learn how to: determine the feasibility of which hobby or passion can be turned into a business; turn hobbies into profitable online business; market on the internet; leverage resources; manage time; find a mentor and estimate costs.  
Instructor: Valerie Samuel  
Wed. 5:30-9:30pm; Starts 10/15 (1 sess.)

### **How to Build an Affordable Art Collection \$99 (SEAFART)**

The premise that one has to be rich in order to purchase art is put to rest thanks to a lively presentation given by Carole Pinto covering topics such as: what constitutes value in a work of art, where to obtain viable information on the art market, interpreting the auction house figures, different venues for buying and selling works of art, factors impacting art as an investment vehicle, speculation in the contemporary art market, and the historical performance of art funds.  
Instructor: Carole Pinto  
Section 1: Wed. 1:00-4:00pm; Starts 10/22 (1 sess.)  
Section 2: Wed. 6:00-9:00pm; Starts 10/22 (1 sess.)

## **Test Preparation**

### **GRE Preparation \$550 (GREPRE)**

Graduate schools across the country and internationally require a strong GRE test score for program admission. Our GRE Preparation course will assist you in your quest for the top graduate school with the most lucrative financial aid package. This course provides you with test-taking techniques and methods for improving your score on all sections of the GRE.  
Instructor: Janell Simmons  
Thu. 6:00-9:00pm; Starts 10/2 (8 sess.)

### **Mathematics and Algebra Review for Test & College Prep. \$350 (MATALG)**

A review class intended to enhance the student's knowledge in: whole numbers, fractions, decimals, ratio, proportion & percents, statistics and probability, U.S. customary units & the metric system of measurement; pre-algebra review, variable expressions, equations & inequalities,

functions and graphs, polynomials and rational functions, exponential logarithmic functions, and trigonometry.  
Suggested textbooks: Basic College Mathematics, 8th Edition, by Aufmann, Barker, & Lockwood Beginning Algebra with applications, 7th Edition by Aufmann, Barker, & Lockwood; Pre-calculus, 7th Edition by Ron Larson & Robert Hostetle.  
Instructor: Yogesh Master  
Wed. 6:00-9:00pm; Starts 10/1 (8 sess.)

### **Calculus I \$350 (CALCULUS)**

Calculus, although often thought to be intimidating, is based on a few sets of principles that once totally understood allow all additional mathematical topics to naturally flow. This course is for students working on a degree in mathematics, chemistry, biochemistry, physics, or those who are simply interested. This is a skills-oriented course, requiring a previous knowledge of algebra and trigonometry, which will be covering: limits, derivatives, and integrals.  
Instructor: Maurice Bruce  
Sat. 10:00am-1:00pm; Starts 10/4 (5 sess.)

### **Introduction to Statistics \$350 (INTSTA)**

This course will familiarize students with basic statistical methods and procedures and will include work with probabilities. This is a great course for those trying to understand business statistics or those college students trying to prepare for courses and tests.  
Instructor: Yogesh Master  
Sat. 10:00am-12:00pm; Starts 10/4 (5 sess.)

## **Mathematics Center for Learning & Teaching**

Help your school, school district, union, business or organization improve its math education methods and techniques by using the resources of Hunter's new mathematics education center.

- In-School Support
- Four Course Teaching Enhancement Program
- Curriculum Development
- Summer Planning Institute
- Materials and Practices Resource Center
- Workshops for Teachers, Administrators, Parents and Paraprofessionals
- School-Community Collaborative Partnerships
- Support for the Future Math Educational Leaders
- Website with Information on Mathematical Practices and Resources
- Connections with Professional Organization

The MCLT can develop customized training programs for teachers, schools, school districts, unions, parent groups, student groups and anyone else who is involved in pre-K through 12th grade mathematics education.

Contact us for more information.  
Dr. Robert Gyles, Director: [rgyles@hunter.cuny.edu](mailto:rgyles@hunter.cuny.edu)  
[ce@hunter.cuny.edu](mailto:ce@hunter.cuny.edu); 212-772-5762 or 212-650-3850



# communication skills and languages



Optimize your chances of acceptance into the university of your dreams, or reinforce your abilities for your current job. CEHC's internationally renowned faculty can help you develop your speaking and presentation skills in innovative, entertaining ways.

## Academic and Communication Skills



### English Composition \$350 (ENGCOMP)

This course will help you build the strong foundation in writing skills essential for you to write in any area of your life. It accomplishes this by focusing on the basic composition skills including proper essay organization, paragraph development, sentence structure and grammar. necessary to meet the requirements for college level coursework. After practicing the composition skills taught in this class, you will have the confidence to write anything and become a successful student and business professional.

Instructor: Debbie Horwitz

Wed. 5:30-7:30pm; Starts 10/1 (6 sess.)

### How to Write Anything Well \$275 (HOWWRI)

There's nothing mysterious or mind-boggling about writing well. All it takes are some basic rules of grammar, punctuation, sentence structure and practice using all correctly and effectively. This course offers all that without boring you to death.

Instructor: Ellie Grossman

Thu. 7:15-8:45pm; Starts 10/9 (6 sess.)

### Editing & Publishing \$400 (BCEDPUW)

The role of the editor and proofreader is invaluable. One missed error can cost a company tens of thousands of dollars. In this course students will learn basic copyediting and proofreading skills that they can take into the work world as a freelance or full-time editor or proofreader. You will also learn the importance of style sheets and how to draft a good one, how to think like an editor, and how to query authors. Assignments will include editing articles from the print media, creating headlines that fit specific formats, and choosing photos that best illustrate your manuscript. By the end of the class students will have a solid foundation to interview for a job as an editor or proofreader in a variety of communications specialties.

Instructor: Debbie Horwitz

Not available this semester

### Basic English Grammar for Job Readiness \$350 (BAENJOG)

Good English grammar is essential for any kind of job today. Without grammar, a person cannot be understood on the job and become successful. In this course, we will be concentrating on the basic elements of grammar such as simple sentence structure and parts of speech necessary to get and keep a good job. We will be using the grammar in

work related conversation practices and written exercises. Come join us and get the key grammar points that will result in your job success.

Instructor: Debbie Horwitz

Mon. 5:30-7:30pm; Starts 10/27 (6 sess.)

### Basic English Writing for Job Readiness \$350 (BAENJOW)

Good English writing is essential today to get and keep a good job. We live in a world today where we have to write professionally whether it be writing an e-mail or taking down an order or message over the phone. In this course, we will be concentrating on the basic elements of writing necessary to be successful on the job including sentence structure variety, paragraphs, e-mails and basic letters.

Instructor: Debbie Horwitz

Mon. 7:40-9:40pm; Starts 10/27 (6 sess.)

### Advanced English Grammar for Job Readiness \$350 (ADENJOG)

If you want to get a higher level job, advanced English grammar is necessary for you. Without a more advanced level of English grammar, you will not be able to move ahead and be successful in a higher level job. In this course, we will be concentrating on the more advanced elements of grammar that are needed for job success. The course will include advanced sentence structure and use of verb and other parts of speech. We will be using the grammar in practical work related conversation practices and written exercises.

Instructor: Debbie Horwitz

Not available this semester

### Advanced English Writing for Job Readiness \$350 (ADENJOW)

Great English writing is essential to move ahead and get and keep higher level jobs in today's competitive workplace. Writing properly organized and well-written e-mails, letters and reports can be challenging. In this course, we will be concentrating on the elements necessary to be a master at writing these forms correctly and quickly. We will be analyzing, correcting and writing these forms to ensure your future writing success.

Instructor: Debbie Horwitz

Not available this semester

### English Writing for International Legal Professionals \$350 (ENWRLEG)

English writing skills are an essential element for working in the legal profession in the United States. Many well-educated international legal professionals are hindered from taking their rightful place in the legal profession because they lack these skills. In the course, we will be concentrating on the elements of writing, paraphrasing and grammar necessary to succeed in the legal workplace through practice with legal related forms such as the legal memoranda, contracts, litigation papers and everyday attorney-client e-mail correspondence.

Instructor: Debbie Horwitz

Mon. 7:40-9:40pm; Starts 9/8 (6 sess.) Skips 10/13

### English Writing for Health Care Professionals \$350 (ENWRHEA)

English writing skills are an essential element for working in the health care profession. Many well-educated health care professionals are hindered in their effort to secure and succeed in the health care workplace

because of writing and related grammar issues. In this course, we will be concentrating on the elements of writing and grammar necessary for success through related forms such as requests, charts, letters, memos and case studies.

Instructor: Debbie Horwitz

Mon. 5:30-7:30pm; Starts 9/8 (6 sess.) Skips 10/13

### **Business Writing \$350 (BUSWRI)**

In this course, students will analyze, practice, and improve their skills in written business communication, including business letters, reports, memos, summaries, email messages. The course will also address grammar and specialized business terminology to enhance professional communication.

Instructor: Debbie Horwitz

Thu. 7:40-9:40pm; Starts 9/11 (6 sess.)

**SPECIAL PROMOTION: Take Two Writing Courses, Save 10%**

### **Grammar Essentials \$350 (GRAESS)**

Formerly offered as "A Basic Review of Grammar & Writing I and II," this combined course is a comprehensive mix of both basic and advanced material. Through hands-on practical lessons and mini-writing workshops that focus on sentence structure, learn to apply essential grammar rules to everyday writing. Confusing grammar issues will also be examined. This course is ideal for anyone who needs a "brush-up" for school, work, or test preparation.

Instructor: Sergie Willoughby

Tue. & Thu. 6:00-7:50pm; Starts 9/9 (6 sess.)

### **Introduction To Technical Writing \$350 (INTECWR)**

This class will help you define technical writing and learn different types of writing. You'll learn how to use a writing inventory and understand your role as a technical writer. We'll cover writing as a process which includes preparation, research, organization, and identifying topic sentences and formulating supporting details. From writing a rough draft to revising and editing, you'll learn practices to employ and pitfalls to avoid. Other topics include ethics, the communication dilemma, types of technical correspondence, and the seven principles of good writing.

Instructor: Dr. Claudine Boros

Sat. 10:00am-12:25pm; Starts 10/4 (5 sess.)

## Literature

### **Then And Now \$200 (THENOW)**

The joys of literature of the past, coupled with contemporary writings, offer a sweeping picture of ever evolving societies. You will read novels that reflect the concerns and life styles of their time.

Instructor: Anne Spitzer

Not available this semester

## History



### **Understanding the U.S. Constitution \$500 (UNUSCON)**

This course will enhance the student's understanding of the US Constitution by the following: 1) critically reading the plain language of the Constitution; 2) critically reading the rulings in several landmark US Supreme Court cases; 3) resolving the plain language reading with the Supreme Court rulings. Please note: this will be as much a course

about reading comprehension, logical reasoning, and oral advocacy as it will be a course on the Constitution.

Instructor: Charles Zitmann

Mon. 6:00-9:00pm; Starts 10/20 (6 sess.)

### **Post WWII Asia & the Middle East \$250 (POSTWW2) NEW!**

"Rekindle your sense of history!" The political, economic & social changes that followed WWII in Asia & the Middle East. Highlights will include the rise of Red China, the Korean War, the new state of Israel & major confrontations in the Middle East.

Instructor: Helen Appel

Tue. 1:00-3:00pm; Starts 10/14 (6 sess.)

## Speaking and Presentations



### **Accent Reduction for Non-Native Speakers of English \$350 (ACCRED)**

Participants learn to identify their pronunciation difficulties and increase their accuracy in producing the individual vowel and consonant sounds of American English. This class will also focus on producing appropriate rhythms, intonation, and stress in informal tapes. Daily practice with accent improvement and workbook is expected.

Instructor: Debbie Horwitz

Thu. 5:30-7:30pm; Starts 6/5 (6 sess.)

### **Speaking Persuasively! \$350 (SPEPER)**

Students will vastly improve their public speaking skills while learning and practicing the art of persuasion. Topics include: stage fright, body language, psychological variables of an audience, changing attitudes, speech organization, assertive communication and impromptu speaking.

Instructor: Tonietta Moffett

Thu. 6:00-8:30pm; Starts 10/23 (5 sess.)

# arts



Brush up on your artistic abilities. Hit a high note with your hidden musical talent. CEHC's rich diversity of course offerings and schedules makes it easy for you to refine your sense of art appreciation.

## Music

### Guitar \$150 (GUITA1)

Designed for absolute beginners, this course takes students "from scratch" with clear, step-by-step, easy to understand instructions. Lots of fun songs and different styles will be introduced: pop, folk, r&b, reggae, calypso, finger style and [introduction] to jazz. Students are guaranteed to play 2 complete songs during the very first lesson. Course covers fret-board knowledge, strumming techniques, left/right hand development, one octave scales and open-chord accompaniment skills. *Guitar required for first class.*

Instructor: Teddy Crawford

Thu. 6:00-7:00pm; Starts 10/2 (6 sess.)

### Latin American/ Caribbean/Spanish Guitar \$150 (LATGUI)

This course focuses on guitar music from Spain, Latin America and the Caribbean. Students will be introduced to some of the most beautiful melodies written for the guitar. Clear demonstration and step by step instruction will allow students to master the basics of beginner repertoire, setting a solid foundation for more advanced playing. Francisco Tarrega's *Lagrima /Adelita*; Leo Brouwer's *Estudios Sencillos* [book 1]; Julio Sagrera's *School of guitar*. Other instrumental gems include: *Tiempo de Zamba*, *Samba Lele*, and *Spanish Romance*. This class is for students with some note-reading experience, or students interested in pursuing classical guitar studies. *A nylon string guitar is recommended.*

Instructor: Teddy Crawford

Thu. 7:15-8:15pm; Starts 10/2 (6 sess.)

### Introduction to the Elements of Music \$350 (MCINELM)

The musical language or (tools) are important in the study, understanding and analysis of music. They are mathematical building blocks that are discussed every time you talk about music. Like math, they are an accumulative study and will be used often. Various categories of music and tools such as: genre, texture, form, style, will be studied. Emphasis will be placed on terms and their sub meanings such as melody, harmony, rhythm, space, range, scales, keys, intervals, consonance, dissonance, etc.

Instructor: Rosemary George

Mon. 7:40-9:40pm; Starts 9/15 (6 sess.)

**SPECIAL PROMOTION: REGISTER FOR PIANO I & II and save 10%**



### Piano I \$199 (PIANO1)

The keyboard is the most crucial instrument for learning music, as it utilizes both treble and bass clefs (right and left hand), and easily translates the elements to the eye, ear, and hands. Instruction will include proper hand positions, note reading in both clefs, chords, scales, rhythm and all the elements that you will learn from your Introduction to the Elements of Music class.

Instructor: Rosemary George

Mon. 5:30-7:30pm; Starts 9/15 (4 sess.)

### Piano II \$199 (PIANO2)

In this class, students will focus on playing in more keys, learn how to play and write simple melodies with chords and concentrate on ear training. There will also be more notational assignments.

Prerequisite: Piano 1

Instructor: Rosemary George

Mon. 5:30-7:30pm; Starts 10/27 (4 sess.)

### Voice Class \$200 (MCVOICE)

Whether you sing or not, this class will enhance your vocal and speaking range. The physicality of it will help you to breathe properly, as well as focus on technique thus enhancing your overall well-being. Attention will be paid to styles within the various genres from classical to musical theater, and all popular forms. This will also help your public speaking and theater skills as well as make you feel more comfortable in front of people (opportunity for solo work as well as group singing).

Instructor: Rosemary George

Mon. 7:40-9:40pm; Starts 11/3 (5 sess.)

**SPECIAL PROMOTION: REGISTER FOR THESE THREE CLASSES AND PAY ONLY \$399!(MUNILAN),(THLEAMP) & (THROSYM)**

### Music: A Universal Language \$160 (MUNILAN)

For centuries historians, philosophers, writers and mathematicians have pondered whether or not music is a universal language. In this lecture/writing class, we will listen to compositions from the classical and popular genres that highlight this concept of "Universalism". You will read philosophies from the Middle Ages to the 19th Century Romantic French Poets. By studying the elements of music, we will see how this universal language relates to our everyday lives as well as other disciplines. Some of the listening will include: Symphonic works, Chants, Opera, 1960's Folk Music, Blues and other popular genres.

Instructor: Rosemary George

Wed. 6:00-8:00pm; Starts 9/24 (3 sess.)

### The Legacy of American Popular Music \$160 NEW! (THLEAMP)

Beginning with the Blues, and centering around the genius of Louis Armstrong, this class will highlight the music and artists who influenced our American Music Culture. From the soul of the cotton fields to Ragtime and Jazz, we will listen to the music of Scott Joplin, Fats Waller, Billie Holiday, Duke Ellington and of course, Mr. Armstrong. Attention will also focus on some of the early Black Musicals like "Hot Chocolates", and the defining musical "Showboat. For it was truly Broadway that ultimately kept all these genres alive.

Instructor: Rosemary George

Wed. 6:00-8:00pm; Starts 10/22 (3 sess.)

### The Romantic Symphony \$160 (THROSYM)

Beginning with Beethoven's Symphony #5, let's study the transition to the 19th Century Romantic Period. We will see how the orchestra became the musical heart and poetry of a war torn Europe. From Tchaikovsky's touching one movement story of "Romeo and Juliet", to Edvard Grieg's tale of "Peer Gynt", the orchestral palette is enormous with poetry, folklore and the colors of Far Off Exotic lands. Attention will also be paid to the loosely structured forms and stylistic differences between the 18th and 19th Centuries, along with the elements (tools) of music, which will enhance your understanding of this great art form.

Instructor: Rosemary George  
Wed. 6:00-8:00pm; Starts 12/3 (3 sess.)

### College Choir \$90 (CHOIR)

The Hunter College Choir is a mixed chorus (SATB) of approximately 75-100 singers performing repertoire from all periods, both a cappella and with orchestra. The ensemble is open to members of the NY metropolitan area and all students, staff and faculty at Hunter College. An audition is required, though prior choral experience is not a prerequisite.

### College Choir Day 30 Sess. 38 Hours Tuition \$90

Instructor: Professor Paul F. Mueller (paul.mueller@hunter.cuny.edu)  
Mon. & Thu. 1:10-2:25pm; Starts 8/28 (30 sess.)

### College Choir Evening 15 Sess. 38 Hours Tuition \$90

Instructor: Professor Matthew Rupcich (mrupcich@hunter.cuny.edu)  
Thu. 6:00-8:30pm; Starts 8/28 (15 sess.)

For more information, visit [www.hunter.cuny.edu/music/ensembles/choral](http://www.hunter.cuny.edu/music/ensembles/choral) or call 212-772-5785.

## Visual Arts

Adult students may store their work at the studio between classes. Additional studio time for the adult students is available and will be discussed during the first class. Materials are not included in course fees unless otherwise indicated. See course description for a complete list of materials needed for these classes.

### Introduction to Contemporary and Historic Art \$250 (INART)

This course presents many ways to answer the question "What is art?" Discover the motivations behind the creation of works past and present, as well as the meaning and integration of materials, techniques, and processes. Learn the vocabulary used by artists and scholars and the "nuts and bolts" of the making of a work. Understand the lineage of historic and contemporary work through a survey of the earliest to the latest art. Students are encouraged to create a personal log-book of the class, and to visit NY museums and galleries.

Instructor: Joanne Pagano

Tue. 6:00-8:00pm; Starts 10/7 (6 sess.)

### Introduction to Feminisms in Art \$199 (INTFEAR)

Introduction to Feminisms in Art is a lecture-based course providing students with a broad understanding of the history of feminisms in art making. This lecture-based course will introduce students to both western and non-western artists, from the ancient historical era to contemporary art practices. Students will be asked to visit a museum or gallery exhibition outside of class time and prepare talking points or a presentation on why the work may be considered feminist.

Instructor: Suzanne Stroebe

Thu. 6:30-8:30pm; Starts 10/2 (6 sess.)

### SPECIAL PROMOTION: REGISTER FOR THESE THREE CLASSES AND RECEIVE 10% DISCOUNT: (INTOIL), (PLEINOIL) & (DRAWIN)

### Drawing \$250 (DRAWIN)

Placing the focus on life-like models and still life objects, this course teaches the basic fundamentals of drawing. Students will develop a trained eye for seeing ordinary objects in a new way through observation and technique. Note: materials must be purchased separately. See website for a list of materials.

Instructor: Anthony Rubino

Sat. 10:00am-12:00pm; Starts 9/27 (6 sess.)

### Introduction to Oil Painting \$250 (INTOIL)

Having been utilized as an art medium for over 500 years, oils offer a wide range of possibility. Focus in this course is on a step-by-step approach to oil painting that will de-mystify this sometimes intimidating medium, allowing any level of painter to emerge into a new realm of exploration. Through the application of color theory, students will learn how to see light and shadow, edges, forms, and spatial relationships, as well as integrate these elements into composition. Students will paint from observation, memory and imagination.

Instructor: Anthony Rubino

Sat. 1:00-3:00pm; Starts 9/27 (6 sess.)

### Plein Air Oil Painting \$250 (PLEINOIL)

This course is designed for beginner painters as well as experienced vets, with a focus on outdoor, on-site painting of cityscapes from a wide range of locations throughout Manhattan including Central Park and South Street Seaport. Class will meet on site, weather permitting. Section will be extended to make up for any classes cancelled due to weather

Instructor: Anthony Rubino

Not available this semester

### Introduction to Digital Photography \$300 (INDIGPHO)

Build on the basics and master the skills and ideas advanced photographers use in a fun, low-pressure class. Open to anyone able to shoot a photo and import it into a computer. In this class we'll use the digital camera as a fast way to learn the essentials of photography. We'll learn-by-doing, exploring professional techniques while creating a portfolio project (on any topic of your choice) to show your advancing skills. If you've always been interested in photography, but have put off becoming great at it, this is your chance.

Instructor: Tina Schula

Wed. 5:30-7:30pm; Starts 9/24 (6 sess.) Skips 10/1-10/8

### Introduction to Portrait Photography \$300 (INPORPH)

This course introduces the basics of portraiture and encourages students to photograph people in a new, original way. Students will learn about technical aspects such as camera placement, movement, gesture, expression, props, setting, lighting, framing and selective focus. Weekly assignments include both spontaneous and prearranged portraits, photographing at night, photographing on location versus studio, reportage and storytelling. Class sessions consist of slide lectures about the history of portrait photography, guest speakers and critiques.

Instructor: Tina Schula

Wed. 7:40-9:40pm; Starts 9/24 (6 sess.) Skips 10/1-10/8

### Painting Color & Light in Pastel \$300 (COLLIGH) NEW!

This class is for beginning to advanced students, students will discover Color & Light painting, an approach developed at the Cape Cod School of Art, founded by Charles Hawthorne, a contemporary of Monet. It will explore how to create vibrant still-lives using a technique that hones direct perception of color and form. Students will learn how to: dispense with preconceived color notions; see the full spectrum of color; capture the full effect of light in our painting; depict volume and perspective through color relationships; and establish the Light Key, that allows a painting to really "sing."

Instructor: Angela Manno

Thu. 6:00-9:00pm; Starts 10/9 (5 sess.)

### Shoemaking \$395 (SHOMAK)



Strut your stuff in your very own, hand-made shoes! Students will learn to design, make their own patterns, and create their own finished shoes. A group trip to the supply house to purchase material, leather, and more will be scheduled. This small class, with individualized attention is an excellent choice for sculpture or art students looking to work in 3D.

Instructor: Emily Putterman

Fri. 6:00-8:00pm; Starts 10/3 (8 sess.)

## Personal Enrichment

### The Skill of Selling Yourself to Others \$350 (SKISELL)

Whether you're trying to get a job, start a new career, start your own business, move up in a company, or spark a new love interest one consistent factor is essential, and *that's the skill of selling yourself to others*. In other words, one's talent or knack for SCHMOOZING (Schmoozing - To converse casually, especially in order to gain an advantage, self-promotion, or make a social connection). This brief and intense course incorporates the sciences of both professional and personal salesperson and showmanship. The course is primarily an interactive discussion including debates, cases, and multiple opportunities to apply the theories that are discussed. The



course is focused on taking anyone with the desire to change from being a shy reserved person to a confident outgoing person or to enhance the selling skills he/she already possesses and take it to a higher level.

Instructor: Mitchell Holmes

Wed. 7:40pm-9:50pm; Starts 10/1 (7 sess.)

### **Beginning to Intermediate Acting Technique \$300 (BEGINAC)**

Students will learn relaxation, preparation, the fundamentals of learning an acting craft based on Strasberg/Meisner/Stanislawski technique. They will also practice basic exercises such as sensory, repeat, and improvisations, to allow the student to get in touch with their emotions on stage/film so that they can bring honesty to the work. The point is to learn how to be real on stage/film and not "act." As the course progresses, students will be required to learn one contemporary monologue and one contemporary scene, both to be presented for the class.

Instructor: Dianna Martin

Tue. 7:40-9:40pm; Starts 9/16 (7 sess.)

### **Contemporary Scene Study and Monologues \$300 (COSTUMO)**

Students will work primarily on contemporary scene study and monologue work on an intermediate/advanced level. Classes will include acting exercises to continue to develop the student's craft and to get them in touch with the characters. Students will be required to present 2 contrasting monologues and one scene by the end of the course. Monologues will be presented to the instructor/class for final with the option of reviews from the Artistic Director and/or Managing Director of 1-2 theaters in NYC. Requirements: Either Beginning-Intermediate Acting Technique, or prior experience in an acting class environment.

Instructor: Dianna Martin

Wed. 5:30-7:30pm; Starts 9/17 (7 sess.)

### **Know Your Architectural Styles Course \$250 (KNARCSC)**

Don't ever confuse Doric, Ionic and Corinthian again! This course reviews six major historic architectural styles and their revivals in the 19th and 20th centuries. Learn the stylistic, structural, and formal characteristics of Greek, Roman, Romanesque, Gothic, Renaissance, and Baroque architecture. Then discover how these styles were adapted to modern times centuries later in Greek Revival, Neoclassical, Romanesque Revival, Neo-Gothic, Italianate and Beaux Arts architecture. This course includes an additional 90-minute walking tour in Manhattan that examines examples of each of the revival styles, many off the beaten path while other are "hiding in plain sight."

Instructor: Gail Cornell

Wed. 6:00-8:00pm; Starts 10/1 (6 sess.) Skips 10/15, 10/22

### **Masters & Masterpieces of 20th & 21st Century Architecture \$250 (MAS20CEN)**

This course examines key architectural movements, architects, and significant buildings of the 20th and 21st centuries within the context of the social and artistic movements from which they grew. The topics of the six class sess. will be: Art Nouveau, Art Deco, America's Early Modernists, International Style, Post-WWII Architecture, and 21st-century "Star-chitects." New York City examples of each will be given whenever possible.

Instructor: Gail Cornell

Not available this semester

## **Film**

### **Spellbound by Beauty: Alfred Hitchcock and His Leading Ladies \$200 (NOVFIH)**

In this course, we'll look at the important Hitchcock films, starting with his working in England in the silent era, when his fascination with the "cool blonde" heroine began, and trace the development of women in this films through the late Hollywood masterpieces. Does Hitchcock portray women sympathetically? Does he acknowledge their place and the place of men, in the patriarchal system that govern our social interaction? We will take

a look at most of his most important films and his views on gender and sexuality that still resonate in our world today.

Instructor: Evonne Fitzgerald

Sat. 3:00-5:00pm; Starts 10/4 (6 sess.)

### **Learning Psychology Through Film: A Crash Course \$250 (LEPSTFI)**

This workshop focuses on learning about psychology through film. How is our perception colored? What is transference? Does conditioning really work on human beings? Explore concepts of psychology through film and explored yourself.

This intensive workshop will be what you wished you had taken instead of Introduction to Psychology.

Instructor: Janell Simmons

Wed. 6:00-8:00pm; Starts 10/22 (6 sess.) Skips 11/26

### **The Hollywood Songbook \$140 (JECOHOM)**

They were the children of immigrants, who discovered the rhythms of the streets of New York, and developed their own form of music. Film Historian Philip Harwood takes on a musical journey, as we explore the film musicals of Irving Berlin, Jerome Kern, and George and Ira Gershwin, and through film clips, see how each composer/lyricist created an American sound.

Instructor: Philip Harwood

See class schedule below:

**NOTE: THE COURSE SESSIONS CAN BE TAKEN INDIVIDUALLY OR REGISTER FOR ALL 3 AND SAVE \$40**

### **Let Me Sing And I'm Happy: Irving Berlin and the Hollywood Musical: \$60**

He composed more than 1500 songs for both Broadway and Hollywood. Jerome Kern once said, "Irving Berlin does not have a place in American music, he IS American music!" We will examine the film musicals of Irving Berlin, with clips from The Jazz Singer, Top Hat, Follow The Fleet, The Great Ziegfeld, Alexander's Ragtime Band, Holiday Inn, Easter Parade, Annie Get Your Gun, and others.

Sat. 2:00-5:00pm; Starts 10/11 (1 sess.)

### **A Fine Romance: Jerome Kern and the Hollywood Musical \$60**

Composer of the sophisticated Princess Theatre musicals, Jerome Kern would go on to collaborate with such lyricists as Oscar Hammerstein II, Dorothy Fields, and Ira Gershwin. Best known for the 1927 milestone musical, Show Boat, we will see clips from the 1951 film version, as well as clips from other Kern musicals: Roberta, Swingtime, You Were Never Lovelier, Cover Girl, Till The Clouds Roll By, and others.

Sat. 2:00-5:00pm; Starts 10/18 (1 sess.)

### **Our Love Is Here To Stay: The Gershwins and the Hollywood Musical: \$60**

George and Ira Gershwin wrote some of the greatest Broadway shows of the 1920s and 1930s: Lady Be Good, Funny Face, Strike Up The Band, Girl Crazy, etc. After collaborating on the American folk opera, Porgy And Bess, they would venture to Hollywood. We will examine films with original Gershwin scores, like Shall We Dance and A Damsel In Distress, as well as films which featured the songs of the Gershwins, including clips from Girl Crazy, An American In Paris, Funny Face, and others.

Sat. 2:00-5:00pm; Starts 10/25 (1 sess.)



# health & fitness



Stretch yourself to new levels of achievement. Leap into a new dance routine. CEHC courses empower you with fresh new ways to develop your stamina, strength, and overall enjoyment of your daily life.

## Health & Fitness



A waiver must be signed by each fitness course student the first night of the course. While the courses offered are taught by trained professionals and have a low risk of injury, students enroll in these courses at their own risk.

### Stretch & Strengthen \$240 (STRSTR)

A unique combination of stretching and strengthening exercises to improve flexibility, posture, and overall muscle strength. Breathing and proper technique are emphasized. A great stress reducer!

Note: Bring a small towel to each class.

Instructor: Valeria McRoberts

Tue. 6:30-7:30pm; Starts 9/30 (10 sess.) Skips 11/25

### Patient Safety Course \$60 (PATSAF)

This class reviews ambulatory and inpatient patient safety issues such as infection control, patient verification, environmental safety, etc.

Instructor: Mary Kovel

Wed. 6:00-8:00pm; Starts 10/8 (1 sess.)

### The Science of Flourishing \$199 (SCOFLOUR)

This course will study positive emotions, the importance of character strengths and virtues, how to build positive thinking and resiliency, and will examine the framework that supports personal flourishing, including positive relationships, engagement and meaning. The class will also briefly examine what makes positive institutions, including the study of the strengths that foster healthy and thriving communities.

Instructor: Aren Cohen

Sat. 10:00-12:00pm; Starts 10/4 (6 sess.)

### Fitness for Able People with Physical Challenges \$199 (FIPHYCH)

People with physical challenges and chronic conditions can benefit greatly from a regular exercise programs. Gain insight on the psychology of disability and chronic conditions. Learn how to safely support persons overcoming injuries, post- rehabilitation, chronic diseases or long

term physical impairments. Create programs that allow populations with special needs to break through physical, emotional and social barriers that may often hinder able people with physical challenges from gaining the full benefits of a regular exercise program.

Instructor: Amy Jordan

Sat. 10:00am-5:00pm; Starts 10/18 (1 sess.)

### Corrective Strategies for Injury Prevention \$250 (COSTIP)

This course helps to develop knowledge of human movement science and corrective exercise. Students will learn to work with clients who are recovering from injuries, as well as enhance their current functional level. Corrective Exercises are exercises that are designed to make positive changes in the way you move and focus on the underlying cause of your pain, not just on ways to mask or reduce your pain. You will be taught the use of dynamic methods to correct muscle imbalances to aid in injury prevention and recovery. The class will incorporate different techniques to assist in correcting body mechanics for injury prevention. This class will be taught at a moderate to advance level to aid in using proper understanding of anatomical points and body mechanics.

Instructor: Christopher Kempksi

Mon. 5:30-7:30pm; Starts 10/20 (6 sess.)

### Education on Exercise \$250 (FIEDUEX)

Physical fitness is a critical part of staying healthy. People who are active live longer and feel better. Exercise can help you maintain a healthy weight. Regular physical activity, exercise that is done on most days of the week has many health benefits. It can help you prevent or control disease, lose weight, and feel better. Exercise is the precursor to a healthy lifestyle. This seminar will explain: benefits of exercise, types of exercise, guidelines and safety tips. This class will be taught at the beginner level.

Instructor: Christopher Kempksi

Mon. 7:40-9:40pm; Starts 10/20 (6 sess.)

### Mind and Body Wellness in the Workplace \$150 (WELLWORK)

This course is meant for anyone interested in workplace wellness or overall mind and body health.

Instructor: Christopher Kempksi

Sat. 6:00-9:00pm; Starts 10/18 (2 sess.)

## Dance

Students must sign a waiver the first night of the course before being allowed to participate.

### Belly Dance Level I: Beginner \$99 (BELDA1)

Learn the art of Belly Dance from a gifted artist. These classes have a three fold impact: A total body workout, a complete body stretch, and an awareness of inner beauty and strength that you already possess.

Instructor: Reyna Alcalá

Mon. 6:30-7:30pm; Starts 9/22 (5 sess.) Skips 10/13

## Foreign Language Instruction

Continuing Education at Hunter College offers a wide variety of foreign language courses to choose from. Course enrollments are kept small to ensure individualized instruction. Note: Textbooks not included. For more information about language courses in our other Continuing Education departments, Parliamento Italiano & International English Language Institute, please see pages (37 & 38).

### Level I Courses: \$375

These courses are meant for true beginners to the new language. Students will learn the basics of each language including vocabulary, grammar and pronunciation. Instruction in each course will include both English and the new language, with a higher percentage of time speaking the new language each successive course session.

### Level II Courses: \$375

These courses are meant for students who have some prior knowledge of the new language. Placement testing is available for students who need to determine their language level. Level II students will delve deeper into the new language by widening their vocabulary, learning more complex sentence structures and practicing longer and more detailed conversations.

**SPECIAL PROMOTION: TAKE ANY LANGUAGE I & II and save 10%**

### Arabic \$375 (ARAB1)

Instructor: Karam Tannous  
Mon. & Wed. 5:30-7:30pm; Starts 9/15 (10 sess.) Skips 10/13

### French I \$375 (FRENC1)

Instructor: Vera Junkers  
Mon. & Wed. 5:30-7:30pm; Starts 9/15 (10 sess.) Skips 10/13

### French II \$375 (FRENC2)

Instructor: Vera Junkers  
Mon. & Wed. 7:40-9:40pm; Starts 9/15 (10 sess.) Skips 10/13

### French III \$375 (F3)

Instructor: Vera Junkers  
Not available this semester

### Spanish I \$375 (SPAN1)

Instructor: Irma Romero  
Mon. & Wed. 5:30-7:30pm; Starts 9/15 (10 sess.) Skips 10/13

### Spanish II \$375 (SPAN2)

Instructor: Irma Romero  
Mon. & Wed. 7:40-9:40pm; Starts 9/15 (10 sess.) Skips 10/13

### Introduction to Linguistics \$375 (INTLING)

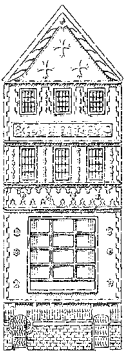
Learning about languages excites the curiosity and imagination. We explore the essence of languages, what they are, how and why they change, concepts of “correctness”, dialects and accent. Depending on the who is in the class, we might be lucky enough to investigate the different languages spoken by our members, and have fun trying to analyze and figure out meaning and structure.

Instructor: Jeff Segall  
Not available this semester

### Conversational French \$300 NEW! (CONFREN)

This course will teach you how to communicate easily and comfortably with those who speak French. You'll learn practical, common phrases. You will read articles from the French press and translate popular songs.  
Instructor: John H. Steinberg  
Thur. 5:30-7:30pm; Starts 10/2 (7 sess.)





# PARLIAMO ITALIANO

AT HUNTER COLLEGE

Learn Italian at the largest and most innovative Italian Language School in New York City!

For more information, visit [www.hunter.cuny.edu/parliamo](http://www.hunter.cuny.edu/parliamo) or email [parliamo@hunter.cuny.edu](mailto:parliamo@hunter.cuny.edu).  
To register for Parlamo Italiano classes or to take a placement test, call: 212.396.6653

**Parlamo Italiano offers:** Small class sizes, original materials, native Italian teachers, 30 years of experience, Review & Improve Open Forums, Pop-up Workshops, Private Lessons, and special interest summer courses.

## COURSE LISTING

### ELEMENTARY 1

For absolute beginners. Learn nouns, adjectives, verbs in the present tense, directions, days and months and how to tell the time. You will be able to introduce yourself and have a conversation.

### ELEMENTARY 2

This course introduces prepositions with articles, irregular verbs in the present tense, the plural of possessive adjectives, and a brief overview of the past tense.

### ELEMENTARY 3

Focuses on the simple past tense, regular and irregular forms, and the present perfect with emphasis on auxiliary verbs. Introduction to "il partitivo" and direct object pronouns.

### ELEMENTARY 4

Focuses on the imperfect tense. You will increase your vocabulary with emphasis on indirect object pronouns and the verb "piacere." Learn idiomatic expressions.

### ELEMENTARY 5

Focuses on the future tense, reflexive verbs, the pronoun "ne," and relative pronouns. Vocabulary and expressions are introduced through grammar study and conversation.

### ELEMENTARY REVIEW

For students who have completed all elementary levels and would like a review. Also for students with previous knowledge of Italian who would like a refresher course.

### ELEMENTARY CONVERSATION

For those who have completed Elementary 5. The class will focus on basic Italian conversation, restaurants, directions, making plans, and small talk.

### INTERMEDIATE 1

A more in-depth knowledge of the grammar covering the passive voice, the gerund, the conditional and comparative.

### INTERMEDIATE 2

Focuses on learning combined pronouns, informal and formal imperative, possessive, demonstrative, and stressed pronouns.

### INTERMEDIATE 3

Entirely dedicated to the study of the subjunctive in all its tenses and uses, as well as in the conditional clause.

### INTERMEDIATE 4

Short readings on history are introduced. A review of the subjunctive, the past perfect and the future anterior.

### INTERMEDIATE 5

Readings and new vocabulary are discussed in detail as the grammatical and idiomatic structures are analyzed. i.e. The uses of "ci", the use of the infinitive, fare + infinitive, lasciare + infinitive, and lasciare + the subjunctive.

### INTERMEDIATE REVIEW

A general and deep review of grammar is conducted in this course. Selected readings are discussed and conversation is emphasized.

### INTERMEDIATE CONVERSATION

For students who have completed Intermediate 2 or higher and wish to focus on conversation. Short articles from Italian newspapers will be discussed and basic grammar will be reviewed.

### INTERMEDIATE REVIEW & CONVERSATION

For students who have completed Intermediate levels and wish to read books and review grammar as needed.

\* Reading: *Nordest*, Film: *I am Love*

### ADVANCED

For students who are fluent speakers. Discuss readings from Italian literature.

### ADVANCED CONVERSATION

Articles from Italian newspapers will be discussed and grammar issues will be reviewed based on students' needs.

### INTERMEZZO CINEMA 1- INTERMEDIATE ITALIAN THROUGH CINEMA

Students will watch and discuss Italian films in original language, improve their speaking and comprehension skills, and learn new vocabulary and idiomatic expressions. The class also focuses on grammar with an emphasis on reviewing and improving what is used in the movies.

### INTERMEZZO CINEMA 2- ADVANCED ITALIAN THROUGH CINEMA

This course will increase students' knowledge of Italian culture and cinema and strengthen their speaking and comprehension skills by engaging in further discussion on Italian films. Learn new vocabulary and idiomatic expressions.

Note: Instructors will do their best to screen films available in the U.S. However, not all films are available, making the student's presence in this class crucial for film review which happens immediately after the screening.

### REVIEW & IMPROVE OPEN FORUM

Subject matter from the week's lesson is reviewed in this Saturday session followed by open forum conversation and discussion mediated by a Parlamo instructor. Combine this with any 15 or 20 hour course and ask questions you normally wouldn't ask during your weekly lesson. Think outside the box!

### POP-UP WORKSHOPS

Parlamo Italiano's workshops are a new spin on the traditional curriculum of the school. Our instructors are dedicated to incorporating the grammar and vocabulary taught in our classes and combining specific aspects of Italian culture to enhance conversation and knowledge of Italian history.

Visit our website for more information.  
[www.hunter.cuny.edu/parliamo](http://www.hunter.cuny.edu/parliamo)



/PlatHunter



# INTERNATIONAL ENGLISH LANGUAGE INSTITUTE (IELI)

A positive step toward personal, academic and professional success

We offer a range of programs designed to support a variety of English language learners. Our experienced teachers, who hold Master's degrees in ESOL or related fields, use multimedia, the internet, and New York City's cultural resources to support the language learning of our students. We provide full-time intensive academic English classes, part-time communicative skills classes, customized group programs and one-on-one professional English lessons. High-beginner to advanced level classes are offered in the day and evening, and on Saturdays.

## ACADEMIC SKILLS PROGRAMS

Full Time (18 academic hours/week)

Our supportive and challenging environment provides intensive English instruction in all skills required to succeed in American higher education. This program is ideal for anyone whose goal is to apply to an English-language college or university.

### 8 week Daytime and Evening Program\*

Fall I 2014 August 27- October 22

Fall II 2014 October 27- December 23

Our **Daytime Program** offers classes for students in high-beginning through advanced levels focusing on writing, reading, grammar, speaking and listening skills for a total of 18 hours a week. Schedules for the Academic Skills Day Program vary between the hours of 8:00am to 4:00pm, four to five days a week. Classes are held at three different Hunter College campuses. Schedules are distributed prior to the beginning of each semester.

Our **Evening Program** offers classes for students in beginning through advanced levels. This program emphasizes English Grammar, Academic Reading, Writing, Vocabulary Development, and Test-Taking and Communication Skills.

\*Evening Beginner Program Levels 1-2 (7 weeks)

Fall I 2014 September 2- October 20

Fall II 2014 October 28- December 16

## THE PROFESSIONAL ENGLISH ACADEMY (Weeknights 6:30-8:30)

Fall I 2014 September 2- October 20

Fall II 2014 October 30- December 18

These 7-week, advanced level courses are designed for both native and non-native professionals who wish to perfect and polish their English language skills in order to feel more at ease at work. These confidence-boosters are ideal for professionals with limited time who feel they can benefit from improving their accuracy and efficiency in communicating in English.

Courses in each skill meet for two hours once a week for seven weeks. Courses are based on a 14-week curriculum, so students may take each course twice.

**Speaking for Professionals (Mondays)** Students will practice and perfect their speaking skills in order to feel more at ease in business and other more formal environments.

**Grammar for Professionals (Tuesdays)** Authentic materials are used to assist professionals to speak and write more correctly. Students will

review advanced level grammar to improve overall written and spoken accuracy.

**Writing for Professionals (Wednesdays)** Professionals will analyze, practice and improve written communication skills in business letters, reports, memos, summaries, email messages and other formal and informal written material.

**Pronunciation for Professionals (Thursdays)** Students will learn to identify their pronunciation challenges and increase their accuracy in producing more native-like American English. Emphasis is on appropriate rhythms, intonation and stress in conversational English.

## ENGLISH FOR SUCCESS – Saturday Program

**Integrated Skills Classes** (9:10am-12:25pm) 3.5 hrs/week for 7 weeks. Focus is on integrating grammar, writing, reading, vocabulary and listening and speaking skills in order to help students develop and solidify the language skills they need socially, in the workplace, for study in the future, and in everyday situations common to life in New York City.

Fall I 2014 September 6- October 18

Fall II 2014 November 8- December 20

**Short Fluency Classes** - 2 hrs/week for 7 weeks. Times and classes vary. Call, visit, or check the website for updates.

Fall I 2014 September 6- October 18

Fall II 2014 November 8- December 20

**Communication Workshops** - 4 hrs/week for 8 weeks. Times and classes vary. Call, visit, or check the website for updates.

Fall I 2014 August 30- October 18

Fall II 2014 November 1- December 13

*Ask about our Summer & Winter Intersession Classes*

For more information including course fees, visit our website:

[www.hunter.cuny.edu/ieli](http://www.hunter.cuny.edu/ieli)

Hunter College  
East Building Room E1022  
ieli@hunter.cuny.edu  
(212)772-4292



INTERNATIONAL ENGLISH  
LANGUAGE INSTITUTE  
at HUNTER

# The Writing Center

Writing | Literature | Culture  
CONTINUING EDUCATION



The Writing Center offers a cultural showcase of writing workshops, special topic courses, and free literary events featuring guest speakers such as Edward Hirsch, Randolph Churchill, Kitty Pilgrim, Barbara Goldsmith and Cathleen Schine. In the spring, The Writing Center hosts the Best Selling Author series and the Great Thinkers of our Time series. For information about The Writing Center's special events, please visit our website at:  
[www.hunter.cuny.edu/thewritingcenter-ce](http://www.hunter.cuny.edu/thewritingcenter-ce)

\* Special Events are FREE and open to the general public. RSVP online, by phone or in person.

## Master Class

### Writing Your Life Story \$350 (TWCMLS)

This is an intensive master class in the art of writing memoir. The instructor will help students find their own voices, and in the process come closer to creating a unique rendition of their own experiences, turning each life story into something people want to read. Students will discuss and analyze each other's writing, as well as read selected sections from published memoirs. Please submit 8-10 pages of your own prose to Lewis Frumkes at The Writing Center in order to gain admission to the class.

Instructor: Daphne Merkin  
TBA

## Workshops

### Fiction Writing \$450 (TWCWF)

Explore various elements of the craft of fiction including sensory detail, character, dialogue, story and point of view through in-class and at-home exercises. Limited enrollment. Section 1 is geared towards beginners, who should come prepared to start writing. Section 2 is for those who have successfully completed the first course and would like to continue their studies.

Instructor: Grace Edwards  
Section 1: Mon. 5:30-7:30pm; Starts 10/6 (8 sess.) Skips 10/13  
Section 2: Tue. 5:30-7:30pm; Starts 10/7 (8 sess.)

### Murder You'll Write \$350 (TWCMYW)

This class is designed for students who have enjoyed reading mysteries and now want to write them. Students learn how to apply the basics of fiction – characterization, description, dialogue and plot – to the genre. Writing assignments enable students to identify experiences from their lives that will produce interesting plots. Handouts on police procedures and other technical matters are provided.

Instructor: Sharon Johnson  
Wed. 7:00-8:30pm; 10/1 (8 sess.)

### Editing For Self-Editors \$350 (TWCESE)

Having a good editor work with you on your book is a gift. A good editor brings a well-trained, fresh eye to your work and helps you to make it the best possible book it can be. But good editors are hard to find. If your book is contracted to a publishing house, you may, with some luck, get just the editor you need. But for most people, that all-important fresh and knowing eye on their work is something they have to do without. This course shows you how to edit your own work. By learning what an editor does, and how an editor thinks about a work, you can arm yourself with skills that can be used to hone your own work and bring out the best in it.

Instructor: Beena Kamlani  
Wed. 6:00-8:00pm; 10/8 (6 sess.)

### How to Write and Sell the Personal Essay \$99 (TWCWSE)

Whether the impulse to write comes from a longtime yearning, a recent itch, or a desire to get down your experiences for yourself and your loved ones, this workshop will help you capture your memories, dreams, childhood incidents, and truths in your own voice. You will learn to: establish disciplined work habits, avoid procrastination, open up, express yourself authentically and get rid of your internal critics. Writing exercises, suggestions for outside readings and marketing advice are given.

Instructor: Nancy Davidoff Kelton  
Thu. 6:00–9:00pm; 10/9 (1 sess.)

### Writing To The Market: How To Create Non-Fiction That Sells \$350 (TWCWTM)

Publishers of books, magazines and e-zines know the score: non-fiction still sells. In this course, we explore the various types of non-fiction that are being published in today's competitive market place: feature story, interview/Q & A, review/criticism, travel/regional writing, niche writing, memoir, and personal essay. Students will be asked to read assigned examples of each and by analyzing what we have read, gain insight into how these pieces work and why they are successful. Written assignments will be keyed to the particular topic, and completed work will be read aloud and critiqued in class. There will also be classes in style, voice, revision and business of being a writer; the latter will cover such topics as breaking in, finding new markets, writing a pitch letter and obtaining clips.

Instructor: Yona Zeldis McDonough  
Not available this semester

### Get to Know Your Inner Poet \$450 (TWCPOET)

This class is designed to bring out the poet and poetry-lover in everyone. With a few assigned readings as inspiration, students will write weekly poems, each of which will receive focused attention and analysis. By paying close attention to construction, as well as content, students will emerge as more sensitive readers of poetry, ready to tackle what might before have seemed obscure. And by figuring out how a powerfully affecting poem manages to produce its effect, students will be able to turn their appreciation into techniques for innovative poetry.

Instructor: Danielle Blau  
Wed. 5:30-7:30pm; Starts 10/1 (8 sess.)

### The Story of Your Life: The Craft of Writing Memoirs \$200 (TWCMEM)

Are you working toward publication or composing a personal reflection? This workshop will focus on what you want to say and help you say it effectively. In-class exercises illuminate aspects of the craft that can be applied directly to your work.

Instructor: Sidney Offit  
Wed. 11:00-1:00pm; Starts 10/8 (3 sess.)

### Understanding Creative Nonfiction \$450 (TWCUCNFI)

Creative nonfiction is the literary genre of stylized truth-telling. Because the truth is just more interesting, isn't it? In this course you'll receive an overview of and an introduction to the genre's past, present, and future. We'll also write in a variety of nonfiction forms, from memoir to essay and more. Readings will include selections from famed creative nonfiction authors like Gay Talese, Arthur Miller, and Susan Orlean, among many others.

Instructor: Elyssa Goodman  
Thu. 7:40-9:40pm; Starts 10/9 (8 sess.)

## Annual Writers' Conference & Intensives

Stay tuned for the June 2015 conference! Dates TBA.

Visit our website for more information.  
[www.hunter.cuny.edu/thewritingcenter-ce](http://www.hunter.cuny.edu/thewritingcenter-ce)



/TWCCEatHunter

# The Performing Arts Center at Hunter College



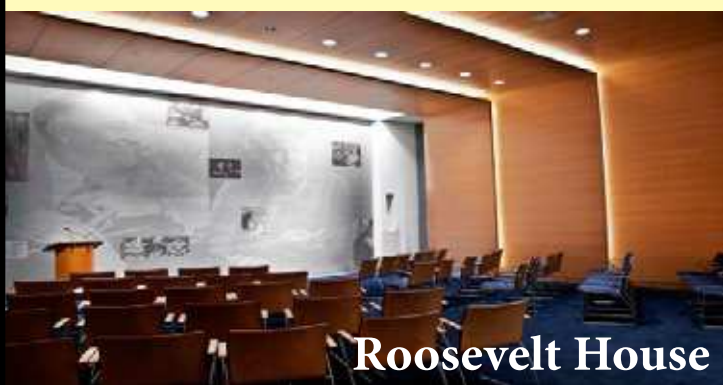
**Assembly Hall**

## assembly the hall

(212) 772-4872

*2000 seat theater for graduation ceremonies, large symposiums, symphonies, choir performances and other events.*

[www.hunter.cuny.edu/reservespace](http://www.hunter.cuny.edu/reservespace)



**Roosevelt House**



**ROOSEVELT  
HOUSE**  
PUBLIC POLICY INSTITUTE  
AT HUNTER COLLEGE

*State-of-the-art facility offering a prime venue for lectures, conferences, seminars, film/photo/television/video shoots, film screenings and elegant social functions.*

(212) 650-3174

[rhrentals@hunter.cuny.edu](mailto:rhrentals@hunter.cuny.edu)



**Ida K. Lang Recital Hall**

## The Lang Recital Hall

(212) 650-3209

*149 seat concert space; home to our "Gershwin" piano.*

[paassistant@hunter.cuny.edu](mailto:paassistant@hunter.cuny.edu)



**Kaye Playhouse**

**the kaye**  
PLAYHOUSE AT HUNTER COLLEGE

(212) 772-4471

*Fully equipped proscenium-style theater with 624 seats.*

[kayeinfo@hunter.cuny.edu](mailto:kayeinfo@hunter.cuny.edu)

**HUNTER**  
(212) 772-4872

*also offers various lecture halls, classrooms, meeting areas and the beautiful Silberman auditorium.*

## Book Today!

# general information

## Continuing Education at Hunter College

### OFFICE HOURS & SCHOOL HOLIDAYS

Continuing Education Daytime Office:  
East Building, 10th Floor, Room E1022  
Phone: 212-650-3850 Fax: 212-772-4302  
e-mail: [ce@hunter.cuny.edu](mailto:ce@hunter.cuny.edu)  
Office Hours: Monday-Thursday 9:00am-5:00pm  
Friday: 9:00am-4:45pm

Evening Location: 71 East 94th Street, 3rd Floor, Room 333  
Hours: Monday - Thursday, 5:00 - 9:00 pm  
Phone: 646-963-6311

### HOLIDAYS:

The Continuing Education Office is closed and no classes are held on:  
10/13, 11/27-11/30, 12/24-12/25, 12/31

### WEBSITE

Check our web page often to find out current course listings, schedules, fees, dates and times. You can also register online:  
[www.hunter.cuny.edu/ce](http://www.hunter.cuny.edu/ce)

### REGULATIONS

Student/Faculty Behavior:  
In all class locations, Hunter College rules and regulations governing student and faculty behavior apply to this program.

### REGISTRATION FEES

Full payment for classes is due at the time of registration. Payment may be made by check, money order or credit card (MasterCard, Visa, American Express, Discover or Diners Club with MasterCard logo). Participants will be charged a \$25 fee for returned checks. There is a \$20 registration fee per registrant or per family. For courses with fees less than \$100, the registration fee is included in the tuition. Book & Materials Fees: Not included with course fees unless otherwise noted. Visit our website for required textbook information.

### HOW TO REGISTER

Daytime:  
Phone (Credit card only): 212-650-3850  
Monday-Thursday 9:00am-5:00pm  
Friday: 9:00am-4:45pm  
Mail: You may mail the registration form with your check, money order, or credit card number to:  
Continuing Education at Hunter College  
695 Park Avenue, Room E1022, New York, NY 10065

Evening:  
Phone (Credit card only): 646-963-6311  
Monday-Thursday 6:00-9:00pm  
Location: Hunter High School; 71 East 94th Street, Room 333.

Registrations must be received five business days before the class starting date to hold your place in class.

Fax: You may fax the registration form with your credit card authorization to 212-772-4302; Please remember to sign your name authorizing use of your credit card.

Online: You may register for courses by using our online registration option. Visit our web site at: [www.hunter.cuny.edu/ce](http://www.hunter.cuny.edu/ce)

In-Person (Daytime or Evening): Students may register in-person at the Daytime and Evening office locations. Please see address' and office hours at the top of this page.

Please note: Your cancelled check/credit card statement will serve as proof of payment. Students registering online or by phone will receive a confirmation notice via e-mail.

### CANCELLATIONS

Continuing Education reserves the right to cancel classes in case of an emergency (e.g., weather related closings, teacher illness) without advance notification. Every attempt will be made to contact students in the event of teacher's illness or personal emergency. Please refer to our website and/or radio listings (WCBS 880 or 1010 WINS AM) for emergency closings.

### Refund policy

All refund requests must be accompanied by your receipt. The processing of refunds takes four to six weeks.

If Hunter cancels a course:

- 100% refund (including registration fee)

If the student withdraws:

- 100% tuition less registration fee and a \$10 drop fee will be deducted, prior to the first class meeting
- No refunds once the course has begun
- Certificate Program students will have a \$100 penalty deducted from tuition upon withdrawal

Credit card refunds are credited back to the card used to register for the course. Check registrations will be refunded via a check mailed 4-6 weeks after cancelled registration.

### DISCOUNTS

All discounts are available on individual courses with fees of \$100 or more and on a space available basis. For computer and language classes, registration with discounts begins 5 days prior to start of class. Discounts do not apply to additional fees for materials, special equipment or for classes that are co-sponsored with another organization.

Discounts are calculated as follows unless otherwise indicated:

- 20% discount for Hunter employees, Hunter students, and senior citizens (must present proof).
- 10% discount for Hunter alumni and CUNY employees and veterans (must present proof). No discounts for Certificate Programs.

You must register by mail, fax or in person to receive the discount and please be prepared to show proof. You cannot receive the discount when registering on-line. Discounts must be taken at the time of registration. Discounts will not be given retroactively. Discounts may not be combined. Any exceptions to the above policy require the Director's written approval. Refer to the IELI catalog for its discount policy.

### CLASS INFORMATION

Credit Status: All Continuing Education courses at Hunter College are offered on a non-credit basis. These courses cannot be applied to an undergraduate or graduate degree program unless otherwise noted. Individual Class Cancellations and Make-Up Classes: Occasionally, a class may be cancelled due to an unforeseen emergency or instructor's illness.

Class Size: All classes require a minimum number of registrants in order for them to run. Classes may be cancelled up to 24 hours prior to the first class meeting. Although we will make every effort to notify students of cancellations, it is advisable to check our website or call to confirm the course 24 hours before the course start date. A full refund will be given for course cancellations.

Note: Hunter reserves the right to cancel classes, change rooms and locations, alter times, dates, instructors and/or tuition without prior notification, if necessary. We regret any inconvenience this may cause and will make every attempt to accommodate students.



**CLASSROOM LOCATIONS**

Classroom locations are indicated by code letters on the course Confirmation Letter. This will be e-mailed to you after you register and pay for your course. Classroom location codes are also listed on our website ([www.hunter.cuny.edu/ce](http://www.hunter.cuny.edu/ce)) and on the e-mail receipts you receive after you register online. A map of the building location is below. Below is a listing of Hunter College campus building codes and how to get to those sites:

**CS= Campus Schools= Hunter College Campus School**

St. Location: 71 East 94th St. between Park and Madison Avenues  
 Entrance Location: North Side of East 94th St. about halfway up the block  
 Subway Stop: 6 trains at 96th St. Note: Classroom locations given out the first night of class. See security guard at the front desk for assistance (or come to the office at CS Room #333)

**HN = Hunter North = North Building, 68th St. Campus**

St. Location: East 69th St. between Lexington and Park Avenues  
 Entrance Location: South Side of East 69th St. about halfway up the block  
 Subway Stop: 6 trains at 68th St./Hunter College  
 Note: C level classrooms are one level down from the 1st Floor.

**HW = Hunter West = West Building, 68th St. Campus**

St. Location: SW corner of East 68th St. and Lexington Avenue  
 Entrance Location: Two entrances, one facing Lexington and one facing 68th St., near 6 train. Subway Stop: 6 trains at 68th St./Hunter College  
 Another entrance on Subway level during normal college schedule.

**HE = Hunter East = East Building, 68th St. Campus**

St. Location: SE corner of East 68th St. and Lexington Avenue  
 Entrance Location: Lexington Ave. side near the flower stand  
 Subway Stop: 6 trains at 68th St./Hunter College  
 Note: Location of CE offices, Elevators located on the 3rd floor near library entrance.

**TH = Thomas Hunter = Thomas Hunter Hall, 68th St. Campus**

St. Location: Lexington Ave. between 68th and 69th St.  
 Entrance Location: West Side of Lexington Avenue; red doors located at the middle of the block  
 Subway Stop: 6 trains at 68th St./Hunter College

**Brookdale = Brookdale Campus = Hunter College Brookdale Campus of Health Sciences**

St. Location: East 25th St. at 1st Avenue  
 Entrance Location: North side of East 25th St., halfway down the block towards East River. Subway Stop: 6 trains at 23rd St.

If you do not know your room location, please call 212-650-3850, e-mail [ce@hunter.cuny.edu](mailto:ce@hunter.cuny.edu) or visit our website at [www.hunter.cuny.edu/ce](http://www.hunter.cuny.edu/ce)

**NEW COURSE IDEAS**

Send your ideas & comments to:  
 Cristian Gallardo  
 Deputy Director of Continuing Education & Special Programs  
 Hunter College, 695 Park Avenue, E1001  
 New York, NY 10065 e-mail: [cgallard@hunter.cuny.edu](mailto:cgallard@hunter.cuny.edu)

**HUNTER COLLEGE ADMISSIONS**

Hunter College is a comprehensive teaching, research and service institution, long committed to excellence and access in the education of undergraduate and graduate students in liberal arts and sciences, as well as in the professional fields of education, health sciences, nursing, and social work. For more information on Hunter admissions and to view a schedule of classes please visit: <http://registrar.hunter.cuny.edu>.

**Hunter College Registrar's Office**

Hours: Mon.-Thu. 9:00am-6:45pm; Fri. 10:00am-4:45pm.  
 Location: Room 217 North. Tel.: 212-772-4474  
 e-mail: [registrar@hunter.cuny.edu](mailto:registrar@hunter.cuny.edu).

**Are You a Student with a Disability?**

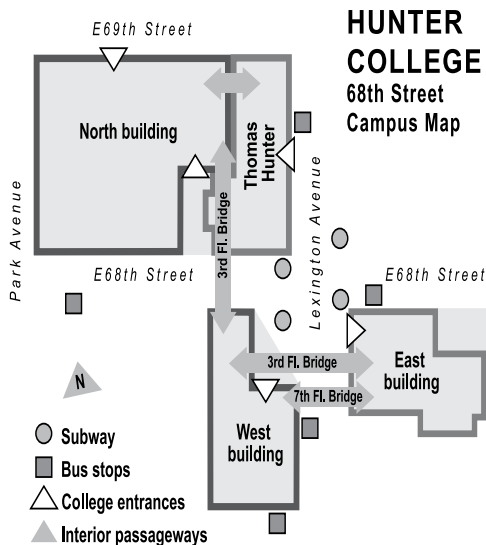
If you wish to inquire about disability services please contact Cristian Gallardo at 212.772.4247 to discuss your individual needs. Requests for accommodations must be accompanied by documentation of disability. Please submit requests and documentation four weeks in advance of class start date to ensure that reasonable accommodation requests can be processed in a timely manner.

**ADMINISTRATION and STAFF**

Lorraine Gallucci	Director of Continuing Education & Special Programs
Cristian Gallardo	Deputy Director of Continuing Education & Special Programs
Vincent Margiotta	Assistant Director of Continuing Education
Aisha Laspina	Marketing Coordinator
Lee Spencer	Academic Coordinator
Brad Rappaport	Evening Program Coordinator
Jessica Strauss	Program Coordinator
Milena Timerman	Bursar Coordinator
Sean Lee	International Student Coordinator
Jennifer Rivera	International Student Coordinator
Jennifer Stanciu	Payroll Coordinator
Cristian Ocampo	Registration Staff Supervisor

**Customer Service Staff**

Nida Amjad	Anthony Vasquez
Claudia Caceres	Christhin Montejo
Gerardo Diaz Almazo	Neil Murphy
Nora Escotto	Zindzi Reed
Anita Furman	Sarai Rodriguez
Brittany Lee	David Sebastian
Henriquez-Bernal, Victoria	Patricia Walsh
Myong Hyun Lee	Zofia Wasilewska



# registration form

(Must be received 5 business days before the course start date. All information required. Must fill out form completely to be registered)

Male  Female

\_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

Home Address: \_\_\_\_\_

\_\_\_\_\_  
City State ZIP \*\*Cellphone & Service Provider Evening Phone

E-MAIL: \_\_\_\_\_ How did you \_\_\_\_\_ \*\*Date of Birth \_\_\_\_\_  
hear about us?

Credit Card Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Have you ever taken a class with Hunter C.E. before? Yes  No

COURSE	TITLE OF THE COURSE	Section	TUITION
Nº 1			
Nº 2			
	REGISTRATION FEE*		\$20
<b>**MANDATORY FOR REGISTRATION</b>			
<b>* NOTE: NO REGISTRATION FEE FOR COURSES UNDER \$100</b>		TOTAL	

Card Number \_\_\_\_\_ Exp. Date (MO) \_\_\_\_\_ (yy) \_\_\_\_\_

Check  Money Order  Credit Card

Credit Card Type: American Express  Visa / MasterCard  Discover

Taking a Discount? You must include proof with this form. Refer to page 4 for discount policy. Name on the Card

Name on the Card \_\_\_\_\_

Authorized Signature \_\_\_\_\_

I, \_\_\_\_\_, have been informed of the Hunter College Annual Campus Security report which can be found online or obtained by contacting the Department of Public Safety.

**REFUND POLICY:** If Hunter cancels a course a 100% refund issued including registration fee. If the student withdraws a 100% refund issued less registration fee and a \$10 drop fee will be deducted, prior to the first class meeting. No refunds thereafter for one, two, or three day workshops once the workshop has begun. Check registrations will be refunded via a check mailed 4 to 6 weeks after cancelled registration. Certificate Program students will have a \$100 penalty deducted from tuition upon withdrawal.

**Office use only**

O.I. \_\_\_\_\_ Date \_\_\_\_\_

Semester \_\_\_\_\_ ID \_\_\_\_\_ Authorize.Net \_\_\_\_\_