

Explore new heights through Continuing Education at Hunter College



Summer 2012

CONTINUING EDUCATION at

**HUNTER
COLLEGE**

www.hunter.cuny.edu/ce

212-772-4292

CONTINUING EDUCATION at
**HUNTER
COLLEGE**



S U M M E R 2 0 1 2

Dear Continuing Education at Hunter College Student:

W elcome 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.

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 fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jennifer J. Raab
President

welcome

to Continuing Education at Hunter College



Welcome to Continuing Education at Hunter College (CEHC). Our continuing education programs are available to everyone- from young adults to senior citizens. 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. 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!



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 bi-lingual 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, 5/24 or 5/31; 6:00-7:45pm

RSVP at 212-650-3850 or ce@hunter.cuny.edu

Program starts promptly.

Location: Continuing Education Office at 695 Park Avenue, Room 1025, East Building.

See our web site for complete program courses & requirements:

<http://www.hunter.cuny.edu/ce>

Certificate Programs & Fees:

Certificate in Translation Studies-English to Spanish (6 courses): \$2,800

Certificate in Interpretation Studies (6 courses): \$2,800

Combined Certificate in Translation and Interpretation Studies (8 courses): \$3,700

Introduction to Translation Studies (TSINTTRA)

Instructor: Marko Miletich

Tue. & Thu. 5:40-7:30pm; Starts 5/29 (10 sess.)

Spanish Editing (TSSPAEDI)

Instructor: Javier Labrador

Not available this semester

Spanish Composition (TSSPACOM)

Instructor: Javier Labrador

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

Translation Studies I: English to Spanish (TSTRAS1)

Instructor: Maurice Tefel

Not available this semester

Translation Studies II: English to Spanish (TSTRAS2)

Instructor: Marko Miletich

Tue. & Thu. 7:40-9:30pm; Starts 5/29 (10 sess.)

Fundamentals of Interpretation (TSFUNINT)

Instructor: Laura Avila

Not available this semester

Note Taking for Interpreting (TSNOTTAK)

Instructor: Javier Labrador

Not available this semester

Spanish Grammar Review (TSSPAGRA)

Instructor: Javier Labrador

Mon. & Wed. 7:40-9:30pm; Starts 5/30 (10 sess.)

Interpretation in Legal Settings (TSINTLEG)

Instructor: Laura Avila

Not available this semester

Interpretation in Medical Settings (TSINTMED)

Instructor: Marko Miletich

Not available this semester

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 all students must take: 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. Teachers are required only to include in each course either a final exam or final project, which is weighted as a part of the final grade. Permissible grade structure is A+ to F, and Inc. Incompletes must be converted to a letter grade by completion of the coursework in a reasonable time if the student is to be given credit for the course. Students are permitted one class absence only; however, lateness is not counted as an absence.

An Associates Degree is required to register for this program, as well as a completed application (available on the CE website).

Open House

For more information on the certificate, please attend the open house: Monday, May 14, 2012; 6:00-8:00pm.

RSVP at 212-650-3850 or ce@hunter.cuny.edu

Sign up for entire certificate program and pay \$3,700 - a savings of \$260!

Required

Introduction to Law \$495 (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 5/24 (5 sess.)

Location: CS 71 East 94th St.

Drafting Legal Instruments \$495 (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
Not available this semester

Contracts \$495 (LSCONTRA)

Contracts is 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 6/4 (5 sess.)
Location: CS 71 East 94th St.

Legal Research & Writing \$495 (LSLEGRES)

Students learn the fundamentals of legal research, kinds of law books, casebooks and treatises, 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 5/22 (5 sess.)
Skips 6/12
Location: CS 71 East 94th St.

Litigation \$495 (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: Mark Snyder
Wed. 6:00-9:45pm; Starts 6/6 (4 sess.)
Location: CS 71 East 94th St.

Electives

Bridge to Law School \$495 (LSBRILAW)

This course is for you if you fall into one of the following categories: you have already been accepted into law school and want to be prepared and/or compete effectively with your future classmates; you want to become comfortable with the Socratic Method through exposure to it in a supportive environment; and you want to read cases that are virtually "guaranteed" to be in your first-year curriculum. Are you thinking about going to law school but are not sure exactly what that entails? Wouldn't you rather spend a few weeks gaining exposure to the substance of a legal education before you commit three years of your life to it? It's also a great way to get a taste of law school without going into fifty thousand dollars worth of debt. If you are simply curious about how and why lawyers think/reason the way they do, then this is a commitment-free way to gain an inside view of how lawyers are trained. Indulge your intellectual curiosity and perhaps discover a new career path at the same time.

Instructor: Mark Snyder
Wed. 6:00-9:00pm; Starts 7/11 (5 sess.)
Location: CS 71 East 94th St.

Immigration Law \$495 (LSIMILAW)

This class will explore all aspects of the practice of Immigration Law as taught by a well-experienced attorney specializing in the field.

Instructor: Justine Cuccia
Tue. 6:00-9:00pm; Starts 6/26 (5 sess.)
Location: CS 71 East 94th St.

Torts \$495 (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, and tort doctrines such as comparative negligence, res ipsa loquitur, and assumption of the risk.

Instructor: Ryan Goldstein
Thu. 6:00-9:00pm; Starts 6/28 (5 sess.) Skips 7/5
Location: CS 71 East 94th St.

Business Law for Small Business Owners \$495 (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: Leonard Morton
Tue. 6:00-9:00pm; Starts 7/17 (5 sess.)
Location: CS 71 East 94th St.

Legal Nurse Consultant Certificate \$3900

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, plus 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: May 14, 6:00-7:30pm;
RSVP at 212-650-3850 or ce@hunter.cuny.edu

Legal Courses

Litigation (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. (15 hours)

Instructor: Mark Snyder
Wed. 6:00-9:00pm; Starts 6/6 (4 sess.)
Location: CS 71 East 94th St.

Legal Research & Writing (LSLEGRES)

Students learn the fundamentals of legal research, kinds of law books, casebooks and treatises, official vs. unofficial reporters, hands-on computer and library research, how to shepardize cases, and basics of writing a legal memo. (15 hours)

Instructor: Jean Savanyu
Tue. 6:00-9:00pm; Starts 5/22 (5 sess.) Skips 6/12
Location: CS 71 East 94th St.

Torts (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, and tort doctrines such as comparative negligence, res ipsa loquitor, and assumption of the risk. (15 hours)
Instructor: Ryan Goldstein
Thu. 6:00-9:00 pm; Starts 6/28 (5 sess.) Skips 7/5
Location: CS 71 East 94th St.

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. 10:00am-5:00pm; Starts 5/12 (1 sess.)
Location: 68th St. Campus

Medical Malpractice Law: Legal & Ethical Issues \$495 (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. 10:00am-5:00pm; Starts 5/19 (1 sess.)
Location: TBA

Risk Management: Principles and Practice \$495 (LNCRIMA)

Healthcare risk management will be studied, exploring the components of a risk management plan, and including loss control and loss prevention techniques. In addition, the role of the LNC in the identification and management of risks will be discussed. (6 classroom hours plus 12 hours self-study)

Instructor: Paula Grant
Sat. 10:00am-5:00pm; Starts 6/23 (1 sess.)
Location: TBA

Administrative Law (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. 10:00am-5:00pm; Starts 7/28 (1 sess.)
Location: TBA

Alternative Dispute Resolution (ADR) (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. 10:00am-5:00pm; Starts 8/25 (1 sess.)
Location: TBA

Graphic Design Certificate \$3,900

Turn your doodles into a Graphic Design career. Graphic design is present in everything from human anatomy textbooks to Halloween decorations to 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 12 required courses which provide students the theory and hands-on applications needed to succeed as a Graphic Designer. Students must take all 12 classes. Learn more at the Open House: May 17, 6:00-8:00pm; RSVP at 212-650-3850 or ce@hunter.cuny.edu

Visual Design for Everyone \$400 NEW! (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, or unified, and consistent design.

Instructor: Dorothy Kopelman
Mon. 5:30-7:30pm; Starts 5/21 (10 sess.) Skips 5/28
Location: TBA

Adobe InDesign for Beginners I \$350 (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
Lunch: Mon. 1:00-3:00pm; Starts 5/21 (6 sess.) Skips 5/28
Sec. 1: Mon. 8:00-10pm; Starts 5/21 (6 sess.) Skips 5/28
Location: 68th St. Campus E1002

Adobe InDesign II \$350 (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
Mon. 5:30-7:30pm; Starts 7/16 (6 sess.)
Location: 68th St. Campus E1002

Introduction to Dreamweaver \$375 (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 and master all of the "Behaviors" Dreamweaver offers that insert client side JavaScript on your site.

Instructor: Jeffrey Tome
Fri. 6:00-9:00pm; Starts 7/13 (5 sess.)
Location: 68th St. Campus E1002

Introduction to Flash \$375 (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: Jeffrey Tome
Wed. 6:00-9:00pm; Starts 7/11 (5 sess.)
Location: 68th St. Campus E1002

Adobe Photoshop I \$350 (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
Lunch: Thu. 3:00-5:00pm; Starts 5/24 (6 sess.)
Sec. 1: Thu. 7:40-9:40pm; Starts 5/24 (6 sess.)
Location: 68th St. Campus E1002

Adobe Photoshop II \$350 (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. 7:40-9:40pm; Starts 7/12 (6 sess.)
Location: 68th St. Campus E1002

Adobe Illustrator I \$350 (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, Illustrator helps you explore your creative vision and efficiently publish your artwork anywhere.

Instructor: Tony Aromando
Lunch: Thu. 12:30-2:30pm; Starts 5/24 (6 sess.)
Sec. 1: Thu. 5:30-7:30pm; Starts 5/24 (6 sess.)
Location: 68th St. Campus E1002

Adobe Illustrator II \$350 (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. 5:30-7:30pm; Starts 7/12 (6 sess.)
Location: 68th St. Campus E1002

Typography \$375 (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
Sat. 9:30am-12:30pm; Starts 6/16 (5 sess.) Skips 7/7
Location: 68th St. Campus

Graphic Design: Making a Professional Portfolio \$750 (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
Not available this semester

The Business of Graphic Design \$400 NEW! (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, 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 they will present their resume and portfolio at least once for a top-to-bottom critique.

Instructor: Li Gardiner
Not available this semester

Fitness Certificate \$3,100

Pay \$3,100 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, with top fitness experts created a hands-on program that will train you for a career in the fitness arena. There are 9 required courses plus one elective.

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

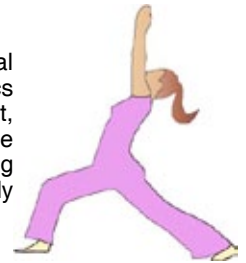
For more information on this certificate, please attend the open house: Wed., May 30, 2012; 6:00-8:00pm; RSVP at 212-650-3850 or ce@hunter.cuny.edu

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 articular 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 6/11 (7 sess.)
Location: CS 71 East 94th St.



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 Jarney.

Book: Anatomy Coloring Book and The Concise Book of the Moving Body (3rd Edition) by Wynn Kapit.
Instructor: Marie Scioscia
Not available this semester

Teaching Adult Fitness Level I \$400 (FITEAFI1)

You will learn and practice the basic components of safe cardio-vascular exercises and develop communication skills for creative effective teaching, in-group or 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 6/14 (5 sess.) Skips 7/4
Location: CS 71 East 94th St.

Teaching Adult Fitness II: Strength Training \$400 (FITEAFI2)

This participatory workshop emphasizes basic biomechanics, free weight training, and using state-of-the-art equipment needed for an effective workout. Learn verbal and tactile cuing 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
Not available this semester

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 6/7 (5 sess.) Skips 7/5

Location: CS 71 East 94th St.

Nutrition for Fitness \$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 Book: *Understanding Nutrition*, by Whitney Rolfes.

Instructor: Francine Waxman

Not available this semester

Introduction To Exercise Physiology \$400 (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 training. 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; choosing, 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. Required Book: *ACSM's Guidelines for Exercise Testing and Prescription*, 7th Edition. Recommended Book: *ACSM's Health-Related Physical Fitness Assessment Manual*, 2nd Edition 2008. Prerequisites: Anatomy 1 & 2, Nutrition and Introduction to Exercise Physiology.

Instructor: Gabe Marshal

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: John Jay Wooldridge

Not available this semester

Elective Courses

Fitness for Older Adults \$200 (FITOLAD)

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

Sat. 10am-6pm; Starts 6/23 (1 sess.)

Location: 68th St. Campus

Exercises for Pregnancy and Post Partum \$200 (FIELEXEP)

Learn how to design a program for this population. Emphasis is on the physiology and psychology of pregnancy, birth, and recovery and recommendations from The American College of Obstetrics and Gynecology.

Instructor: Reine Vilim

Not available this semester

Certificate in Interior Design \$1,500

Marble countertops, antique credenzas, 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 fieldtrips 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.

Fundamentals of Interior Design \$350 (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

Not available this semester

History of Furniture Styles and Interiors \$350 (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 others.

Instructor: Annette Cohen

Not available this semester

Advanced Interior Design & Business Practices \$350 (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.

Instructor: Annette Cohen

Not available this semester

Color Workshop \$350 (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.

Instructor: Annette Cohen

Not available this semester

Collector's Trip \$350 (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.

Instructor: Annette Cohen

Not available this semester

Office Assistant Certificate \$1,500

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 \$250 (HOWWRI)

There's nothing mysterious or mind-boggling about writing well. All it takes are some basic rules of grammar, punctuation, and sentence

structure, and some practice using them correctly and effectively. This course offers all that without boring you to death.

Instructor: Ellie Grossman

Thu. 7:15-8:45pm; Starts 6/28 (6 sess.) Skips 7/5

Location: CS 71 East 94th St.

Bookkeeping & Budgeting \$300 (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

Tue. 5:30-8:30pm; Starts 6/19 (5 sess.)

Location: 68th St. Campus

Successfully Marketing and Promoting Any Business \$350 (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 Glenn

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

Location: CS 71 East 94th St.

Computer Keyboarding and MS Office \$250 (COMKEYMO)

Learn all the tips, tricks, and functions of MS Office while polishing your typing skills. Aside from file creation and maintenance within MS Office, students will explore other MS programs, such as PowerPoint and Excel, to better prepare for today's job market with advanced software training.

Instructor: Linda Dixon

Sat. & Sun. 9:30am-12:50pm; Starts 6/2 (3 sess.)

Location: 68th St. Campus E1002

Microsoft Excel I \$250 (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

Wed. 5:30-7:30; Starts 5/23 (4 sess.)

Location: 68th St. Campus

Microsoft Excel II \$250 (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

Wed. 5:30-7:30; Starts 6/20 (4 sess.) Skips 7/4

Location: 68th St. Campus E1002

Microsoft Office Certificate \$1,600

Click, clack goes the keyboard, but do you know what you're typing? Microsoft PowerPoint, Publisher, Excel, Outlook... who can keep them straight? You can! 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.

Computer Keyboarding and MS Office \$250 (COMKEYMO)

Learn all the tips, tricks, and functions of MS Office while polishing your typing skills. Aside from file creation and maintenance within MS Office, students will explore other MS programs, such as PowerPoint

and Excel, to better prepare for today's job market with advanced software training.

Instructor: Linda Dixon

Sat. & Sun. 9:30am-12:50pm; Starts 6/2 (3 sess.)

Location: 68th St. Campus E1002

Microsoft Access I \$250 (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

Wed. 7:40-9:40pm; Starts 5/23 (4 sess.)

Location: 68th St. Campus E1002

Microsoft Access II \$250 (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

Wed. 7:40-9:40pm; Starts 6/20 (4 sess.) Skips 7/4

Location: 68th St. Campus E1002

Microsoft Excel I \$250 (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

Wed. 5:30-7:30; Starts 5/23 (4 sess.)

Location: 68th St. Campus E1002

Microsoft Excel II \$250 (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

Wed. 5:30-7:30; Starts 6/20 (4 sess.) Skips 7/4

Location: 68th St. Campus E1002

Microsoft PowerPoint I \$250 (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, and build and play slide shows.

Instructor: Michael Nisbett

Thu. 5:00-7:00pm; Starts 5/31 (4 sess.)

Location: 68th St. Campus

Microsoft Word \$175 (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, 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, format a table and change the structure of a table, and insert graphics and clip art and various other features.

Instructor: Petrona Brenes

Sun. 1:30-4:30pm; Starts 6/3 (2 sess.)

Location: 68th St. Campus E1002

Microsoft Word II \$175 (MICWO2)

The objectives of 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. This 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. 1:30-4:30pm; Starts 6/17(2 sess.)
Location: 68th St. Campus E1002

Combined Microsoft Office/Office Assistant Certificate \$2,400

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, Microsoft Word 1 and 2, Computer Keyboarding, How to Write Anything Well, Bookkeeping and Budgeting, and Successfully Marketing and Promoting Any Business.



Real Estate Certificate

Real Estate Salesperson Pre-Qualifying Course- 75 hours \$495 (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 detailed below, 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. & Tue. 5:40-9:40pm; Starts 5/21 (20 sess.) Skips 5/28
Location: CS 71 East 94th St.

Real Estate Licensee 32-hour Remedial \$300 (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. & Tue. 5:40-9:40pm; Starts 5/21 (8 sess.) Skips 5/28
Location: CS 71 East 94th St.

Business Communication Certificate \$3,200

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.

Business Writing \$250 (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

Wed. 6:00-8:00pm; Starts 6/6 (6 sess.) Skips 7/4
Location: CS 71 East 94th St.

Magazine Writing \$400 (MAGWRI)

If you're serious about pursuing a part-time or full-time career in journalism, this workshop will provide you with the skills and industry savvy needed to land assignments and get published. You'll learn what makes a marketable article idea and understand the basics to writing compelling and effective queries. Topics include analyzing different needs of magazines, the art of the interview, and the various types of articles such as service pieces, features, reviews, news, and profiles. By the end of the course, students will have written a restaurant review, a profile, a draft of a personal essay, and one query letter. After taking this class, even if you've never written an article or review before, you'll have a clear understanding of what it takes to turn your writing aspirations into reality.

Instructor: Marcos Bernal-Salas

Thu. 6:30-9:30pm; Starts 5/31 (5 sess.)
Location: CS 71 East 94th St.

Speaking Persuasively \$250 (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

Tue. 6:00-8:30pm; Starts 6/5 (5 sess.)
Location: CS 71 East 94th St.

Marketing 101 \$400 (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 Glenn

Mon. 6:00-9:00pm; Starts 5/21 (5 sess.) Skips 5/28
Location: CS 71 East 94th St.

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 6/2 (5 sess.)
Location: 68th St. Campus

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

Sat. 9:30am-12:30pm; Starts 6/2 (5 sess.)
Location: CS 71 East 94th St.

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
Not available this semester

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 communications specialties.

Instructor: Debbie Horwitz
Not available this semester

Electives**Writing About Health & Medicine \$400 (BCHEAME)**

The healthcare communications industry is one of the most in demand specialties today-- and interest is continuously growing. Consumers want to read about health, fitness, and medicine, so there is a need for people who can clearly communicate health-related information, whether it is to a patient or a clinician. This course will give students a working knowledge of how to formulate a health, fitness, or medical article or book idea, how to present their ideas to an editor, and how to interview and research. By the end of the class, students will have written at least 2 health-related pieces.

Not available this semester

Review Writing \$250 (BCREVWR)

People read reviews to tell them where to eat, what to buy, who to wear, and where they can purchase it for the best value. This course prepares students to be in the influence behind the reviews that dictate societal preferences. Students will learn what is considered desirable for editors to publish and for the public to read, as well as the fundamentals of research, pitching, reviews, marketing strategies, and pay rates. By the end of the class, students will have a received an insider's look by composing three marketable reviews and one query letter based on their experiences.

Not available this semester

Medical Coding and Billing Certificate \$2,900

The Medical Coding and Billing Certificate program is designed for students who wish to acquire a thorough understanding of the 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.

For more information, please attend the open house: May 15, 6:00-7:30pm. RSVP at 212-650-3850 or ce@hunter.cuny.edu

Medical Terminology \$750 (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: Rosemary Todd
Mon. 6:00-9:50pm; Starts 5/21 (9 sess.) Skips 5/28
Location: CS 71 East 94th St.

ICD-9 Coding \$700 (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
Tue. 6:00-9:45pm; Starts 5/22 (8 sess.)
Location: CS 71 East 94th St.

CPT-4 Coding \$750 (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, Level II codes.

Instructor: Rosemary Todd
Not available this semester

Regulations \$300 (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
Thu. 6:30-9:50pm; Starts 6/14 (3 sess.)
Location: CS 71 East 94th St.

Medical Billing \$400 (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: Dena Higgs
Tue. 6:30-9:30pm; Starts 5/29 (5 sess.)
Location: CS 71 East 94th St.

Combined Certificate in Outpatient and Inpatient Medical Billing \$3,800 NEW!

Students interested in this program must complete the courses outlined in the Medical Coding & Billing Certificate as well as the course below.

Inpatient and Outpatient Coding & Billing for Technical/Facility Claims NEW!**Outpatient Facility Coding \$550 (24 hours)
Inpatient Facility Coding \$550 (24 hours)**

This course begins with an overview of coding and billing for hospital services. The first eight weeks of the course is focused specifically on outpatient coding and billing. The second eight weeks of the 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 coding and billing, as well as gain insight into guidelines and principles for facility inpatient and outpatient coding and billing, including Principles and guidelines for assigning ICD-9-CM diagnostic codes, ICD-9-CM procedure codes, and CPT & HCPCS

procedure codes in multiple inpatient and outpatient settings. Student 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 16 week course, 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: Medical Terminology, Anatomy & Physiology, ICD-9-CM Coding, CPT Coding

This course is required for the Combined Certificate in Outpatient and Inpatient Medical Billing

Certificate in Small Business and Entrepreneurship \$2,350

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.

Veterans who are interested in pursuing this certificate should contact Holly Fancher, PROVE Coordinator at 212-452-7145, to learn more about using GI Bill benefits towards this program. This certificate is open to all interested participants, including non-veterans.

Accounting Basics for Non-Accountants \$300 (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

Wed. & Thu. 7:00-9:00pm; Starts 7/11 (6 sess.)

Location: CS 71 East 94th St.

Successfully Marketing and Promoting Any Business \$350 (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. 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 Glenn

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

Location: CS 71 East 94th St.

Understanding Business \$250 (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.

Not available this semester

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. Not available this semester

Introduction to the Sustainable Company \$250 (SBINTSUS)

Green is good for business. This course will cover the traits of a sustainable organization from corporate environmental policies to the setting of measurable, attainable goals through corporate sustainability reporting. What makes an organization sustainable? What are the best practices for a sustainable business? Whether your organization is a for-profit, non-profit, a large company or small one, the best practices covered in this course will apply for all sustainable organizations.

Instructor: Christopher De Weaver

Thu. 6:00-8:00pm; Starts 6/4 (5 sess.)

Location: CS 71 East 94th St.

Business Law for Small Business Owners \$495 (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: Leonard Morton

Tue. 6:00-9:00pm; Starts 7/17 (5 sess.)

Location: CS 71 East 94th St.

Electives

Business Writing \$250 (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

Wed. 6:00-8:00pm; Starts 6/6 (6 sess.) Skips 7/4

Location: CS 71 East 94th St.

Bookkeeping & Budgeting \$300 (BOOBUD)

This course is recommended for anyone 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

Tue. 5:30-8:30pm; Starts 6/19 (5 sess.)

Location: 68th St. Campus

Adobe InDesign for Beginners \$350 (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

Lunch: Mon. 1:00-3:00pm; Starts 5/21 (6 sess.) Skips 5/28

Sec. 1: Mon. 8:00-10:00pm; Starts 5/21 (6 sess.) Skips 5/28

Location: 68th St. Campus E1002

Computer Keyboarding and MS Office \$250 (COMKEYMO)

Learn all the tips, tricks, and functions of MS Office while polishing your typing skills. Aside from file creation and maintenance within MS Office, students will explore other MS programs, such as PowerPoint and Excel, to better prepare for today's job market with advanced software training.

Instructor: Linda Dixon

Sat. & Sun. 9:30am-12:50pm; Starts 6/2 (3 sess.)

Location: 68th St. Campus E1002

Creating a Web Page with HTML \$350 (CREWEB)

Learn how to develop web pages using the hypertext mark-up language (HTML). Developing interactive and dynamic web pages is the goal

of this course. Prerequisite: Experience with web browsers and the internet. Note: Book not included in course fee.

Instructor: Roy Vanegas

Sec. 1: Wed. 6:00-8:00pm; Starts 5/23 (6 sess.)

Sec. 2: Wed. 6:00-8:00pm; Starts 7/11 (6 sess.)

Location: TBA

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: Olufemi Omole

Tue. & Thu. 6:00-10:00pm; Starts 5/29 (10 sess.)

Location: TBA

Computer Network Tech II (Advanced) \$700 (COMNETEC2)

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: Olufemi Omole

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: Olufemi Omole

Mon. & Wed. 6:00-10:00pm; Starts 5/30 (10 sess.)

Location: CS 71 East 94th St.

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: Olufemi Omole

Not available this semester

Computer Security/Forensics Tech Certificate \$1,300

As a security technician you will learn how to use the right computer tools to restrict access to only authorized persons, thus preventing attackers, hackers, viruses, etc., which can cost organizations huge sums of money and even the corruption or destruction of valuable data, computer hardware, and software. To get the certificate you must complete both levels.

Computer Security/Forensics Tech I \$700 NEW! (COMSETE)

This course will cover the following topics: Introduction; Computer Security Intro; Networking and Security basics; General Security Concepts; Access control; Attacks and Malicious code; Communication Security; Remote Connectivity; E-mail and Internet Security; FTP and Directory Services; Wireless LANS; Infrastructure Security; Security Topologies; Security Baselines; Incident Response Procedures; Computer Forensics Intro; Computer Forensics IRP basics; Basic Cryptography; Network Defenses; Authentication; Disaster Avoidance Planning; Disaster Recovery Planning and Control.

Instructor: Olufemi Omole

Not available this semester

Computer Security/Forensics Tech II \$700 NEW! (COMSETE2)

This course will cover the following topics: Network and Security Basics; OSI Model- layers and functions; System Threats and Risks; Virtualized Systems; Network Vulnerabilities and Attacks; Network Defenses; Protecting Systems; Wireless Network Security; Authentication; Security Audits; Cryptography Fundamentals; Disaster Recovery Planning; Security Management; Computer Forensics and Incident Response.

Instructor: Olufemi Omole

Not available this semester

Web Programming Certificate \$2,500

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.

Learn more at the Open House: May 17, 6:00-8:00pm;

RSVP at 212-650-3850 or ce@hunter.cuny.edu

Introduction to Cascading Style Sheets \$350 (CSS)

Cascading Style Sheets, or CSS, is the presentation component of what is typically understood to be the three-component makeup of a web document. (The other two being HTML and JavaScript.) This course covers the major aspects of CSS, focusing on its more difficult concepts, such as floating elements, specificity, numerical units, and inheritance. Syllabus: <http://roy.vanegas.org/teaching/css>

Prerequisite: Creating a Web Page with HTML.

Instructor: Roy Vanegas

Sec. 1: Wed. 8:30-10:30pm; Starts 5/23 (6 sess.)

Sec. 2: Wed. 8:30-10:30pm; Starts 7/11 (6 sess.)

Location: TBA

Cascading Style Sheets II \$350 (CSSII)

This course picks up where CSS 1 left off, concluding the two-semester sequence covering all the CSS 2.1 tags. It'll re-introduce floating elements, according to Eric Meyer's nine rules, and positioning, then cover in detail concepts such as generated user content, stacking elements along the z axis, and formatting according to CSS layout rules, among other topics.

Instructor: Roy Vanegas

Thu. 8:30-10:30pm; Starts 5/24 (6 sess.)

Location: TBA

Creating a Web Page with HTML \$350 (CREWEB)

Learn how to develop web pages using the hypertext mark-up language (HTML). Developing interactive and dynamic web pages is the goal of this course. Prerequisite: Experience with web browsers and the internet. Note: Book not included in course fee.

Instructor: Roy Vanegas

Sec. 1: Wed. 6:00-8:00pm; Starts 5/23 (6 sess.)

Sec. 2: Wed. 6:00-8:00pm; Starts 7/11 (6 sess.)

Location: TBA

Structured Query Language \$350 (STRQUE)

This course offers an introduction to SQL, the standard programming language for creating, updating and retrieving information stored in relational databases. Using a hands-on approach, we start by installing the MySQL database with a front-end client, then using examples from various applications to introduce the relational model and explore the SQL constructs used to create, alter, and delete tables, indices and views. This includes a discussion of the various SQL data types that are available. We also briefly mention the SQL constructs for executing transactions as well as for granting and revoking permissions. Throughout the course, programming exercises using the MySQL database management system allow students to gain experience with SQL.

Instructor: Serge Belich/ Roy Vanegas

Sec. 1: Fri. 5:30-7:30pm; Starts 5/25 (6 sess.)

Sec. 2: Tue. 6:00-8:00pm; Starts 6/5 (6 sess.)

Location: 68th St. Campus E1002

Introduction to XML \$350 (WPITXML)

XML affords programmers the luxury of authoring their own markup tags. EXtensible Markup Language (XML), a mark up language similar to HTML, is designed to carry data, not to display data. This course will teach you how to define your own tags.

Instructor: Roy Vanegas

Sec. 1: Sun. 2:00-4:00pm; Starts 6/3 (6 sess.) Skips 7/8

Location: 68th St. Campus

JavaScript \$650 (WPJASCR)

JavaScript is the scripting language of the web, adding interactivity to HTML pages. This course will allow web programmers to create dynamic Desktop-like web pages, much like Twitter and Facebook. Prerequisite: Creating a Web Page with HTML.

Instructor: Roy Vanegas

Sun. 11:00am-2:00pm; Starts 6/3 (10 sess.)

Location: 68th St. Campus

Introduction to PHP \$350 (PHP)

It is one of the newest language packages available and has become extremely popular with web companies in 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: Serge Belich/Roy Vanegas

Sec. 1: Fri. 7:40-9:40pm; Starts 5/25 (6 sess.)

Sec. 2: Tue. 8:15-10:15pm; Starts 6/5 (6 sess.)

Location: 68th St. Campus

Web Design Certificate \$2,600

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.

Creating a Web Page with HTML \$350 (CREWEB)

Learn how to develop web pages using the hypertext mark-up language (HTML). Developing interactive and dynamic web pages is the goal of this course. Prerequisite: Experience with web browsers and the internet. Note: Book not included in course fee.

Instructor: Roy Vanegas

Sec. 1: Wed. 6:00-8:00pm; Starts 5/23 (6 sess.)

Sec. 2: Wed. 6:00-8:00pm; Starts 7/11 (6 sess.)

Location: TBA

Introduction to Cascading Style Sheets \$350 (CSS)

Cascading Style Sheets, or CSS, is the presentation component of what is typically understood to be the three-component makeup of a web document. (The other two being HTML and JavaScript.) This course covers the major aspects of CSS, focusing on its more difficult concepts, such as floating elements, specificity, numerical units, and inheritance. Syllabus: <http://roy.vanegas.org/teaching/css>

Prerequisite: Creating a Web Page with HTML.

Instructor: Roy Vanegas

Sec. 1: Wed. 8:30-10:30pm; Starts 5/23 (6 sess.)

Sec. 2: Wed. 8:30-10:30pm; Starts 7/11 (6 sess.)

Location: TBA

Adobe Illustrator I \$350 (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. Learn this important graphic design tool in just a few sessions.

Instructor: Tony Aromando

Lunch: Thu. 12:30-2:30pm; Starts 5/24 (6 sess.)

Sec. 1: Thu. 5:30-7:30pm; Starts 5/24 (6 sess.)

Location: 68th St. Campus E1002

Adobe Photoshop I \$350 (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. It starts with tool box and palettes and then proceeds to filters, color correction techniques and utilizing images for multimedia and web design.

Instructor: Tony Aromando

Lunch: Thu. 3:00-5:00pm; Starts 5/24 (6 sess.)

Sec. 1: Thu. 7:40-9:40pm; Starts 5/24 (6 sess.)

Location: 68th St. Campus E1002

Intro to Dreamweaver I \$375 (GDINTDRE)

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

Instructor: Jeffrey Tome

Fri. 6:00-9:00pm; Starts 7/13 (5 sess.)

Location: 68th St. Campus E1002

Introduction to Flash \$375 (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: Jeffrey Tome

Wed. 6:00-9:00pm; Starts 7/11 (5 sess.)

Location: 68th St. Campus E1002

The Business of Graphic Design \$400 NEW! (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 completed 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

Not available this semester

Visual Design for Everyone \$400 NEW! (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, or unified, and consistent design.

Instructor: Dorothy Kopelman

Wed. 5:30-7:30pm; Starts 5/21 (10 sess.) Skips 5/28

Location: TBA

Combined Certificate in Web Programming and Design \$4,000

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. 13 required courses: Introduction to CSS, CSS II, Creating a Web Page with HTML, Structured Query Language, Introduction to XML, Java Script, Adobe Illustrator I, Adobe Photoshop I, Introduction to Dreamweaver, Introduction to Flash, Introduction to PHP, The Business of Graphic Design, and Visual Design for Everyone.

Combined Certificate in Graphic and Web Design \$4,600

This dual 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. 14 required courses: Introduction to CSS, Creating a Web Page with HTML, Adobe Illustrator I & II, Adobe Photoshop I & II, Adobe Indesign I & II, Introduction to Dreamweaver, Introduction to Flash, Typography, Making a Portfolio, The Business of Graphic Design, and Visual Design for Everyone.

Professional Writing Certificate \$1,500

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.



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 5/29 (6 sess.)

Location: CS 71 East 94th St.

How to Write Anything Well \$250 (HOWWRI)

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

Instructor: Ellie Grossman

Thu. 7:15-8:45pm; Starts 6/28 (6 sess.) Skips 7/5

Location: CS 71 East 94th St.

Business Writing \$250 (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

Wed. 6:00-8:00pm; Starts 6/6 (6 sess.) Skips 7/4

Location: CS 71 East 94th St.

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 6/2 (5 sess.)

Location: 68th St. Campus

Electives: Please choose one class.

Accent Reduction for Non-Native Speakers of English \$300 (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: TBA

Wed. 5:30-7:30pm; Starts 5/30 (6 sess.) Skips 7/4

Location: CS 71 East 94th St.

Creative Writing \$260 (CREWRI)

A beginning fiction writing workshop for those looking to produce a dynamite short story, begin a novel or just find the courage and motivation to do either. Students will work on in-class writing exercises and will participate in an active workshop. You will read your work aloud as well as give feedback on your fellow classmates' work for revisions. Note: Bring 14 copies of some of your work to the first class (1-5 pages long).

Instructor: Jacob Miller

Thu. 6:30-8:30pm; Starts 5/31 (6 sess.) Skips 7/5

Location: CS 71 East 94th St.

Writing for Professionals \$250 (PWRPRO)

In this course, students will analyze, practice and improve their skills in written business communication, including business letters, reports, memos, summaries, email messages, and meeting minutes, while reviewing and correcting necessary English grammar.

Instructor: TBA

Wed. 6:15-8:15pm; Starts 6/6 (6 sess.)

Location: CS 71 East 94th St.

English Grammar and Composition \$350 NEW! (ENGGRCOM)

It is easy to rely on electronic grammar and spelling assistance in today's world; however, these tools only help with the most basic of errors, and they often give incorrect advice. Whether you are writing a resume and cover letter, a memo to your boss, or a proposal for a project, it is important that you represent yourself well on paper. This course is designed to teach you the grammar and composition skills you need to succeed in the workplace as well as in higher education.

Instructor: Deborah Greenblatt

Mon. 11:00am-1:00pm; Starts 6/4 (7 sess.)

Location: 68th St. Campus

Marketing Certificate \$2,900 NEW!

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 consist of 6 required courses plus two electives.

Marketing 101 \$400 (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 Glenn
Mon. 6:00-9:00pm; Starts 5/21 (5 sess.) Skips 5/28
Location: CS 71 East 94th St.

Successfully Marketing and Promoting Any Business \$350 (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. 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 Glenn
Mon. 6:00-8:00pm; Starts 7/9 (4 sess.)
Location: CS 71 East 94th St.

Marketing and Sales Communication \$500 NEW! (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. 9:00am-5:30pm; Starts 7/7 (2 sess.) Skips 7/14
Location: CS 71 East 94th St.

Digital Marketing \$500 NEW! (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: Laura Jack
Tue. 6:00-8:40pm; Starts 5/22 (6 sess.)
Location: CS 71 East 94th St.

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 possibly a career in Public Relations. Instructor: Debbie Horwitz
Sat. 9:30am-12:30pm; Starts 6/2 (5 sess.)
Location: 68th St. Campus

Branding \$350 (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 - if not the only - misused, misunderstood, and misquoted words of recent times. In this class, therefore, you'll learn what branding really is, and how you 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: Sharmeen Akbani Gangat
Wed. 6:00-9:00pm; Starts 6/6 (4 sess.)
Location: CS 71 East 94th St.

Elective : Please choose two classes.

Creating Content for Marketing and Advertising \$350 (MCCMAAD)

Learn how to develop content for traditional and digital marketing channels for a real-life project. The class project for Summer 2012 would be to develop content creation strategy 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: Sharmeen Akbani Gangat
Thu. 6:00-9:00pm; Starts 6/7 (4 sess.)
Location: CS 71 East 94th St.

E-marketing, Web and Social Media Integrations \$350 NEW! (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 7/8 (4 sess.)
Location: 68th St. Campus E1002

Visual Design for Everyone \$400 (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, or unified, and consistent design. Instructor: Dorothy Kopelman
Mon. 5:30-7:30pm; Starts 5/21 (10 sess.) Skips 5/28
Location: CS 71 East 94th St.

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.

Summer 2012 Course Offerings

BD#4 BEST PRACTICES IN GERIATRIC CARE MANAGEMENT

This course is designed for the GCM student nearing completion of the certificate program. It offers the fundamentals and intricacies of starting a care management practice from the ground up. The course focuses on care management models by exploring timely case studies that illustrate different business development options, marketing strategies, legal issues and practice expansion opportunities. (2 units)

Dates and Times: Tuesdays July 10 and 17; 6:00 – 9:00

Location: Brookdale Center for Health Aging and Longevity, 2180 Third Avenue

Instructor: Nancy Avitable

Price: \$180

MH #506 CLIENTS WITH SEVERE AND PERSISTENT MENTAL ILLNESS

Dates and Times:

Location: TBA

Instructor: Susan Birenbaum

Price: \$180



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 \$300 (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

Wed. & Thu. 7:00-9:00pm; Starts 7/11 (6 sess.)

Location: CS 71 East 94th St.

Bookkeeping & Budgeting \$300 (BOOBUD)

This course is recommended for anyone 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

Tue. 5:30-8:30pm; Starts 6/19 (5 sess.)

Location: 68th St. Campus

Successfully Marketing and Promoting Any Business \$350 (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. 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 Glenn

Mon. 6:00-8:00pm; Starts 7/9 (4 sess.)

Location: CS 71 East 94th St.

Introduction to Real Estate \$300 (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 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. & Tue. 5:40-9:40pm; Starts 5/21 (10 sess.) Skips 5/28

Location: CS 71 East 94th St.

Grant Writing 101: Writing & Winning Grants for Beginners \$300 (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 7/3 (6 sess.)

Location: TBA

Creative Problem Solving and Decision Making: Where Do Ideas Come From \$400 NEW! (CRPRSOD)

Daniel Pink tells us "The future belongs to a different kind of person with a different kind of mind: designers, inventors, teachers, storytellers—creative and emphatic "right-brain" thinkers whose abilities mark the fault line between who gets ahead and who doesn't." How then can we become more creative and emphatic thinkers to meet the challenge of this new playing field? Where exactly do our ideas come from? Since knowledge is relative to our human interaction with the world, many of our ideas come from the thought training we use most often. With so many decision-making systems available, what kind works best in a particular situation? This course will help you become a better creative problem solver. Coursework will include in-depth exposure and testing of a wide range of excellent creative problem solving and brainstorming tools used in the business and creative idea-making worlds. Be prepared to work collaboratively using these tools.

Instructor: Mary Louise Penaz/Robert Vellani

Wed. 6:00-8:00pm; Starts 6/13 (8 sess.) Skips 7/4

Location: CS 71 East 94th St

How to Start a Nonprofit Organization \$250 NEW! (HOWSTNO)

Are you ready to launch your own nonprofit organization, but don't know where to start? Now, you can learn how to start a nonprofit organization! At Hunter College, you'll learn the pros and cons of management, programming, marketing, promotions, advertising, grant writing, corporate sponsorship proposals, donations and obtaining 501(c)3 tax exemption. If you're interested in receiving in-kind donations or monetary corporate sponsorships, we'll help you create a proposal and show you how to get in touch with sponsors.

Instructor: Shannette Carpenter

Thu. 6:00-8:00pm; Starts 7/12 (6 sess.)

Location: TBA

Free Coaching Open House Webinar

Please attend a webinar for information on the coaching programs, Monday, April 30th, 12-1pm or Monday, May 14, 1-2pm. To register for the webinar, call 212-650-3850 or email ce@hunter.cuny.edu

Coaching for Commitment \$1,800 NEW! (HIRG1)

If you need to coach by appointment, on the fly, by phone, or to manage a virtual team, this program is for you! Even veteran coaches will discover strategies and methodologies that are essential for becoming a master coach. These coaching models can be applied in virtually any environment and with any group: students, peers, employees, clients and patients. You will learn: the philosophy of coaching; coaching tools and skills; and how to integrate coaching into your corporate culture. Intended for: Team leaders, emerging leaders, managers, line managers, leaders and executives. "Coaching is not just a function; it is a state of mind." This program is a practical, "how-to" guide to coaching. Attendees will learn to guide clients to discover the solutions to their problems, and inspire them to action in order to achieve their goals.

Instructor: Chaya Abelsky/Janine Schindler

Wed. 9:00am-5:00pm; Starts 5/16 (2 sess.)

Location: TBA

Empower through Behavior Styles \$995 NEW! (HIRG2)

According to J.P. Morgan, "a man always has two reasons for doing anything: a good reason and the real reason." The more we know and apply about our behavior and the behavior of others, the less stress we experience and the more productive communication and business relationships result. By the end of this program you will: understand personal style (Dominance, Influence, Steadiness, Conscientiousness); effectively read and respond to the styles of others; understand how others view you; and learn how to flex your style in order to build compatible relationships with colleagues and customers. Intended for: Team leaders, sales professionals, customer service, managers, and executives.

Instructor: Chaya Abelsky/Janine Schindler
Wed. 9:00am-5:00pm; Starts 5/30 (1 sess.)
Location: TBA

Manager as Coach \$995 NEW! (HIRG3)

John Russell said, "I never cease to be amazed at the power of the coaching process to draw out the skills or talent that was previously hidden within an individual, and which invariably finds a way to solve a problem previously thought unsolvable." This program looks at a coaching approach to communication that facilitates a results-focused and action-oriented dialog in the most effective and most productive way. This approach focuses on improving people's thinking rather than simply telling them what to do. By the end of this program you will have learned: some underpinning theory that provides the foundations for this particular approach; how to listen and speak in order to have the greatest impact in bringing about positive change; a structure for conversations and the steps in a dialog that leads to insights; a model to support creating new thinking which provides a further structure for the conversation that builds on the insights gained, literally creates new thinking and new ideas, and inspires people to take action for themselves; and a specific way to follow up with people after they have taken the actions they came up with – in a way that facilitates. Intended for: Team leaders, managers (seasoned and emerging), HR and executives.

Instructor: Chaya Abelsky/Janine Schindler
Wed. 9:00am-5:00pm; Starts 6/6 (1 sess.)
Location: TBA

Change Management \$995 NEW! (HIRG4)

"Change before you have to" – Jack Welch. Companies most likely to be successful in making change work to their advantage are the ones that no longer view change as a discrete event to be managed, but as a constant opportunity to evolve the business. Change readiness is the new change management. It is the ability to continuously initiate and respond to change in ways that create advantage, minimize risk, and sustain performance. By the end of this program you will have learned: core coaching skills; rapport building; listening, questioning and endorsing. You will learn how to apply the coaching framework and skills to real work situations and will practice those skills. Topics in this hands-on workshop include: how coaching differs from consulting; the value and use of different coaching/communication styles; reading company culture and policy; worker needs; building task forces to improve organizational prosperity.

Instructor: Chaya Abelsky/Janine Schindler
Wed. 9:00am-5:00pm; Starts 8/1 (1 sess.)
Location: TBA

Situational Leadership \$995 NEW! (HIRG5)

The value of a good manager cannot be overestimated. Losing a good employee or failing to develop new hires can result in thousands of dollars in lost opportunity cost. Situational Leadership II (SLII) for Leaders/Managers (developed by Blanchard & Hersey) is the most comprehensive, up-to-date, and practical method of effectively managing and developing people, time, and resources in the world. By the end of this program you will have learned: the foundation to diagnose the needs of an individual or a team; how to use the appropriate leadership style to respond to the needs of the person and the situation; how to develop self-reliance in those you manage; and how to attract the right people for your organization, build open relationships, and create a flexible leadership culture to develop and retain the right people. Based upon extensive research, SLII for Leaders has identified the critical skills that will help your leaders focus, inspire, affirm, and recognize their people. SLII is recognized as both a business language and a framework for

employee development because it works across cultural, linguistic, and geographical barriers. Intended for: Team leaders, managers (seasoned and emerging), HR and executives.

Instructor: Chaya Abelsky/Janine Schindler
Wed. 9:00am-5:00pm; Starts 8/8 (1 sess.)
Location: TBA

How to Lead a Team \$995 NEW! (HIRG6)

What is a team? The word 'team' derives from the use of oxen or bullocks shackled together to create a focused, shared force for transporting heavy materials. Anybody can lead a team, but nobody can lead a team without being trained and developed into that role-that includes top executives down to front line employees. What skills do I need? How do I go about it? How do you know as team members that you have commitment on your teams?

This program answers these questions and provides you with the model and tools to be successful!

Instructor: Chaya Abelsky/Janine Schindler
Wed. 9:00am-5:00pm; Starts 8/15 (1 sess.)
Location: TBA

Developing and Retaining Employees \$500 NEW! (HIRG7)

"To manage men one ought to have a sharp mind in a velvet sheath." – George Eliot. It is critical to decide what "tone" is appropriate and desired for your work environment and instill that amongst your existing staff whether or not you are adding staff. When new employees are hired – and hopefully, as we discuss in HR1, they are reasonably natural fits for your corporate culture – it is important to assure that they understand both the written and unwritten rules of your work environment. An employee that hits the ground running in this respect is more likely to develop and advance in the work environment. However, that process must also be nurtured. We cover how to accomplish that in this course, and we deal as well with other day to day issues or HR management – all with the overall goal of creating as pleasant and productive a work environment for your organization as possible. Intended for: HR and executive staff.

Instructor: Chaya Abelsky/Janine Schindler
Wed. 9:00am-12:30pm; Starts 8/22 (1 sess.)
Location: TBA

Cross Generational Training \$500 NEW! (HIRG8)

Your words and your reaction, as well as the reactions of others, reflect generational differences in the workplace. If you don't think generation makes a difference, think of this example. When asked to recall how and where Kennedy died, the Veterans and Baby Boomers would say gunshots in Dallas, Texas; Generation X remembers a plane crash near Martha's Vineyard, Mass.; and Generation Y might say, "Kennedy who?" This is a serious new problem in the workplace. By the end of this program you will have learned: how to communicate with the different generations; how to eliminate many major confrontations and misunderstandings in the workplace and the world of business; and each generation's distinct attitudes, behaviors, expectations, habits and motivational buttons and how to use this knowledge. Intended for: Team leaders, managers (seasoned and emerging), HR and executives.

Instructor: Chaya Abelsky/Janine Schindler
Wed. 9:00am-12:30pm; Starts 8/29 (1 sess.)
Location: TBA

Computers and Technology

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.

Computer Programming & Networking

Introduction to C \$480 (INTROC)

Crucial concepts such as arrays, memory management, structs, preprocessor directives, compiler translation phases, side effects and sequence points, and the difficult concept of pointers will be covered

in exhaustive detail. The topics of primitives, selection structures, and looping constructs, to name a few, will receive less scrutiny. The former group requires more discussion and analysis, while the latter can be reinforced through text study.

Instructor: Roy Vanegas

Mon. 8:30-10:30pm; Starts 6/4 (12 sess.)

Structured Query Language (SQL) \$350 (STRQUE)

This course offers an introduction to SQL, the standard programming language for creating, updating and retrieving information stored in relational databases. Using a hands-on approach, we start by installing the MySQL database with a front-end client, then using examples from various applications to introduce the relational model and explore the SQL constructs used to create, alter, and delete tables, indices and views. This includes a discussion of the various SQL data types that are available. We also briefly mention the SQL constructs for executing transactions as well as for granting and revoking permissions. Throughout the course, programming exercises using the MySQL database management system allow students to gain experience with SQL.

Instructor: Serge Belich/ Roy Vanegas

Sec. 1: Fri. 5:30-7:30pm; Starts 5/25 (6 sess.)

Sec. 2: Tue. 6:00-8:00pm; Starts 6/5 (6 sess.)

Location: 68th St. Campus

Web Development

Creating a Web Page with HTML \$350 (CREWEB)

Learn how to develop web pages using the hypertext mark-up language (HTML). Developing interactive and dynamic web pages is the goal of this course. Prerequisite: Experience with web browsers and the internet. Note: Book not included in course fee.

Instructor: Roy Vanegas

Sec. 1: Wed. 6:00-8:00pm; Starts 5/23 (6 sess.)

Sec. 2: Wed. 6:00-8:00pm; Starts 7/11 (6 sess.)

Location: 68th St. Campus

Introduction to Cascading Style Sheets \$350 (CSS)

Cascading Style Sheets, or CSS, is the presentation component of what is typically understood to be the three-component makeup of a web document. (The other two being HTML and JavaScript.) This course covers the major aspects of CSS, focusing on its more difficult concepts, such as floating elements, specificity, numerical units, and inheritance.

Instructor: Roy Vanegas

Sec. 1: Wed. 8:30-10:30pm; Starts 5/23 (6 sess.)

Sec. 2: Wed. 8:30-10:30pm; Starts 7/11 (6 sess.)

Location: 68th St. Campus

Cascading Style Sheets II \$350 (CSSII)

This course picks up where CSS 1 left off, concluding the two-semester sequence covering all the CSS 2.1 tags. I'll re-introduce floating elements, according to Eric Meyer's nine rules, and positioning, then cover in detail concepts such as generated user content, stacking elements along the z axis, and formatting according to CSS layout rules, among other topics.

Instructor: Roy Vanegas

Sec. 1: Wed. 8:30-10:30pm; Starts 5/24 (6 sess.)

Location: 68th St. Campus

HTML5 \$350 NEW! (HTML5)

HTML5 is the next technological step in the logical progression of the Web's most ubiquitous markup language. Geared towards logical data organization, HTML5 takes stylistic ideas, used for over a decade in the current version of HTML and extends them to observe logical semantic structures. We'll learn how to embed video without the need for Adobe's Flash technology, how to include audio, and how to generate text with <canvas> and/or with non-standard fonts. We'll also discuss <audio>, <article>, <aside>, <embed>, <footer>, <header>, <hgroup>, <mark>, <nav>, <section>, <time>, <video>.

Prerequisites: A good working knowledge of HTML and a proficiency with CSS is required. Some experience with any programming language—especially JavaScript—is ideal

Books: Introducing HTML5 and HTML5: Up and Running

Instructor: Roy Vanegas

Mon. 6:00-8:00pm; Starts 6/4 (6 sess.)

Location: 68th St. Campus

Project Studio \$500 NEW! (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.

Prerequisite: HTML, CSS I, CSS II, PHP, MySQL

Corequisite: Javascript

Instructor: Roy Vanegas

Sat. 2:00pm-4:00pm; Starts 6/2 (15 sess.)

Location: 68th St. Campus

Computer Programs & Software

Computer Wireless Network Technician \$700 (COMWINET)

The rapid technological advancement in computing over the years has led to a great expansion in demand to connect more people to networks. Cabling is the major backbone of a network system hence there has been considerable rise in the demand for trained network cable specialists and technicians. Upon completion, students can benefit in the following ways:

- Work as a Computer Cabling Technician (entry level) – e.g. assist Network Cabling Specialists in the installation and maintenance of the Cabling System.

- Gain more practical exposure to standardized cabling practices, tools and techniques.

- It will also help those aspiring for higher qualifications, college degrees and certifications in computer field e.g. Microsoft MCSE, the BICSI or the Cisco (CCNP).

Instructor: Olufemi Omole

Not available this semester

Computer Cabling Technician \$700 (COMCATE)

Wireless Networking as the name implies connects two or more computers using special infra-red light or radio transmission instead of cables. The computer users are then able to share devices (e.g. a printer) or data that is located on one of the computers, without need to duplicate such data and devices. Upon completion, students can benefit in the following ways:

- Work as a Wireless Network Technician (entry level) – e.g. Help Desk Officer, Wireless Networks Support Tech., etc.

- Knowledge of this course can be helpful for students seeking certifications and higher education e.g. college degrees, etc.

- It will also serve as a helpful course for those aspiring for higher qualifications such as college degrees and certifications in computer field e.g. Microsoft Certified Systems Engineer (MCSE) or Cisco Certified Network Professional (CCNP).

Instructor: Olufemi Omole

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

Location: TBA

Computer Keyboarding and MS Office \$250 (COMKEYMO)

Learn all the tips, tricks, and functions of MS Office while polishing your typing skills. Aside from file creation and maintenance within MS Office, students will explore other MS programs, such as PowerPoint and Excel, to better prepare for today's job market with advanced software training.

Instructor: Linda Dixon

Sat. & Sun. 9:30am-12:50pm; Starts 6/2 (3 sess.)

Location: 68th St. Campus E1002

Microsoft Access I \$250 (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

Wed. 7:40-9:40pm; Starts 5/23 (4 sess.)

Location: 68th St. Campus E1002

Microsoft Access II \$250 (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

Wed. 7:40-9:40pm; Starts 6/20 (4 sess.) Skips 7/4

Location: 68th St. Campus E1002

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

Microsoft Excel I \$250 (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

Wed. 5:30-7:30pm; Starts 5/23 (4 sess.)

Location: 68th St. Campus

Microsoft Excel II \$250 (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

Wed. 5:30-7:30pm; Starts 6/20 (4 sess.) Skips 7/4

Location: 68th St. Campus E1002

Microsoft Excel III (Advanced) \$250 (MICEX3)

Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM. They will learn how to work with PivotTables and PivotCharts, how to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, and sharing Excel data via the Web.

Instructor: Iber Poma

Wed. 5:30-7:30; Starts 7/25 (4 sess.)

Location: TBA

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

Microsoft PowerPoint I \$250 (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. 5:00-7:00pm; Starts 5/31 (4 sess.)

Location: 68th St. Campus

Microsoft PowerPoint II \$250 (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. 5:00-7:00 pm; Starts 7/12 (4 sess.)

Location: 68th St. Campus

Microsoft Word \$175 (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 and clip art and various other features.

Instructor: Petrona Brenes

Sun. 1:30-4:30pm; Starts 6/3 (2 sess.)

Location: 68th St. Campus E1002

Microsoft Word II \$175 (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. 1:30-4:30pm; Starts 6/17 (2 sess.)

Location: 68th St. Campus E1002

Digital Media & Graphic Design

Introduction to Flash \$375 (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: Jeffrey Tome

Wed. 6:00-9:00pm; Starts 7/11 (5 sess.)

Location: 68th St. Campus E1002

Advanced Adobe Flash \$375 (ADVTFLA)

Taking Intro to Adobe Flash a step further, students will learn techniques to make the library set-up properly to work along with other animators on large projects, optimization, Action Script 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, audio and audio optimization, buttons, movie clips, and ultimately create projects for students to present. Each student will storyboard out their own unique made up home in which various items will be interactive and engaging. Prerequisites: Adobe Flash I, Photoshop and Illustrator.

Instructor: Jeffrey Tome

Wed. 6:00-9:00pm; Starts 8/15 (5 sess.)

Location: 68th St. Campus E1002

Adobe InDesign for Beginners \$350 (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

Lunch: Mon. 1:00-3:00pm; Starts 5/21 (6 sess.) Skips 5/28

Sec. 1: Mon. 8:00-10:00pm; Starts 5/21 (6 sess.) Skips 5/28

Location: 68th St. Campus E1002

Adobe InDesign II \$350 (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

Mon. 5:30-7:30pm; Starts 7/16 (6 sess.)

Location: 68th St. Campus E1002

SPECIAL PROMOTION: ENROLL FOR TWO ADOBE COURSES and save 10%

Adobe Illustrator I \$350 (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

Lunch: Thu. 12:30-2:30pm; Starts 5/24 (6 sess.)

Sec. 1: Thu. 5:30-7:30pm; Starts 5/24 (6 sess.)

Location: 68th St. Campus E1002

Adobe Illustrator II \$350 (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. 5:30-7:30pm; Starts 7/12 (6 sess.)

Location: 68th St. Campus E1002

Adobe Photoshop I \$350 (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

Lunch: Thu. 3:00-5:00pm; Starts 5/24 (6 sess.)

Sec. 1: Thu. 7:40-9:40pm; Starts 5/24 (6 sess.)

Location: 68th St. Campus E1002

Adobe Photoshop II \$350 (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. 7:40-9:40pm; Starts 7/12 (6 sess.)

Location: 68th St. Campus E1002

Introduction to Dreamweaver \$375 (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.

Instructor: Jeffrey Tome

Sec. 1: Fri. 6:00-9:00pm; Starts 7/13 (5 sess.)

Location: 68th St. Campus E1002

Adobe Dreamweaver Advance \$375 NEW! (ADODREA)

Offers students in depth Dreamweaver capabilities and techniques (no computer programming knowledge is required). The class will cover: spy data record sets; tables and forms in depth; and furthermore learn how to use widgets and extension manager; Students will also create multiple screens for smartphones, tablets, and printers. Bonus material: Preview phone gap starter.

Instructor: Ling Wang

Sun. 10:00am-1:00pm; Starts 6/17 (5 sess.)

Location: 68th St. Campus E1002

Creating and Publishing eBooks for the iPad \$395 (CREPEBI)

This is a step-by-step, hands-on course on how to put together a fixed layout book, such as a photo, children's or art book for the iPad. Unlike a simple text only layout, the fixed structure allows authors to create a consistent look throughout the pages. During the course participants learn to use industry standard tools such as Photoshop, Dreamweaver, audio and video editing software to create a stunning book of their own. At the end of this course every participant will be able to publish his or her eBook for a couple of hundred dollars for a worldwide readership.

Instructor: George Madaras

Tue. 6:00-9:00pm; Starts 7/3 (6 sess.)

Location: 68th St. Campus

Sustainability

Green Finances \$99 (GREEFIN)

The number one concern of building owners, whether commercial or private, is funding for green measures. Everyone has heard about government incentives, tax breaks, favorable renovation loans, and so forth, but these programs are complicated and difficult to find. This course examines the types of funding available, funding levels, and how, where, and when to apply. Students will be provided with the tools to perform funding research and applications on their own projects. Not available this semester

Introduction to the Sustainable Company \$250 (SBINTSUS)

Green is good for business. This course will cover the traits of a sustainable organization from corporate environmental policies to the setting of measurable, attainable goals through corporate sustainability reporting. What makes an organization sustainable? What are the best practices for a sustainable business? Whether your organization is a for-profit, non-profit, a large company or small one, the best practices covered in this course will apply for all sustainable organizations.

Instructor: Christopher De Weaver

Mon. 6:00-8:00pm; Starts 6/4 (5 sess.)

Location: CS 71 East 94th St.

Finance, Banking, and Personal Investment

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

Debt & Fixed Income Markets \$300 NEW! (DEFIINN)

This class is intended to help students become more knowledgeable about their investments. Each lecture presents information on the characteristics of bonds with the purpose of providing students with the understanding of the workings of a bond, and their performance with regard to risk and return. Each lecture will present the different types of bonds (Treasuries, government agency bonds, GNMA, FNMA, collateralized mortgage obligations, municipal bonds, corporate bonds, convertible bonds, zero coupon bonds, and foreign bonds) along with a comparison of the corresponding mutual funds and bond exchange traded funds.

Instructor: Marco Soriano

Tue. 6:00-9:00pm; Starts 7/17 (5 sess.)

Location: CS 71 East 94th St.

Fundamentals of Entrepreneurship & Venture Finance \$300 (FUENVEF)

This course is about economic principles-- those governing the behavior of markets and firms and the strategic interactions between firms. Situations faced by leading corporations, including supply and demand, how price depends on both costs and the sensitivity of buyers to price, the advantages and disadvantages of size, winner-take-most "network" markets, and other related topics will be discussed. The course structure assumes that all students have had some business or economics background as they must be comfortable with quantitative concepts and approaches and with graphical/geometric ways of presenting quantitative information.

Instructor: Marco Soriano

Wed. 6:00-9:00pm; Starts 6/27 (5 sess.)

Location: CS 71 East 94th St.

Corporate Finance & Valuation \$300 (CORFIVA)

The course is a rigorous, quantitative introduction to financial market structure and financial asset valuation. The main topics of the course are arbitrage, portfolio selection, equilibrium asset pricing (CAPM), fixed income securities and derivative pricing. You are expected to understand valuation formulas and be able to apply them to new problems. The appropriate tools necessary for solving these problems will be developed at each stage and practiced in the homework assignments. The models we will cover have immediate applications and implications for real-world financial decisions. Every effort will be made to relate the course material to current financial news.

Instructor: Marco Soriano

Tue. 6:00-9:00pm; Starts 6/12 (5 sess.)

Location: CS 71 East 94th St.

Foundations Of Finance \$300 (FOUFIN)

Foundations of Finance is a core course that assumes no prior background in finance. However, the class requires knowledge of basic economic and statistical concepts. Economics background: a) supply and demand curves, including how shifts in the curves change the equilibrium price; and b) indifference curves. The core economics class, Firms & Markets, will cover these materials in time for our use. Statistics concepts: a) mean, standard deviation, covariance and correlation as descriptive statistics; b) probability statements based on the area under the normal curve; and c) the regression coefficient as a summary.

Instructor: Marco Soriano

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

Location: CS 71 East 94th St.

Understanding Credit Reporting and Credit Scoring \$99 (UNDCRRE)

In our credit driven society, credit has become the new commodity. Most Americans are not fully aware of the concepts and valuations of credit worthiness. This seminar/class was created as a practical guide to the understanding and application of credit usage and the impact it has on everyone's lives. Students and professionals will gain the knowledge and skills-sets to maintain a great credit profile and have a clearer perspective about their financial credit fitness.

This class will cover the following topics :

- (1) what is considered a good credit score and why
- (2) understanding how to read and interpret a credit report
- (3) the importance of your identifying profile information
- (4) the accuracy of your credit report content
- (5) the five major categories that drive your credit score
- (6) identity theft

Instructor: Serge Bevil

Wed. 5:30-7:30pm; Starts 6/6 (3 sess.)

Location: CS 71 East 94th St.

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

Tue. 6:00-8:00pm; Starts 5/22 (3 sess.)

Location: CS 71 East 94th St.

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

Thu. 6:00-8:00pm; Starts 5/24 (3 sess.)

Location: CS 71 East 94th St.

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 your money last throughout your years and income tax reduction techniques. The course includes a workbook and case studies.

Instructor: Frank Wong

Sec. 1: Tue. 12:30-2:30 pm; Starts 6/12 (2 sess.)

Sec. 2: Thu. 12:30-2:30pm; Starts 6/14 (2 sess.)

Location: TBA

Retirement Planning Today \$99 (RETPLA)

This course equips you with the facts you need to prepare for a financially secure retirement. You 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

Sec. 1: Tue. 6:30-9:30pm; Starts 7/3 (2 sess.)

Sec. 2: Thu. 6:30-9:30pm; Starts 7/5 (2 sess.)

Location: CS 71 East 94th St

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

Wed. 6:00-8:00pm; Starts 8/1 (3 sess.)

Location: CS 71 East 94th St.

Women Take Control of Your Finances \$60 (TACOFIW)

Become a smarter investor and gain the confidence to take control of your finances. Hear timely investment ideas for your stock and bond portfolios, 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 in taxable bonds, tax-free bonds and mutual funds. 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 7/16 (2 sess.)

Location: CS 71 East 94th St.

Seminars

Customer Service Training for Managers \$99 NEW! (SECUSER)

Everyone in your organization touches customers. This seminar provides behavior-changing tools based on participant centered learning and will help managers and everyone in your organization 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; how to develop an acute tone of voice skills for managing calls, asking callers to hold, transferring calls, and taking messages; how to provide totally outrageous customer services to delight and retain both internal and external customers; how to get positive word-of-mouth; how to bring your customers back; how to increase sales; how to stop losing customers; how to improve your company image; how to increase staff morale and how to decrease turnover.

Instructor: Valerie Samuel

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

Location: CS 71 East 94th St.

How to Build a Growing Profitable Business \$99 NEW! (SEGROBU)

This class is for people who are currently running a business or who plan to open a business and wants to learn how to build a business. The seminar is conducted in one session and tackles different phases of running a business. It is designed to help you plan, in written detail, how you will take your business to the next level.

You will learn: how to increase sales; how to get people to buy from you; how to price for greatest profits; how to make sound financial decisions; how to hire, train and supervise productive workers; how to control costs and taxes; how to finance the business and how to ensure lasting success.

Instructor: Valerie Samuel

Wed. 5:30-9:30pm; Starts 5/23 (1 sess.)

Location: CS 71 East 94th St

How to Turn Your Hobby into a Business With Little or No Capital! \$99 NEW! (SEHOBUS)

I have an idea- now what? This seminar is for those who have an idea that they want to turn into a business. Ideal attendees are 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 you yearn for more money, more time and more freedom. Attendees will learn: how to determine the feasibility of which hobby or passion of yours can be turned into a business; how to turn your hobby into a profitable online business; how to market on the internet; how to leverage your resources; how to manage your time; how to find a mentor and how to estimate costs.

Instructor: Valerie Samuel

Wed. 5:30-9:30pm; Starts 5/30 (1 sess.)

Location: CS 71 East 94th St.

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: Ronald Pilette

Tue. 6:15-9:45pm; Starts 6/12 (6 sess.)

Location: CS 71 East 94th St.

Mathematics and Algebra Review for Test & College Prep. \$300 (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. Text: mainly class material; however the following reference books would help: 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 6/20 (8 sess.)

Location: 68th St. Campus

LMSW Exam Practice and Process \$375 NEW! (LMSWEXP)

In order to pass the exam you will need to know more than the content covered in the exam. You will also need to develop the test-taking strategies necessary to manage the questions and learn ways to minimize your test-related stress. The name of this course is Practice and Process, which means that you will practice and process hundreds of questions in the major content areas covered by the exam in order to: -help you recall and review social work knowledge and skills; -refine your capacity to apply the test-taking strategies to the material, and -learn ways to recharge your mind and maintain a positive focus. (Book is included)

Instructor: Scott Miller

Tue. 6:00-8:00pm; Starts 5/29 (6 sess.)

Location: TBA

Calculus I \$300 (CALCULUS)

Calculus, although often thought to be intimidating, is based on a few set 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, or 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. 2:00-5:00pm; Starts 7/14 (5 sess.)

Location: 68th St. Campus

Introduction to Statistics \$300 (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: TBA

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

Location: 68th St. Campus E1002

Law School Admission Test Review \$495 (LAWSATR)

Only official LSAT materials are used in this course. Dr. Pilette has worked with over 2,000 students preparing them for entrance exams. He has taught LSAT courses for over 20 years. Systematic approaches for all LSAT question types are provided along with numerous test-taking tips. The class sessions emphasize strategy and include extensive practice. This course is a great way to maximize your LSAT score. Students should pay a fee (about \$40) for course materials (official exams)

Instructor: TBA

Tue. 6:00-9:45pm; Starts 6/5 (6 sess.)

Location: CS 71 E. 94th Street

Law Bar Exam Review \$495 (LAWREV)

In this course, you will receive 15 hours of instruction on the methodology and substance of the NY Bar Exam, while answering questions and critiquing student practice essays. Professor Snyder has 26 years of experience in coaching students for the NY Bar Exam.

Instructor: Mark Snyder

Not available this semester

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. A sampling of what we offer:

- 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. Please contact us for more information regarding the MCLT and how it can help your organization.

Mathematics Center for Learning & Teaching

Dr. Frank Gardella, Executive Director

Dr. Robert Gyles, Director

rgyles@hunter.cuny.edu

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.

Foreign Language Instruction

Continuing Education at Hunter College offers a wide variety of foreign language courses to choose from. Our instructors are fluent in English as well as their specialty language and they have years of experience teaching beginner adult students. Course enrollments are kept small to ensure individualized instruction. During the courses students will learn alphabets, vocabulary, grammar, syntax, reading skills, and pronunciation. Note: Textbooks not included.

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 happening 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.

Schedules: Each course meets for 10 two-hour sessions, or 20 total hours of instruction unless otherwise noted.

Location: All language courses take place at Hunter College Campus Schools, 71 East 94th St. unless otherwise noted.

SPECIAL PROMOTION: TAKE ANY LANGUAGE I & II and save 10%

Arabic I \$350 (ARAB1)

Instructor: Ahmed Ahdelhad
Not available this semester

French I \$375 (FRENC1)

Instructor: Vera Junkers
Mon. & Wed. 6:00-8:00pm; Starts 5/21, Skips 5/28

French II \$375 (FRENC2)

Instructor: Vera Junkers
Mon. & Wed. 6:00-8:00pm; Starts 7/9

German I \$375 (GERMA1)

Instructor: Kathrin Vaz
Mon. & Wed. 5:30-7:30pm; Starts 7/11

German II \$375 (GERMA2)

Instructor: Kathrin Vaz
Not available this semester

Spanish I \$375 (SPAN1)

Instructor: Marisol Weiner

Mon., Wed. & Thu. 9:00-11:00am; Starts 7/9 (10 sess.)
Location: 68th St. Campus

Spanish II \$375 (SPAN2)

Instructor: Marisol Weiner
Not available this semester

Advanced Spanish III \$375 (SPAN3)

Instructor: Marisol Weiner
Mon., Wed. & Thu. 6:30-8:30pm; Starts 7/9 (10 sess.)
Location: 68th St. Campus

Academic and Communication Skills

Writing

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 5/29 (6 sess.)
Location: 68th Street Campus.

Magazine Writing \$400 (MAGWRI)

If you're serious about pursuing a part-time or full-time career in journalism, this workshop will provide you with the skills and industry savvy knowledge needed to land assignments and get published. You'll learn what makes a marketable article idea and understand the basics to writing compelling and effective queries. Topics to be considered will include analyzing different needs of magazines, the art of the interview, and the various types of articles such as service pieces, features, reviews, news, and profiles. By the end of the semester, students will have written a restaurant review, a profile, a draft of a personal essay, and one query letter. After taking this class, even if you've never written an article or review before, you'll have a clear understanding of what it takes to turn your writing aspirations into reality.

Instructor: Marcos Bernal-Salas
Thu. 6:30-9:30pm; Starts 5/31 (5 sess.)
Location: CS 71 East 94th St.

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 communications specialties.

Instructor: Debbie Horwitz
Not available this semester

How to Write Anything Well \$250 (HOWWRI)

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

Instructor: Ellie Grossman
Thu. 7:15-8:45pm; Starts 6/28 (6 sess.) Skips 7/5
Location: CS 71 East 94th St.

SPECIAL PROMOTION: TAKE Basic English Grammar & Writing and save 10%

Basic English Grammar for Job Readiness \$250 NEW! (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
Tue. 6:00-8:24pm; Starts 6/5 (5 sess.)
Location: CS 71 East 94th St.

Basic English Writing for Job Readiness \$250 NEW! (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
Thu. 6:00-8:24pm; Starts 6/7 (5 sess.) Skips 7/5
Location: CS 71 East 94th St.

Advanced English Grammar for Job Readiness \$250 NEW! (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 that 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
Tue. 6:00-8:24pm; Starts 7/10 (5 sess.)
Location: CS 71 East 94th St.

Advanced English Writing for Job Readiness \$250 NEW! (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
Thu. 6:00-8:24pm; Starts 7/19 (5 sess.)
Location: CS 71 East 94th St.

English Writing for International Legal Profession \$250 NEW!(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
Coming in the Fall semester

English Writing For Health Care Professionals \$250 NEW! (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
Coming in the Fall semester

Creative Writing \$260 (CREWRI)

A beginning fiction writing workshop for those looking to produce a dynamite short story, begin a novel or just find the courage and motivation to do either. You will work on in-class writing exercises and will participate in an active workshop. You will read your work aloud as well as give feedback on your fellow classmates' work for revisions. Note: Bring 14 copies of some of your work to the first class (1-5 pages long).

Instructor: Jacob Miller
Thu. 6:30-8:30pm; Starts 5/31 (6 sess.) Skips 7/5
Location: CS 71 East 94th St.

The Craft of Writing Poetry \$260 (CRAPOE)

There is more to poetry than iambic pentameter and rhyming. This course, taught by award-winning poet and author Jacob Miller, will explore the practical components of poetry writing, offer special attention to revising and re-writing poems, and workshop students' poems in a nurturing, supportive environment.

Instructor: Jacob Miller
Wed. 6:30-8:30pm; Starts 5/30 (6 sess.) Skips 7/4
Location: CS 71 East 94th St.



Literature

Literature from Monet to Picasso \$199 (LITMOPI)

This course will explore the dynamic collaboration of writers and artists throughout the late 19th and early 20th centuries with a focus on Paris as a center of cultural ferment and aesthetic innovation. Our study of texts and images will include: Impressionism, Symbolism, Cubism, and Art Nouveau. We will investigate the fecund interactions taking place in Parisian culture through which these avant-garde movements emerged. No background in French is required as translations will be provided.

Instructor: Lynne Bermont

Mon. 6:00-8:00pm; Starts 6/4 (6 sess.)

Location: CS 71 East 94th St.

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. Please check the website for the 1st assigned reading.

Instructor: Anne Spitzer

Not available this semester

Introducing the Novella \$200 NEW! (INTNOVE)

Shorter than a novel, longer than a short story, the novella is a popular choice for summer reading. In this course, you will read and discuss seven novellas from famous authors, beginning with Leo Tolstoy's *Family Happiness*, followed by *The Altar of the Dead* by Henry James; Edith Wharton's *The Angel at the Grave*; *Nights at the Alexandria* by William Trevor, and finally, James Joyce's *The Dead*. Class discussions center on characterization, local color, interior monologue, contrasting themes as well as appreciation of the novella as a unique form of literature. At every session, students will receive handouts on the life of the author and critical analysis of the author's style. Students will kindly read *Family Happiness* by Leo Tolstoy for the first class.

Instructor: Rosemary Gelshenen

Wed. 1:00-3:00pm; Starts 6/6 (5 sess.) Skips 7/4

Location: 68th St. Campus

Jewels in Ireland's Literary Crown \$200 NEW! (JEIRLIC)

Only Ireland can boast of four Nobel Prize winners in Literature: George Bernard Shaw, William Butler Yeats, Samuel Beckett and Seamus Heaney. Readings and discussion will include the plays and poetry of these four distinctive authors. They give testimony that all Irish are born with a writing gene and a natural ear for music. Their unique historical and cultural heritage will be explored to further explain their royal reign and influence in the world of literature.

Instructor: Nancy Di Benedetto

Thu. 1:00-3:00pm; Starts 6/7 (6 sess.) Skips 7/5

Location: TBA

Speaking and Presentations

Accent Reduction for Non-Native Speakers of English \$300 (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: TBA

Wed. 5:30-7:30pm; Starts 5/30 (6 sess.) Skips 7/4

Location: CS 71 East 94th St.

Assertive Speech: Communicating Up, Down and Across Management Lines \$150 (ASSSPE)

The purpose of this workshop is to learn to use assertive speech in various workplace situations. Examination of effective communications will include: the principles of assertive speech; dealing with those who are equally assertive; using the basics of your communication tools to get your point across; and understanding that it is not what you say, but how you say it.

Instructor: Carol Weeks

Wed. 6:00-8:00pm; Starts 5/23 (3 sess.)

Location: CS 71 East 94th St.

Speaking Persuasively! \$250 (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

Tue. 6:00-8:30pm; Starts 6/5 (5 sess.)

Location: CS 71 East 94th St.



PARLIAMO ITALIANO

AT HUNTER COLLEGE

Parliamo Italiano is the largest and most innovative Italian Language School in New York. Our professional Italian teachers, all native speakers, hold degrees from Italian universities. All are trained in the successful method which has made Parliamo Italiano the foremost school of Italian language.

Parliamo Italiano is now proudly part of Continuing Education at Hunter College!

For more information, visit www.hunter.cuny.edu/parliamo or send an email to parliamo@hunter.cuny.edu

To register for Parliamo Italiano classes or to take a placement test, call: 212.393.6653

Daytime

ELEMENTARY 1				
Mon.	11:00-1:00	Jun. 25 - Aug. 27	\$395	
ELEMENTARY 1 & 2				
Mon. & Wed.	11:00-1:00	Jun. 20 - Aug. 29	\$535	
ELEMENTARY 2				
Mon.	11:00-1:00	Jun. 25 - Aug. 27	\$395	
Wed.	2:00-4:00	Jun. 20 - Aug. 29	\$395	
ELEMENTARY 3				
Tue.	11:00-1:00	Jun. 26 - Aug. 28	\$395	
Thu.	2:00-4:00	Jun. 21 - Aug. 23	\$395	
ELEMENTARY 4				
Wed.	11:00-1:00	Jun. 20 - Aug. 29	\$395	
Wed.	2:00-4:00	Jun. 20 - Aug. 29	\$395	
ELEMENTARY 5 & REVIEW				
Mon. & Wed.	2:00-4:00	Jun. 20 - Aug. 29	\$535	
ELEMENTARY REVIEW				
Wed.	2:00-4:00	Jun. 20 - Aug. 29	\$395	
INTERMEDIATE 1 & 2				
Tue. & Thu.	2:00-4:00	Jun. 21 - Aug. 28	\$535	
INTERMEDIATE 3 & 4				
Tue. & Thu.	2:00-4:00	Jun. 21 - Aug. 28	\$535	
INTERMEDIATE REVIEW				
Tue.	11:00-1:00	Jun. 26 - Aug. 28	\$395	
Wed.	11:00-1:00	Jun. 20 - Aug. 29	\$395	
Thu. A	11:00-1:00	Jun. 21 - Aug. 23	\$395	
Thu. B	11:00-1:00	Jun. 21 - Aug. 23	\$395	
INTERMEDIATE CONVERSATION				
Tue.	2:00-4:00	Jun. 26 - Aug. 28	\$395	
ADVANCED				
Tue.	11:00-1:00	Jun. 26 - Aug. 28	\$395	
Wed.	11:00-1:00	Jun. 20 - Aug. 29	\$395	
Thu. A	11:00-1:00	Jun. 21 - Aug. 23	\$395	
Thu. B	11:00-1:00	Jun. 21 - Aug. 23	\$395	
INTERMEZZO				
Tue. & Thu.	2:00-4:00	Jul. 3 - Aug. 2	\$395	
Wed.	11:00-4:00	Jun. 27 - Aug. 1	\$395	

Saturday

ELEMENTARY 1 & 2				
Sat.	10:00-1:15	Jun. 23 - Aug. 25	\$505	
ELEMENTARY 3 & 4				
Sat.	10:00-1:15	Jun. 23 - Aug. 25	\$505	
ELEMENTARY 5 & REVIEW				
Sat.	10:00-1:15	Jun. 23 - Aug. 25	\$505	
INTERMEDIATE 1 & 2				
Sat.	10:00-1:15	Jun. 23 - Aug. 25	\$505	
INTERMEDIATE REVIEW				
Sat.	10:00-1:15	Jun. 23 - Aug. 25	\$505	
ADVANCED				
Sat.	10:00-1:15	Jun. 23 - Aug. 25	\$505	
Evening				
ELEMENTARY 1				
Mon.	5:45-7:15	Jun. 25 - Aug. 27	\$345	
Mon.	7:30-9:00	Jun. 25 - Aug. 27	\$345	
Tue.	5:45-7:15	Jun. 26 - Aug. 28	\$345	
Tue.	7:30-9:00	Jun. 26 - Aug. 28	\$345	
ELEMENTARY 1 & 2				
Mon. & Wed.	5:45-7:15	Jun. 20 - Aug. 29	\$495	
Mon. & Wed.	7:30-9:00	Jun. 20 - Aug. 29	\$495	
ELEMENTARY 2				
Mon.	5:45-7:15	Jun. 25 - Aug. 27	\$345	
Tue.	5:45-7:15	Jun. 26 - Aug. 28	\$345	
Tue.	7:30-9:00	Jun. 26 - Aug. 28	\$345	
ELEMENTARY 3				
Mon.	5:45-7:15	Jun. 25 - Aug. 27	\$345	
Tue.	5:45-7:15	Jun. 26 - Aug. 28	\$345	
Tue.	7:30-9:00	Jun. 26 - Aug. 28	\$345	
ELEMENTARY 3 & 4				
Mon. & Wed.	7:30-9:00	Jun. 20 - Aug. 29	\$495	
ELEMENTARY 4				
Tue.	7:30-9:00	Jun. 26 - Aug. 28	\$345	
Wed.	5:45-7:15	Jun. 20 - Aug. 29	\$345	

ELEMENTARY 5

Mon.	5:45-7:15	Jun. 25 - Aug. 27	\$345
Wed.	7:30-9:00	Jun. 20 - Aug. 29	\$345

ELEMENTARY REVIEW

Mon.	7:30-9:00	Jun. 25 - Aug. 27	\$345
Wed.	5:45-7:15	Jun. 20 - Aug. 29	\$345
Wed.	7:30-9:00	Jun. 20 - Aug. 29	\$345

ELEMENTARY CONVERSATION

Tue.	5:45-7:15	Jun. 26 - Aug. 28	\$345
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INTERMEDIATE 1

Mon.	7:30-9:00	Jun. 25 - Aug. 27	\$345
Tue.	5:45-7:15	Jun. 26 - Aug. 28	\$345
Wed.	5:45-7:15	Jun. 20 - Aug. 29	\$345
Wed.	7:30-9:00	Jun. 20 - Aug. 29	\$345

INTERMEDIATE 2

Wed.	5:45-7:15	Jun. 20 - Aug. 29	\$345
Wed.	7:30-9:00	Jun. 20 - Aug. 29	\$345
Thu.	5:45-7:15	Jun. 21 - Aug. 23	\$345

INTERMEDIATE 3

Mon.	7:30-9:00	Jun. 25 - Aug. 27	\$345
Thu.	5:45-7:15	Jun. 21 - Aug. 23	\$345

INTERMEDIATE 4

Tue.	5:45-7:15	Jun. 25 - Aug. 28	\$345
Tue.	7:30-9:00	Jun. 25 - Aug. 28	\$345
Thu.	5:45-7:15	Jun. 21 - Aug. 23	\$345

INTERMEDIATE 5

Tue.	5:45-7:15	Jun. 26 - Aug. 28	\$345
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INTERMEDIATE REVIEW

Mon.	7:30-9:00	Jun. 25 - Aug. 27	\$345
Tue.	7:30-9:00	Jun. 26 - Aug. 28	\$345
Thu.	5:45-7:15	Jun. 21 - Aug. 23	\$345

ADVANCED

Tue.	5:45-7:15	Jun. 26 - Aug. 28	\$345
Wed.	5:45-7:15	Jun. 20 - Aug. 29	\$345

INTERMEZZO

Thu.	5:45-7:15	Jun. 21 - Aug. 23	\$345
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Intensives

JUNE INTENSIVES

Elementary 1

Mon. through Fri.	1:30-3:30	Jun. 4 - Jun. 15	\$395
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Elementary 2

Mon. through Fri.	1:30-3:30	Jun. 18 - Jun. 29	\$395
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ELEMENTARY 1 INTENSIVE

Evening

Mon. through Thu.	5:45-7:45	Jul. 9 - Jul. 19	\$345
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ELEMENTARY 2 INTENSIVE

Evening

Mon. through Thu.	5:45-7:45	Jul. 23 - Aug. 2	\$345
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No Classes: Wednesday, July 4th

**Want to Learn More? Attend the Open House
May 31, 2012; 6:30-7:30pm**

RSVP at 212-396-6653 or parliamo@hunter.cuny.edu

Course Descriptions

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 NEW!

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 anterior, and the future perfect.

INTERMEDIATE 5

Grammatical and idiomatic structures are analyzed, and selected readings are discussed.

INTERMEDIATE REVIEW

A general and deep review of the grammar is conducted in this course. Selected readings are discussed and conversation is emphasized.

INTERMEDIATE CONVERSATION

For students with low or intermediate level of conversation. Readings from short articles of Italian newspapers will be discussed, and basic grammar will be reviewed.

ADVANCED

For students who are fluent speakers. Discuss readings from Italian literature.

INTERMEZZO- Italian through Cinema NEW!

Improve your comprehension, grammar, and vocabulary. Participate in post-movie discussions and enjoy the best of classic and contemporary cinema. For Intermediate and Advanced students.

The Writing Center

Writing | Literature | Culture

The Writing Center offers a cultural showcase of writing workshops, special topic courses, and literary events featuring guest speakers such as Stuart Woods, Lisa Randall, and David Patrick Columbia.

Fiction Writing \$310

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: Mon. 5:30 – 7:30pm; Starts 6/4-7/23 (8 sess.)

Section 2: Tue. 5:30 – 7:30pm; Starts 5/29-7/17 (8 sess.)

Annual Writers' Conference and Intensives

Sat. June 9, 8:30am-5:30pm

The Writers' Conference, now at Hunter College, is widely considered one of the finest fiction and non-fiction conferences. In addition to keynote speakers Carol Higgins Clark, Mary Higgins Clark, and Colson Whitehead, the Writers' Conference will feature twelve panels with distinguished writers, editors, publicists and literary agents.

Literary Agents – **Katharine Sands** is a literary agent with the Sarah Jane Freymann Literary Agency in New York. She is the editor of *Making the Perfect Pitch: How to Catch a Literary Agent's Eye* and has been a guest expert on writing and publishing for Poets and Writers, The American Society of Journalists and Authors, New York University, and the New York State Council on the Arts.

Conference registration: \$190 through May 25, \$210 late fee

Intensives registration: \$400 through May 25, \$440 late fee

Conference and Intensives registration: \$535 through May 25, \$595 late fee

**Students are eligible for 20% discount with proof of ID. To receive a student discount, you must register by fax, email or in person with copy of your student ID.*

For more information, visit our website:

<http://www.hunter.cuny.edu/ce/the-writing-center>



Mary Higgins Clark is the author of 31 suspense novels. In the U.S. alone, her books have sold over one hundred million copies. Mary Higgins Clark was chosen by Mystery Writers of America as Grand Master of the 2000 Edgar Awards. Simon & Schuster has sponsored an award in her name to be given to authors of suspense fiction writing.



Carol Higgins Clark is the author of 14 bestselling Regan Reilly mysteries. She is coauthor, along with her mother, Mary Higgins Clark, of a bestselling holiday mystery series. She received *AudioFile's* Earphones Award of Excellence for her reading of *Jinxed*.



Colson Whitehead is the author of *Sag Harbor*, a finalist for the PEN/Faulkner award, and *Zone One*. Whitehead's reviews, essays, and fiction have appeared in a number of publications, such as *the New York Times*, *The New Yorker*, *New York Magazine*, *Harper's* and *Granta*. He has received a MacArthur Fellowship, a Whiting Writers Award, and a fellowship at the Cullman Center for Scholars and Writers.

Intensives

Wed. – Fri. 6:00-9:00pm; 6/6-6/8

Fiction 1 – **Adam Ross** is the author of *Ladies and Gentlemen and Mr. Peanut*. His non-fiction has been published in *The New York Times Book Review*, *The Daily Beast*, *The Wall Street Journal*, *The Nashville Scene*, *NFocus*, *P.O.V.*, and *Jungle Law*. His fiction has appeared in *The Carolina Quarterly* and *FiveChapters*.

Fiction 2 – **Steve Berry** is the New York Times bestselling author of the Cotton Malone series including *The Jefferson Key* and *The Emperors Tomb*. He has 12 million books in print, which have been translated into 40 languages and sold in 51 countries. He's also an accomplished instructor, having taught writing to audiences across the globe.

Memoir – **Daphne Merkin** is a writer for *The New York Times Magazine*. She has also had her own cultural column at *The New Yorker* and is the author of *Dreaming of Hitler* and *Enchantment*.



INTERNATIONAL ENGLISH LANGUAGE INSTITUTE at
**HUNTER
COLLEGE**

English as a Second Language

The International English Language Institute at Hunter College (IELI) offers a wide variety of English language courses and services. Our highly experienced teachers, who all hold a Master's degree in Teaching English as a Second Language use multimedia, the internet, Hunter's computer labs and library, and New York City's cultural resources to prepare students for their future academic, social and professional lives.

We provide students with everything from full-time intensive academic English classes, to part-time communicative skills classes, to one-on-one professional English lessons. Beginner to advanced level classes are offered in the day, evening and on Saturday.

For detailed information about special classes, schedules, placement testing, and obtaining a student visa call: 212.772.4292, email us at ieli@hunter.cuny.edu or visit the IELI website at www.hunter.cuny.edu/ieli

This fall transfer to IELI at Hunter College and improve your English for work, study, and success!

ACADEMIC SKILLS PROGRAM

The Academic Skills Program's supportive and challenging environment provides intensive English instruction in the skills required for success in American college or graduate programs. This program is ideal for anyone whose goal is to apply to an English-language university.

Daytime and Evening Program

Summer: June 6-August 1

Academic Skills Daytime Program

The Academic Skills Daytime Program offers classes from high-beginning through advanced levels focusing on writing, reading, grammar, and oral skills for a total of 18 hours, 14 of which are spent on core programs and 4 in a communication workshop of the student's choosing.

Schedules and class locations for the Academic Skills Day Program vary between the hours of 8:00 a.m. to 5:00 p.m. 4 or 5 days a week and are distributed prior to the start of the new semester.

Tuition: Full Time (18 academic hours/week) \$1,820

Academic Skills Evening Program

The Academic Skills Evening Program consists of the following classes:
Understanding English Grammar
Academic Writing
Academic Reading, Vocabulary and Test-Taking Skills
Communication Workshops

Tuition: Full Time (18 academic hours/ week) \$1,560

Part Time Options:

Three Classes (13.5 hours/week) \$1,170

Two Classes (9 hours/week) \$780

One Class (4.5 hours/week) \$390

Evening Beginner Program

Summer June 13-August 2

Evening Beginner Program – Levels 1-2

One to Four Classes (4.5 hours/class/week) \$390/class

THE PROFESSIONAL ENGLISH ACADEMY

Advanced level professional and business English courses designed for non-native English speaking professionals who are seeking to perfect and polish the English language skills they need at work. This program is ideal for professionals with limited time who feel they can benefit from improving their accuracy and efficiency in communicating in English. No placement test is required, but students are expected to be at an advanced level of proficiency.

Summer: June 6-July 19

Courses in each skill meet once a week for 2 hours on one evening. Each session runs for 6 weeks. Courses are based on a 12-week curriculum, so students may take each course twice.

Speaking for Professionals \$250

In this course, students will practice and perfect their oral communication skills in order to function more comfortably in a business setting. The class will focus on the following areas: summarizing and clarifying ideas at meetings, making professional presentations, interviewing skills, telephone skills and appropriate business language. (Mondays)

Grammar for Professionals \$250

In this course, students will review advanced level grammar, which will help them to improve their overall written and spoken accuracy in order to function more efficiently and feel more secure in a business environment. (Tuesdays)

Writing for Professionals \$250

In this course, students will analyze, practice and improve their skills in written business communication, including business letters, reports, memos, summaries, email messages, and meeting minutes, while reviewing and correcting necessary English grammar. (Wednesdays)

Pronunciation for Professionals \$250

In this course, students learn to identify their pronunciation difficulties and increase their accuracy in producing more native-like American English. This class will also focus on producing appropriate rhythms, intonation and stress in conversational English. (Thursdays)



ENGLISH FOR SUCCESS

These part-time classes focus on integrating grammar, writing, reading, vocabulary and listening/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. The classes may include field trips to interesting places in NYC.

Saturday

Each class meets 3.5 hours/week/7 weeks/\$310

June 16-July 28

TOEFL iBT: Speaking & Listening (E20) - Levels 5-8

This class will focus on the Listening and Speaking sections of the iBT TOEFL test. Students will learn how to listen for main ideas, details, function, and inferences. For the Speaking section, students will learn how to briefly summarize and offer opinions on information in read passages, answer opinion questions about academic life and speak about how ideas in two passages are related. Evening or Saturday classes available.

Classes meet 4 hours/week/8 weeks/\$405 (Saturday)

Classes meet 4.5 hours/week/8 weeks/\$390 (Evening)

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

All music courses take place at Campus Schools, 71 East 94th St., unless otherwise noted.

Guitar \$150 (GUITA1)

This course is designed for beginning students or those who have never played before and covers basic fingerboard techniques and simple chord progressions. Note: Guitar not provided; limit 10 students.

Instructor: Teddy Crawford

Thu. 6:30-7:30pm; Starts 5/24 (6 sess.)

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

Piano I \$199 (PIANO1)

Learn how to play the piano in a relaxed and enjoyable atmosphere. Instruction includes note reading, proper hand positions and correct fingering resulting in playing classical and popular music themes. If you played years ago, or you have always wanted to learn, this is your opportunity! Note: electronic pianos are provided for each student. This is a group instruction course for adults; limit 10 students.

Instructor: Rosemary George

Tue. 6:00-7:40pm; Starts 5/29 (6 sess.)

Piano II \$199 (PIANO2)

This class is for people who took Piano I or people who already know how to play and want to learn further.

Instructor: Rosemary George

Tue. 6:00-7:40pm; Starts 7/10 (6 sess.)

Music from Monet to Picasso \$160 (MUSMONPI)

This course will explore the intriguing symbiosis between late nineteenth and early twentieth century composers and painters. We will also explore the literary and sociocultural context of their work. Our study will include Debussy, Ravel, Satie, Stravinsky, the Ballets Russes and other scandalous innovators of early modernism.

Instructor: Lynne Bermont

Not available this semester

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 Sessions 38 Hours Tuition \$90

Instructor: Professor Paul F. Mueller (paul.mueller@hunter.cuny.edu)

Not available this semester

College Choir Evening 15 Sessions 38 Hours Tuition \$90

Instructor: Professor Matthew Rupcich (mrupcich@hunter.cuny.edu)

Not available this semester

For more information, visit <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. For a complete list of materials needed for the first night of class visit our website: <http://www.hunter.cuny.edu/ce>

If you register for two of the following courses: Introduction to Oil Painting, Plein Air Oil Painting, Drawing, you will receive 10% discount. Call the Continuing Education Office (212.650.3850) to register or you can register in-person, otherwise you will be charged full prices on each course.

Perspective and Rendering \$400 (PERREND)

This course, created for students, professional designers, and architectural renderers, emphasizes the skills necessary to produce quick sketches or well developed renderings. The course introduces the concepts and skills required for elaborate perspective renderings of architectural exteriors, interiors and furnishings, explores the concepts and principles of one, two and three point perspective systems, quick sketching techniques, and studies various textures and application of color to drawings.

Instructor: Sandra A. Rodriguez

Mon. 6:00-9:00pm; Starts 6/4 (8 sess.)

Location: CS 71 East 94th St.

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 6/2 (6 sess.) Skips 7/7

Location: 68th St. Campus

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 have the opportunity to paint from observation, but also from memory and imagination.

Instructor: Anthony Rubino

Not available this semester

Charcoal Drawing: The Willow Branch Speaks \$350 NEW! (CHARCOL)

This course uses the simple, flexible and beautiful medium of charcoal, to begin to deepen seeing and feel the potential of this medium. Students will learn how to continually draw more out of that which seems familiar,

Personal Enrichment

Beginning to Intermediate Acting Technique \$199 (BEGINAC)

Students will learn relaxation, preparation, the fundamentals of learning an acting craft based on Strasberg/Meisner/Staniavski 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 an 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. 6:00-8:00pm; Starts 6/5 (7 sess.)
Location: CS 71 East 94th St.

Contemporary Scene Study and Monologues \$199 (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
Thu. 6:00-8:00pm; Starts 5/31 (7 sess.) Skips 7/5
Location: CS 71 East 94th St.

Origins of World War 1 \$199 (ORIWOWA)

Rekindle your sense of history! The world in chaos before World War I: nationalism, militarism, imperialism, strange alliances, emerging political and economic theories, the decline of the Ottoman Empire and the rupture of European stability. The tension leads to the ‘War to End All Wars’.

Instructor: Helen Appel
Not available this semester

Know Your Architectural Styles Course \$250 NEW! (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
Sat. 10:00am-12:00pm; Starts 5/26 (6 sess.)
Location: 68th St. Campus

Masters & Masterpieces of 20th & 21st Century Architecture \$250 NEW! (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 sessions 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
Wed. 6:00-8:00pm; Starts 6/6 (6 sess.)
Location: CS 71 East 94th St.

Extraordinary Collectors Who Changed Their Countries \$199 NEW! (EXTCOLLE)

In this course, we will trace famous figures in history to understand how their influence on art and architecture brought power and recognition to their countries. Some of the individuals whose style and originality will be explored are Catherine of Russia; Gaudi of Spain; Peggy

experiencing the depths of the world observed closely and felt intimately. The excitement in the process lies not only in discovering what is before our eyes and revealing and expressing this through drawings, but also recognizing its relevance to all forms of study and exploration, and its potential for shedding light on life, humanity, and nature.

Instructor: Wendy Shuster
Wed. 6:00-9:00pm; Starts 7/11 (6 sess.)
Location: 68th St. Campus

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 meets on site, weather permitting. Section will be extended to make up for any classes cancelled due to weather.

Instructor: Anthony Rubino
Sat. 1:00-3:00pm; Starts 6/2 (6 sess.) Skips 7/7
Location: 68th St. Campus

Introduction To The Conservation and Restoration of Paintings \$500 (INTCORE)

This course will introduce students to the contemporary theory and practice of painting conservation and restoration. It is meant for art history students, art dealers, collectors, scholars, and others interested in a rapid but hands-on introduction to the conservation field. At the end of the course students will be able to appreciate the cultural and technical challenges posed by the conservation and restoration of paintings and will have applied some of the craft's basic techniques to a restoration job of some complexity. Restoration has been practiced for centuries, its foundation reflecting the relationship of society to art and its function. Contemporary understanding has “elevated” the practice of conservation from an empirical craft to a discipline guided by science.

Instructor: Maria Scarpini
Not available this semester

Seriously Fun Photography \$250 (SERFUN)

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, including advanced students. 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.

Instructor: Tina Schula
Wed. 6:00-8:00pm; Starts 5/3 (5 sess.)
Location: CS 71 East 94th St.

Finding Your Voice and Place as a Fine Art Photographer \$250 NEW! (FIVOFAP)

This course is designed for students who would like to develop more personal style and expression in their photography, build up a coherent body of work and find their place in the art world. Presentations and discussions cover topics such as: composition, media, equipment, lighting, print style, editing, emotional weight in imagery, writing artist statements, preparing your work for photo reviews, festivals and competitions, finding exhibition venues, social networking and successful strategies for self-promotion. Students are given exercises related specifically to their past work and to topics discussed in class. Other assignments include reworking established Fine art photographers' methods in ways that feel personal to the student. Participants should bring 10-15 images from one body of work.

Instructor: Tina Schula
Thu. 6:00-8:25pm; Starts 7/19 (5 sess.)
Location: CS 71 East 94th St.

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
Thu. 6:30-8:30pm; Starts 5/31 (8 sess.) Skips 7/5
Location: CS 71 East 94th St.

Guggenheim of Venice; and Vanderbilt of Newport. Illustrated lectures will accompany the class studies.

Instructor: Annette Cohen
Not available this semester

A History of Architecture & Design at MoMA \$250 (MOMATDE)

This course introduces students to the collection and exhibitions of the Museum of Modern Art's department of Architecture and Design. Lectures will trace the collection's development, as well as the shifts in focus over time under the direction of several curators. Highlights begin with objects from the Machine Art Exhibition of 1934 to readings and discussions which will explore the design elements at MoMA, including purity of form, truth to materials and processes, innovation in design and manufacturing techniques, and potential for cultural impact. Students will attend guided tours of the Museum's galleries and archives and presentations by staff of the department of Architecture and Design.

Instructor: William Myers
Not available this semester

Spellbound By Beauty: Alfred Hitchcock and His Leading Ladies \$300 NEW! (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
Wed. 2:00-5:00pm; Starts 5/23 (8 sess.) Skips 7/4
Location: TBA

Introduction to TV Production \$250 (INTTVPR)

This class is an introduction to the basic principles, procedures, and techniques of television production. Students will learn the ins and outs of shooting commercials and talk show formats. The class will begin with a short history of the television in the United States, from there we will learn how a television studio actually creates a show for broadcast, working with cameras, lights, sound, and video controls each student will produce and direct their own talk show or commercial. This class will conclude with an introduction into the many Public Access TV facilities in the New York area. This is a class for absolute beginners, and those who hope to produce their own shows in the future, or for anyone with an interest in how TV production works.

Instructor: Evonne Fitzgerald
Not available this semester

Independent Filmmaking Director's Workshop \$450 (INDFILDW)

Every artistic element in a film reflects the vision of the director. The role of the independent film director, especially at the low budget level, is that of a "Jack of all trades," meaning the filmmaker is the writer, the producer, the director, sometimes the actor/actress, and even the editor. But the independent filmmaker also needs to know about many non-artistic elements: budgeting, scheduling, insurance, legal, publicity, advertising, marketing and distribution. This course will give an overall view of the many functions of the low budget independent director and examine the entire filmmaking process from concept to distribution in order to empower the filmmaker to create a meaningful and/or entertaining film spending the least amount of time, money and energy.

Instructor: Alain Cloarec
Wed. 6:00-8:30pm; Starts 5/23 (8 sess.)
Location: TBA

Hispanic Short Stories and Cinema \$375 NEW! (HISHOCI)

This class, designed for advanced students that can read and speak fluently in Spanish, offers summer enjoyment of two genres: literature and cinema. We will read and discuss short stories from different eras and locales within the Hispanic world, and will also watch selections of films from Chile.

Short stories and films will include: A la deriva, Horacio Quiroga; Cajas de cartón, Francisco Jiménez; Casa tomada, Julio Cortázar; Continuidad de los parques, Julio Cortázar; El ahogado más hermoso del mundo, Gabriel García Márquez; El ángel caído, Amado Nervo; El eclipse, Augusto Monterroso; Emma Zunz, Jorge Luis Borges; Génesis, Marco

Denevi; Jacinto Contreras recibe su paga extraordinaria, Camilo José Celá; La autopista del sur/La noche boca arriba, Julio Cortázar; La gallina degollada, Horacio Quiroga; La mano, Guillermo Blanco; La muñeca menor, Rosario Ferré; Los bomberos, Mario Benedetti; Nosotros no, José Bernardo Adolph; Puro chocolate, José López Portillo y Rojas; Rosa, Ángel Balzarino.

CHILEAN MOVIES: CLASSICS: El chacal de Nahueltoro (1970), Julio comienza en Julio (1979). OTHERS: Historias de fútbol (1997), Bastardos en el Paraíso (2000), Taxi para tres (2001), B-Happy (2003), Machuca (2004), Mi mejor enemigo (2005), Tony Manero (2008), Post mortem (2010), Ulises (2011). DOCUMENTARIES: Diálogos de exiliados (2004), La ciudad de los fotógrafos (2006).

Instructor: Marisol Weiner
Mon. Wed. & Thu. 11:00am-1:00pm; Starts 7/9 (10 sess.)

New York City Walking Tours \$99 NEW! (NYCTOURS)

These walking tours are fun and informative. Primarily designed for those who are interested in learning more about NYC and want to get some exercise as well, these tours are "more walk and less talk". The tours will cover a lot of ground at a reasonably steady pace and the goal is to see as much of a specific area in NYC as possible. There are always surprises along the way. Each tour will last approximately 2.5 hours and will cover at least three miles. This semester's tours will cover Lower/Middle Central Park, the Lower Manhattan Waterfront and the West Village/High Line.

Instructor: Bruce Bernstein
Sun 10:00am-12:30pm; Starts 6/10 (3 sess.)
Location: TBA

NYC's Small Art Treasures \$199 NEW! (NYSMATR)

New York City is the art and cultural capitol of the world. It has an unsurpassed wealth of large, famous museums. This class will visit the smaller, less famous treasures that define the diversity and uniqueness of the city. Focus will be on the historic of their founding, architecture and collections. A list of the museums will be provided prior to class begins.

Instructor: Nancy di Benedetto
Tue. 2:00-4:00pm; Starts 5/22 (5 sess.)
Location: TBA

Gardening in the City \$199 NEW! (GARDEN)

Creating a green oasis in an apartment, balcony or a small patio is a challenge but a distinct reality. It brings a sense of tranquility and relaxation. Using artistic, practical and ecological concepts these lessons is to get your imagination working and help you determine what works for you. Each student's environment will be discussed.

Instructor: Nancy di Benedetto
Wed. 2:00-4:00pm; Starts 6/6 (5 sess.) Skips 7/4
Location: TBA

The Six-Hour Art Major Seminar \$150 NEW! (6HRAMSE)

This is a concentrated seminar in visual art. While you won't walk away with an actual diploma, this engaging yet highly informative seminar DOES offer mini-versions of the essential courses included in the typical art major. Besides Art History and Art Appreciation, there are hands-on drawing exercises that demonstrate the thought processes and techniques behind making a piece of art, and a general discussion on developing creativity. No previous art education/training required.

Instructor: Gene Wisniewski
Wed. 6:00-9:00pm; Starts 6/20 (2 sess.)
Location: TBA



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.

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.

Fitness

Stretch & Strengthen \$175 (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: Valli Pope McRoberts

Tue. 6:30-7:30pm; Starts 6/5 (8 sess.)

Location: CS 71 East 94th St.

Corrective Strategies for Injury Prevention \$250 NEW! (COSTIP)

Developing 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. The class 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 Kempinski

Thu. 6:00-8:00pm; Starts 6/14 (6 sess.) Skips 7/5

Location: TBA

Education on Exercise \$250 NEW! (EDUEXE)

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 Kempinski

Wed. 6:00-8:00pm; Starts 5/30 (6 sess.) Skips 7/4

Location: TBA

Dance

All dance courses meet once a week for five weeks. Each class session is one hour in length. No partner or experience necessary to register. For social dance courses casual and comfortable attire and smooth bottomed shoes are recommended. Students must sign a waiver the first night of the course before being allowed to participate.

Belly Dance Level I: Beginner \$99 (BELDA1)

Shimmy into shape as you learn the fluid movements of Middle Eastern dance in a friendly and supportive atmosphere. Reyna shows students how to roll their shoulders, move their hips, and glide across the floor. This is a multilevel technique class

Instructor: Reyna Alcala

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

Location: CS 71 East 94th St.

Ballroom Basics \$99 (BALBAS)

An introduction to the basic steps of the most popular ballroom dances. No experience necessary to register; we rotate partners in class.

Instructor: Cindi Sasaki

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

Location: CS 71 East 94th St.

Health

Introduction to Positive Psychology \$199 NEW! (INTPOPS)

Positive psychology is a branch of psychology founded in 1998 that is the scientific study of the strengths and virtues that enable individuals and communities to thrive. The discipline is founded on the belief that people want to lead meaningful and fulfilling lives, to cultivate what is best within them, and to enhance their experiences of love, work, and play. In fourteen years, positive psychology has taken root and blossomed. It is an international phenomenon and research in the field is growing exponentially.

Instructor: Aren Cohen

Thu. 6:30-7:30pm; Starts 6/12 (6 sess.)

Location: CS 71 East 94th St.



Each season The Kaye Playhouse hosts over 200 performances in the fields of dance, music, theater, film and children's programs. Bringing an eclectic mix of performing arts events to over 100,000 theatergoers annually, it has become the "East Side center for all the performing arts."

In 1993, the Playhouse was renovated and reopened as The Sylvia and Danny Kaye Playhouse at Hunter College. Since its rededication, The Kaye has presented over 1,800 performances of some of the world's most renowned, provocative and unique artists and performance companies. In the past decade, celebrated artists Martina Arroyo, Regina Resnik, Marcel Marceau, Ruby Dee, Phillip Glass, Audra MacDonald, Max Roach, James Levine, Mario Vargas Llosa, Brian Bedford, Rosemary Harris and Harold Bloom, as well as a varied international roster of performing arts companies, have performed on the stage of The Kaye Playhouse.

The Mannes Opera Presents

Wolfgang Amadeus Mozart's "Don Giovanni"
The Mannes Opera presents a fully staged production of Mozart's "Don Giovanni" with the Mannes Orchestra. Joseph Colaneri conducts. Stage direction by Laura Alley. Sung in Italian with supertitles.
Friday, May 4, 2012 at 7:30PM
Saturday, May 5, 2012 at 7:30PM
Tickets: \$25
Seniors and Students: \$10
Contact: The Kaye Playhouse Box Office (212) 772-4448

Tiny Starr Productions Presents

Blest Be the Tie, written by Pamela Eatman-Skinner
Blest Be the Tie is a theatrical tribute in song, word and dance in honor of the indomitable spirit of motherhood. Journey with us and warm your heart with a story you won't soon forget. Plan a special treat for your Queen of hearts this Mother's Day!
Sunday, May 13, 2012 at 6:00PM
Tickets: \$75, \$35
Contact: The Kaye Playhouse Box Office (212) 772-4448
Information: www.tinystarrproductions.com or (888) 679-3104

AKTINA Productions, Inc. Presents

Mediterranean Musical Odyssey
This unique concert will celebrate a wide variety of traditional songs from around the Mediterranean and other parts of the world, including the popular "Rembetika" (Greek blues). Renowned for their exceptional vocal abilities and unique talent of applying the method of using the human voice as a principal musical instrument, the amazing singers/musicians from Greece, Eleni and Souzana Vougioukli perform with style and in original ethnic languages. They sing in over 20 dialects and languages, both "a capella" and/or accompanied by piano, guitar and percussion, instruments which they play themselves. Discover world ethnic music in a most unique interpretation!

A benefit concert for public service AKTINA FM-WNYE 91.5FM and AKTINA
TV-WNYE-Ch. 25.
Friday, May 18, 2012 at 8:30PM
On Sale Now only through Aktina Productions, Inc.
Phone: (718) 545-1151
Tickets: \$75, \$60, \$50, \$40, \$25
Further Information: www.aktina.org
E-Mail: aktina@aktina.org
Phone: (718)-545-1151

Shuffles Presents

Keep Calm and Tap On!
A Fortnight of Frolic in One Afternoon!! Including a Punch and Judy Puppet show, tapping Royal Guards, Harry Potter, and Paddington Bear! A very talented Busker Troop takes you on an "All England Adventure of Tap and Song, for kids by kids!"
Sunday, May 20, 2012 at 2:00PM
Sunday, May 20, 2012 at 5:30PM
Tickets: \$35
Contact: The Kaye Playhouse Box Office (212) 772-4448
Further Information: www.shufflestap.com

The Sidney Bechet Society Presents

Dave Bennet & Bria Skonberg
Young jazz traditionalists, Dave Bennett and Bria Skonberg co-lead a roster of jazz veterans, Derek Smith (piano), Bucky Pizzarelli (guitar), Jackie Williams (drums) and Frank Tate (bass).
Monday, May 21, 2012 at 7:15PM
Tickets: \$35
Students: \$10 (must be purchased in person with valid I.D.)
Contact: The Kaye Playhouse Box Office (212) 772-4448



general information

Continuing Education at Hunter College

OFFICE HOURS & SCHOOL HOLIDAYS

Continuing Education Administrative Office:
East Building, 10th Floor, Room E1022
Phone: 212.650.3850 Fax: 212.772.4302
e-mail: ce@hunter.cuny.edu

Office Hours: Monday-Thursday: 9:00am-5:00pm
Friday: 9:00am-3:00pm

HOLIDAYS:

The Continuing Education Office is closed and no classes are held on:
May 28, July 4, 5, 6, 7, 8 and 9, 2012

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

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

Phone: 212.772.4292 or 212.650.3850 (Credit card only)
Monday-Thursday: 9:00am-5:00pm; Friday: 9:00am-3:00pm
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

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: <http://www.hunter.cuny.edu/ce>

In-Person: Daytime: Students may register in-person at the Continuing Education Office, located at 68th and Lexington Room E1022. St.) . Only credit cards are accepted as payment at Campus Schools. 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 (<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.

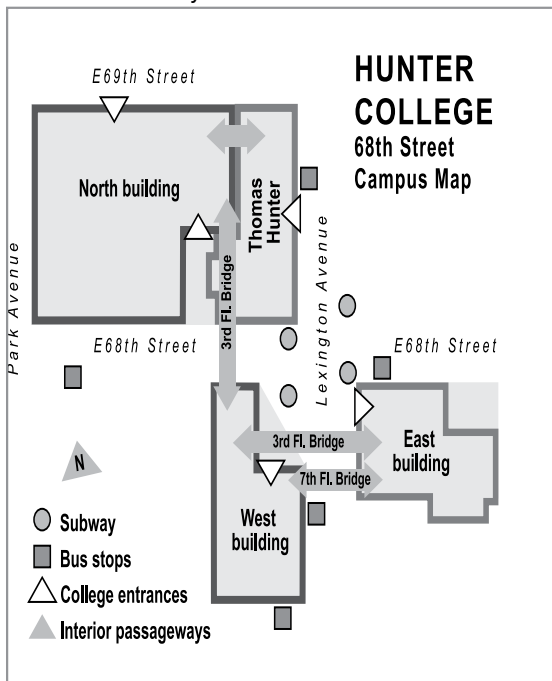
TH = Thomas Hunter = Thomas Hunter Hall, 68th St. Campus

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 or visit our website at <http://www.hunter.cuny.edu/ce>



NEW COURSE IDEAS

Send your ideas & comments to:
Cristian Gallardo
Associate Director of Continuing Education
Hunter College, 695 Park Avenue, E1001
New York, NY 10065
e-mail: 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.

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.

CUNY LEADS Counselor for Continuing Education

Enrolled in a continuing education course or certificate program? Looking for a job? If you are a registered CUNY student with a disability, you may be eligible to receive tuition assistance, free textbooks, job placement assistance, career counseling and more!

For more information contact:

Abigail Nelson
CUNY LEADS Counselor for Continuing Education
Phone: (212)652-2053
Fax: (646)344-7319
Email: abigail.nelson@mail.cuny.edu

ADMINISTRATION and STAFF

Lorraine Gallucci	Director of Continuing Education & Special Programs
Christy Moorman	Deputy Director of Continuing Education & Special Programs
Cristian Gallardo	Associate Director of Continuing Education & Graphic Designer
Ellen Zimel	Marketing Coordinator
Lee Spencer	Academic Coordinator
Brad Rappaport	Evening Coordinator
Catherine Heege	Program Coordinator
Milena Timerman	Bursar Coordinator
Lauren Norville	International Student Coordinator
Jennifer Stanciu	Payroll Coordinator
Cristian Ocampo	Registration Staff Supervisor

Customer Service Staff

Bruce, Maurice	Murphy, Neil
Chung, Hyunjin	Nocerino, Kristina
Cooper, Allen	Oh, Healan
Escotto, Nora Lillian	Reed, Zindzi
Gay, Claude Junior	Strauss, Jessica
Henriquez-Bernal, Victoria	Strezeva, Svetlana
Hong, Eunbyeol	Toor, Mona
Jimenez, Daliza	Vasquez, Anthony
Laspina, Aisha	Walsh, Patricia
Lee, Myong Hyun	Wasilewska, Zofia

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 Daytime Telephone Evening Telephone

E-MAIL: _____ Source _____

**Date of Birth _____

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
**MANDATORY FOR REGISTRATION			
* NOTE: NO REGISTRATION FEE FOR COURSES UNDER \$100			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 _____

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 or 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.

Hunter College Annual Campus Security report includes statistics for the previous three years concerning crimes that occurred on campus, and on public property within, or immediately adjacent to and accessible from Hunter College. A hard copy of the report can be reviewed in the Continuing Education office. You can also obtain a copy of this report by contacting the Department of Public Safety or by accessing <http://www.hunter.cuny.edu/publicsafety/reports>

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.