CONTINUING EDUCATION PROGRAMS at HUNTER

www.hunter.cuny.edu/ce

DISCOVER THE POSSIBILITIES

Summer 2019
CONTINUING
EDUCATION
PROGRAMS

Dear Continuing Education Student:

Welcome to Hunter College. Whether attending for professional advancement or personal enrichment, you will find that Hunter College Continuing Education 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 arts, sciences and humanities. 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 Programs at Hunter College. I look forward to your becoming a part of the Hunter College community.

Sincerely,

[Signature]

Jennifer J. Raab
President
Welcome to Continuing Education Programs at Hunter College

Have you ever wanted to expand your knowledge of visual arts, speak a foreign language or design your own webpage? Perhaps you are looking to improve your computer literacy, master writing skills, or develop financial fluency. Continuing Education Programs at Hunter College offers courses designed to meet your needs. Our certificate programs, professional development courses, and personal enrichment courses will prepare you for exciting new opportunities and teach you skills to help you achieve your goals. Continuing Education Programs at Hunter College allows you to pursue quality education in a short amount of time. Our courses are affordable and convenient for your lifestyle. We offer daytime, evening and weekend courses.

We’ve got a wide range of certificate programs from TESOL, Graphic Design and Digital Marketing to Translation & Interpretation, Medical Coding & Billing and Real Estate. Our Adobe, Microsoft, and Cyber Security courses can help you with your professional development. Personal enrichment offerings such as our language studies programs, writing courses, and workshops in Resume and Cover Letter Writing and Retirement Planning can also help you achieve your goals. Our courses meet the needs of working professionals, those new to the job market, and individuals who want to learn a new skill or explore a new hobby at an affordable price. Whatever your interests are, become a part of Continuing Education Programs at Hunter College and Discover the Possibilities!
# Table Of Contents

## Continuing Education Programs at Hunter College

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Visual Arts</td>
</tr>
<tr>
<td>6</td>
<td>Performance Arts</td>
</tr>
<tr>
<td>6</td>
<td>Digital Media &amp; Design</td>
</tr>
<tr>
<td>6</td>
<td>Certificate in Adobe Essentials <strong>NEW</strong></td>
</tr>
<tr>
<td>6</td>
<td>Certificate in Graphic Design</td>
</tr>
<tr>
<td>8</td>
<td>Certificate in Web Design</td>
</tr>
<tr>
<td>9</td>
<td>Combined Certificates In Web Programming and Web Design</td>
</tr>
<tr>
<td>10</td>
<td>Business Studies</td>
</tr>
<tr>
<td>11</td>
<td>Retirement Courses</td>
</tr>
<tr>
<td>11</td>
<td>Professional Workshops</td>
</tr>
<tr>
<td>11</td>
<td>Certificate in Digital Marketing</td>
</tr>
<tr>
<td>12</td>
<td>Advanced Certificate in Digital Marketing <strong>NEW</strong></td>
</tr>
<tr>
<td>13</td>
<td>Combined Certificate in Digital Marketing and Adobe Tools</td>
</tr>
<tr>
<td>13</td>
<td>Certificate in MyOffice 2013</td>
</tr>
<tr>
<td>14</td>
<td>Certificate in Small Business and Entrepreneurship</td>
</tr>
<tr>
<td>15</td>
<td>Center for Jewish Studies</td>
</tr>
<tr>
<td>16</td>
<td>Computer Technology</td>
</tr>
<tr>
<td>16</td>
<td>Cyber Security &amp; Data Science</td>
</tr>
<tr>
<td>16</td>
<td>Certificate in Web Programming &amp; Combined Certificates in Programming and Design</td>
</tr>
<tr>
<td>18</td>
<td>Education</td>
</tr>
<tr>
<td>18</td>
<td>Certificate in TESOL</td>
</tr>
<tr>
<td>19</td>
<td>ESL Teacher Training Certificate</td>
</tr>
<tr>
<td>20</td>
<td>Healthcare &amp; Fitness</td>
</tr>
<tr>
<td>20</td>
<td>Certificate in Fitness Instructor</td>
</tr>
<tr>
<td>21</td>
<td>Certificate in Medical Coding and Billing</td>
</tr>
<tr>
<td>22</td>
<td>Combined Certificate in Outpatient and Inpatient Medical Billing</td>
</tr>
<tr>
<td>24</td>
<td>Historical Studies</td>
</tr>
<tr>
<td>25</td>
<td>Language Studies</td>
</tr>
<tr>
<td>25</td>
<td>Certificates in Translation and Interpretation Studies</td>
</tr>
<tr>
<td>25</td>
<td>Advanced Certificate in Interpretation Studies</td>
</tr>
<tr>
<td>27</td>
<td>Certificate in Medical Interpreter</td>
</tr>
<tr>
<td>28</td>
<td>Language Learning</td>
</tr>
<tr>
<td>28</td>
<td>ESL Courses: International English Language Institute at Hunter College</td>
</tr>
<tr>
<td>28</td>
<td>Italian Language Courses: Parliamo Italiano at Hunter College</td>
</tr>
<tr>
<td>29</td>
<td>Legal Studies</td>
</tr>
<tr>
<td>29</td>
<td>Certificate in Criminal Law</td>
</tr>
<tr>
<td>30</td>
<td>Certificate in Legal Studies</td>
</tr>
<tr>
<td>32</td>
<td>Writing Courses</td>
</tr>
<tr>
<td>33</td>
<td>Online Classes and Partnerships</td>
</tr>
<tr>
<td>33</td>
<td>My Office 2013 Online</td>
</tr>
<tr>
<td>34</td>
<td>Silberman School of Social Work</td>
</tr>
<tr>
<td>34</td>
<td>School of Education</td>
</tr>
<tr>
<td>36</td>
<td>General Information</td>
</tr>
</tbody>
</table>
Arts & Design

Brush up on your artistic abilities and discover your hidden talents on canvas, in digital media, and more. Our rich diversity of courses make it easy for you to refine your sense of art appreciation and design skills.

VISUAL ARTS

Marvel at the MET: Topics in 18th and 19th Century American Art (MARMET)
$35 per class, $99 for the series of 4 classes
Be guided through the American Wing of the Metropolitan Museum of Art by a knowledgeable art historian. Each class session focuses on one topic relating to American art in the 18th and 19th centuries using the extraordinary collection of paintings as a backdrop. Students will meet at the 81st Street entrance to the MET.
Instructor: Lois Stainman
Not available this semester

Beginning/Intermediate Pottery $650 (BEGPOT)
Learn coil building, slab building, basic wheel work and glazing techniques! This class is appropriate for beginner/intermediate students and encourages idea and technique sharing with your peers. Note: You must provide your own hand tools. You may not engage in production pottery.
Instructor: Paul Krause
Not available this semester

Performance Arts

Acting Shakespeare Monologues $150 (Shaperf) NEW!
WHAT: A Shakespeare workshop where students explore, rehearse and perform Shakespeare either for fun or for an audition prep.
FOCUS: Students will learn two Shakespeare monologues, character development and style for auditioning. REQUIRED: Memorization of the text
BRING: The Complete Works of William Shakespeare (either in a book or from an app on a tablet device
Instructor: Melinda Hall
Section 1: Thu. 6:00 - 9:00pm; 6/16 - 6/25 (2 sess.)

Shakespeare Aloud / A Midsummer Night’s Dream $1500 (SHAALOUD) NEW!
A Shakespeare workshop where the play, A Midsummer Night’s Dream by Shakespeare is read aloud for enjoyment and comprehension.
FOCUS: We will discuss the images, ideas, character analysis, structure, grammatical devices and scansion in the play.

SETTING: An open, relaxed and friendly environment that encourages participants to explore. Members of the group may choose to read aloud or simply listen.
BRING: A MIDSUMMER NIGHT’S DREAM by William Shakespeare (either in a book or from an app on a tablet device
Instructor: Melinda Hall
Section 1: Thu. 6:00 - 9:00pm; 7/18 - 7/25 (2 sess.)

College Choir $90 (CHOIR)
The Hunter College Choir is a mixed chorus (SATB) of approximately 75-100 singers performing repertoire from all periods, both a cappella and with orchestra. The ensemble is open to members of the NY metropolitan area and all students, staff and faculty at Hunter College. An audition is required, though prior choral experience is not a prerequisite.
For the schedule or for other information, visit www.hunter.cuny.edu/music/ensembles/choral or call 212-772-5785.

Choir Options:
Instructor: Michael Sheetz
Not available this semester

Chamber Singer $90 (CHOSING)
Chamber Singers is a group of 16-20 mixed voices performing the repertoire of the Middle Ages, Renaissance and Baroque periods, often performing with the accompaniment of early instruments (recorders and viols). Participation is open to members of the NY metropolitan area and all students, staff and faculty at Hunter College.
Not available this semester
CERTIFICATE IN ADOBE ESSENTIAL DESIGN $2,400

If you like to create but don’t have the computer skills to illustrate your ideas, the Adobe Essentials Design Certificate provides students hands on the applications needed to succeed in today’s modern design.

This certificate consists of 7 required courses. **NOTE:** for class schedule please see Graphic Design

- Adobe InDesign I $500 (GDADOIN1)
- Adobe InDesign II $500 (ADOIN2)
- Adobe Photoshop I $375 (GDADOPH1)
- Adobe Photoshop II $375 (ADOPH2)
- Adobe Illustrator I $375 (GDADOILL)
- Adobe Illustrator II $375 (ADOIL2)
- Producing Video for Digital Publication $250 (GDVID)

CERTIFICATE IN GRAPHIC DESIGN $5,300

continuing education programs offers a wide range of graphic, web design and web programming courses that are part of our certificate programs. These courses may also be taken on an individual basis. students interested in enrolling in individual courses must complete prerequisites.

turn your doodles into a graphic design career. Graphic design is present in everything from human anatomy textbooks to Halloween decorations & DVD covers, thus providing a wide variety of careers underneath the Graphic Design umbrella. The Certificate in Graphic Design prepares those who wish to pursue a career in Graphic Design with the knowledge and ability to create digital and web designs for a professional portfolio. This comprehensive certificate consists of 13 required courses which provide students the theory and hands-on applications needed to succeed as a Graphic Designer. A detailed certificate brochure is available on our website, at our open house and in our office.

Course Materials & Software: Students registered for this certificate must have access to the latest Creative Suite Premium. Using your Hunter ID (received 2 business days after registration), you may subscribe for monthly student access to Adobe icloud.

Open House & Courses Schedule:
Monday, May 20th, 2019 @ 6:00pm
RSVP at 212-650-3850 or ce@hunter.cuny.edu

Required courses:
- Visual Design for Everyone
- Adobe InDesign I & II
- Adobe Photoshop I & II
- Adobe Illustrator I & II
- HTML
- Introduction to Adobe Dreamweaver
- Producing Video for Digital Publication
- Typography
- Graphic Design: Making a Professional Portfolio
- The Business of Graphic Design

Visual Design for Everyone $600 (GDVIDEVEV)
This introductory course teaches the basics of visual communication and design. Become an effective designer through concept development, project planning and production, and development of critical skills. 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. The course will also examine aesthetic and conceptual topics, like color theory, value, texture, pattern, icons, symbolism, perspective, overall look-and-feel, and the concept of ‘gestalt’: unified and consistent design.

Instructor: Catherine Hnatov
Section 1: Mon. 3:15 - 5:15pm; 6/3 - 8/5 (10 sess.)

Adobe InDesign I $500 (GDADOIN1)
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: Anthony Aromando
Section 1: Wed. 3:00 - 5:40pm; 6/5 - 7/10 (6 sess.)
Section 2: Wed. 6:00 - 8:40pm; 6/5 - 7/10 (6 sess.)

Adobe InDesign II $500 (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: Anthony Aromando
Not Available this semester

Adobe Photoshop $375 (GDADOPH1)
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: Anthony Aromando  
Section 1: Fri. 3:00 - 5:00pm; 6/7 - 7/19 (6 sess.)  
Section 2: Fri. 5:30 - 7:30pm; 6/7 - 7/19 (6 sess.)  
Skips 7/5

Adobe Photoshop II $375 (ADOPH2)
In Photoshop II, students will continue the use of layers in greater depth and use Adobe Bridge to organize, sort and add Photoshop Metadata to files. The use of Camera RAW both in Photoshop and through Adobe Bridge is covered. Through the use of Channels, Quick Mask, and some new Photoshop tools, students will learn advanced techniques, learn some not-so widely known new Photoshop features, and see how Photoshop integrates with InDesign and Illustrator.  
Instructor: Anthony Aromando  
Not available this semester

Adobe Illustrator I $375 (GDADOILL)
Adobe Illustrator is an essential tool for anyone who needs to express ideas visually in print, on the Web, and via any other medium. With 3D features, advanced typographical controls, smooth Adobe Portable Document Format (PDF) integration, enhanced printing options, and faster performance, Illustrator helps you explore your creative vision and efficiently publish your artwork anywhere.  
Instructor: Anthony Aromando  
Section 1: Thu. 3:00 - 5:00pm; 6/6 - 7/18 (6 sess.)  
Section 2: Thu. 5:30 - 7:30pm; 6/6 - 7/18 (6 sess.)  
Skips 7/4

Adobe Illustrator II $375 (ADOIL2)
The advanced features of Adobe Illustrator, such as Live Trace and Transparency Marks are 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: Anthony Aromando  
Not available this semester

HTML $600 (WPHTML)
Hypertext Markup Language is the core of most websites. In order to grasp the concept and syntax of other languages, (like CSS, Javascript, XML, and PHP) knowledge of HTML is requisite. In this course, learn the structure upon which nearly every other language rests. CSS and HTML 5 will also be taught. Please bring your own laptop to each class.  
Instructors: Kevin Sartain  
Section 1: Fri. 3:00 - 5:30pm; 6/7 - 8/2 (8 sess.)  
Skips 7/5

Introduction to Adobe Dreamweaver $400 (GDINTDRE)
Receive a comprehensive introduction to creating websites using Dreamweaver 8. In this class, students learn to use templates, library items and snippets, and master the Dreamweaver behaviors that insert client-side JavaScript on their site.  
Instructor: Ling Wang  
Section 1: Sun. 10:00am - 1:00pm; 6/9 - 7/14 (5 sess.)  
Skips 7/7

Producing Video for Digital Publication $250 (GDVID)
This class focuses on the basics of shooting, editing and publishing video to YouTube, Vimeo or as part of a Digital Publication using InDesign. Learn how to shoot video using phones or digital cameras, no professional equipment needed. We will cover the basics of editing using Adobe Premiere and Adobe After Effects (which are part of Adobe CC.) Inexpensive equipment for audio will be covered.  
Instructor: Anthony Aromando  
Tue. 5:30 - 7:30pm; 7/2 -7/30 (5 sess.)

Typography $400 (GDTYPOGR)
This course introduces students to the history of typography and its use up to the present. Learn how to utilize the basics of typography for enhancing projects, and improve skills in font selection, size of type, spacing, color, tracking, kerning, etc. Class projects include logo design, posters, ads, packaging and direct-mail. Prerequisites: Must have a good knowledge of Adobe Photoshop, Illustrator and InDesign.  
Instructor: Catherine Hnatov  
Mon. 6:00 - 8:15pm, 6/10 - 7/22 (7 sess.)

Graphic Design: Making a Professional Portfolio $800 (GDMAPRPRO)
This course focuses on the art of design and teaches students how to organize and complete a portfolio to represent their personality and design capabilities. Learn elements of concepts, design, shapes, colors, typography, proportions, and how to choose colors and shapes to enhance 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: Catherine Hnatov  
Not Available this semester

The Business of Graphic Design $600 (GDBUSGRD)
Students learn how to reach their career goals through research and discussion of the following topics: creating a business identity, formulating a marketing message, developing marketing materials, presenting a portfolio, setting up a business in New York State, and purchasing equipment and software, etc. Students will develop a clear plan for setting up a business and marketing their design skills, including a fully-developed business identity, and completed applications for registering their business name and their domain name. They will design and produce their own marketing tools and present resumes and portfolios at least once for a top-to-bottom critique.  
Instructor: Andrew Finnel  
Not available this semester

Daytime Phone: 212.650.3850  
Evening Phone: 646.963.6311
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. This program consists of **14 required courses**. A detailed certificate brochure is available on our [website](http://www.hunter.cuny.edu/ce), at our open house and in our office.

Open House & Courses Schedule:
Monday, May 20th, 2019 @ 6:00pm
RSVP at 212-650-3850 or ce@hunter.cuny.edu

**Required courses:**
- HTML
- Intermediate Cascading Style Sheets
- Adobe InDesign I & II
- Adobe Illustrator I
- Adobe Photoshop I & II
- Introduction to Adobe Dreamweaver
- Advanced Adobe Dreamweaver
- Advanced Cascading Style Sheets
- The Business of Graphic Design
- Visual Design for Everyone
- Wordpress
- Graphic Design: Making a Professional Portfolio

---

**HTML $600 (WPHtml)**
Hypertext Markup Language is the core of most websites. In order to grasp the concept and syntax of other languages (like CSS, Javascript, XML, and PHP) knowledge of HTML is requisite. In this course, learn the structure upon which nearly every other language rests. CSS and HTML 5 will also be taught. Please bring your own laptop to each class.
Instructor: Kevin Sartain
Section 1: Fri. 3:00 - 5:30pm; 6/7 - 8/2 (8 sess.)
Skips 7/5

---

**Intermediate Cascading Style Sheets $375 (WPCSS1)**
Cascading Style Sheets (CSS) is a coding language flush with elegance and grace. Used in tandem with HTML, it is the spice of a web site. Through 12 hours of learning intermediate CSS techniques, students strengthen knowledge of prior CSS techniques while gaining advanced coding techniques.

---

**Adobe InDesign $500 (GDADoin1)**
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: Anthony Aromando
Section 1: Wed. 3:00 - 5:40pm; 6/5 - 7/10 (6 sess.)
Section 2: Wed. 6:00 - 8:40pm; 6/5 - 7/10 (6 sess.)

---

**Adobe InDesign II $500 (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: Anthony Aromando
Not Available this semester

---

**Adobe Illustrator I $375 (GDADOILL)**
Adobe Illustrator is an essential tool for anyone who needs to express ideas visually in print, on the Web, and via any other medium. With 3D features, advanced typographical controls, smooth Adobe Portable Document Format (PDF) integration, enhanced printing options, and faster performance, Illustrator helps you explore your creative vision and efficiently publish your artwork anywhere.
Instructor: Anthony Aromando
Section 1: Thu. 3:00 - 5:00pm; 6/6 - 7/18 (6 sess.)
Section 2: Thu. 5:30 - 7:30pm; 6/6 - 7/18 (6 sess.)
Skips 7/4

---

**Adobe Photoshop I $375 (GDADOPH1)**
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: Anthony Aromando
Section 1: Fri. 3:00 - 5:00pm; 6/7 - 7/19 (6 sess.)
Section 2: Fri. 5:30 - 7:30pm; 6/7 - 7/19 (6 sess.)
Skips 7/5

---

**Adobe Photoshop II $375 (ADOPH2)**
In Photoshop II, students will continue the use of layers in greater depth and use Adobe Bridge to organize, sort and add Photoshop Metadata to files. The use of Camera RAW both in Photoshop and through Adobe Bridge is covered. Through the use of Channels, Quick Mask, and some new Photoshop tools, students will learn advanced techniques, learn some not-so widely known new Photoshop features, and see how Photoshop integrates with InDesign and Illustrator.
Not available this semester
Introduction to Adobe Dreamweaver $400 (GDINTDRE)
Receive a comprehensive introduction to creating websites using Dreamweaver 8. In this class, students learn to use templates, library items and snippets, and master the Dreamweaver behaviors that insert client-side JavaScript on their site.
Instructor: Ling Wang
Section 1: Sun. 10:00am - 1:00pm; 6/9- 7/14 (5 sess.) Skips 7/7

Advanced Adobe Dreamweaver $400 (ADODREA)
Offers students in-depth Dreamweaver capabilities and techniques (no computer programming knowledge required). The class will cover: Spry data record sets, Tables and forms in-depth, furthermore learning how to use widgets and the extension manager; Creating multiple screens for smartphones, tablets and printers. Bonus material: Preview phone app Starter.
Instructor: Ling Wang
Section 1: Sun. 2:00pm - 5:00pm; 6/9- 7/14 (5 sess.) Skips 7/7

Advanced Cascading Style Sheets $375 (WPCSSA)
In this advanced CSS 3 class, students spend 12 hours learning advanced CSS techniques and tools to be on the cutting edge of styling with CSS.
Instructor: Kevin Sartain
Wed. 6:00pm - 8:00pm; 6/12 - 7/17 (6 sess.)

The Business of Graphic Design $600 (GDBUSGRD)
Students learn how to reach their career goals through research and discussion of the following topics: creating a business identity, formulating a marketing message, developing marketing materials, presenting a portfolio, setting up a business in New York State, and purchasing equipment and software, etc. Students will develop a clear plan for setting up a business and marketing their design skills, including a fully-developed business identity, and completed applications for registering their business name and their domain name. They will design and produce their own marketing tools and present resumes and portfolios at least once for a top-to-bottom critique.
Instructor: Andrew Finnel
Not Available this semester

Visual Design for Everyone $600 (GDVIDEEV)
This introductory course teaches the basics of visual communication and design. Become an effective designer through concept development, project planning and production, and development of critical skills. 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. The course will also examine aesthetic and conceptual topics, like color theory, value, texture, pattern, icons, symbolism, perspective, overall look-and-feel, and the concept of 'gestalt': unified and consistent design.
Instructor: Catherine Hnatov
Section 1: Mon. 3:15 - 5:15pm; 6/3 - 8/5 (10 sess.)

Wordpress $375 (WDWPRES)
This course starts at the foundation level, customizing a Wordpress site using a drag-and-drop page builder to add text and images to multimedia. Learn to modify themes and appearance, create links, handle media uploads, publish, move, maintain, and backup your Wordpress sites. Knowledge of basic HTML and CSS is recommended.
Instructor: Peter Kravsky
Wed. 7:40 - 9:40pm; 6/12 - 7/17 (6 sess.)

Graphic Design: Making a Professional Portfolio $800 (GDMAPRPO)
This course focuses on the art of design and teaches students how to organize and complete a portfolio to represent their personality and design capabilities. Learn elements of concepts, design, shapes, colors, typography, proportions, and how to choose colors and shapes to enhance 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: Catherine Hnatov
Not Available this semester

COMBINED CERTIFICATES IN WEB PROGRAMMING AND WEB DESIGN
These certificates teach students web programming, graphic and web design aspects. You’ll learn how to develop web sites using the most common language programs, make webpages user-friendly with applications such as text and bit-mapped images, and develop the knowledge and ability to create digital designs. Our certificate modules, detailing the suggested order of classes, are available on our website.

Open House:
Monday May 20th, 2019 @ 6:00pm
RSVP at 212-650-3850 or ce@hunter.cuny.edu

Certificate Options:
- Graphic & Web Design $6600 (17 required courses)
- Web Programming & Web Design $8400 (21 required courses)
- Graphic Design & Web Programming $8700 (23 required courses)
- Graphic Design, Web Design & Web Programming $9500 (24 required courses)
BUSINESS COURSES

Customer Relationship Management $600 (CRMANA)
This course examines customer relationship management (CRM) and its function in marketing, sales, and service. Effective CRM strategies help companies align business process with customer-centric strategies using people, technology, and knowledge. Companies strive to use CRM to optimize the identification, acquisition, growth, and retention of desired customers to gain competitive advantage and maximize profit.
Instructor: Claudio Guzzo
Not Available this semester

The Power of Storytelling in Business & Branding $400 (POWERBB)
What makes your business stand out or your brand go the distance? Southwest, Nordstrom, Apple and Warby Parker successfully created stories that keep their audience’s attention and converted them into loyal fans. In this course, you’ll learn from an experienced marketer: why signature stories create emotional impact; and what you can do to create your own authentic story for your business.
Instructor: Barbara Field
Not available this semester

Using Your Certificate Program To Change Careers $99 (MAXCERT)
Learn how to maximize this professional investment and leverage what you’ve learned to get hired in the field/industry of your choice. This course provides an overview of the essential steps to get hired in today’s digital age. Students will be guide in developing core professional materials including, traditional and e-resumes, cover letters, and professional bios.
Instructor: Patrice Anderson
Not available this semester

Bookkeeping & Budgeting $450 (BOOBUD)
Learn the basics of bookkeeping, organizing ledgers, creating and managing budgets using spreadsheets, and budget projections.
Instructor: Shelby Banks
Not Available this semester

Business Law for Small Business Owners $550 (LSBLSO)
This course familiarizes students with the law as it affects business personnel and social activities. Students gain an understanding of the rights and duties of individuals and businesses.
Instructor: Juan Soto
Not available this semester.

How to Start and Manage a Nonprofit Organization $400 (HOMANON) NEW!
Do you visualize yourself starting a non-profit business to resolve community social issues? This course provides practical tools to start and run a nonprofit organization. Students will structure their planned organization, build programs, idealize fundraising efforts, and finalize a business plan.
Instructor: William Drewes
Not available this semester (6 sess.)

Wills, Trusts and Advanced Health Care Directives $99 (WILSTR)
This course addresses asset distribution and health care decisions and summarizes the purpose and structure of the legal documents giving people peace of mind that their wishes and affairs are properly addressed and handled.
Instructor: William H. Drewes
Thu. 5:30 - 8:30pm; 6/27 (1 sess.)

How to Sell Yourself and Anything Else $99 (HOWSEYO) NEW!
Selling is an Art, but it is also a Discipline and a Process. There are proven psychological techniques of persuasion which can help someone sell his or herself (for example a job interview) or a product or service. This intensive workshop will break down the selling process and give the student the tools to achieve his or her goals!.
Instructor: William H. Drewes
Thu. 6:00 - 9:00pm; 6/13 (1 sess.)

How to Become an Entrepreneur $99 (HOWBEEN) NEW!
Contrary to popular belief, entrepreneurs are NOT born. Anyone can become an entrepreneur! Entrepreneurship is a process which can be taught. If you want to control your own destiny, have a desire to solve a problem, or make a difference in the world, this intense workshop will give you a
pathway to fulfilling your dream. You will learn the 3-6-12-24 steps of successful entrepreneurship.

Instructor: William H. Drewes
Thu. 6:00 - 9:00pm; 6/20 (1 sess.)

Professional Business Protocol and Etiquette $150 (PROBUPE) NEW!
Remember your image is a reflection of your future. It is important to understand that our manners and
mannerism can make or break us as professionals. Staying abreast of proper business behavior & image
will help us seal the contract, land the job, get the
promotion, stand out among the crowd and advance
our career. Included in discussion is the role of body
language, office etiquette, communication, basic
table and phone etiquette and networking strategies.
Instructor: Yvonne Ponce
Tue. 6:00 - 9:00pm; 6/11-6/18 (2 sess.)

Communication and Presentation Skills for
Professionals $225 (COMPSPR) NEW!
Studies record that the fear of speaking in public is
the second most common fear of people in America.
This course provides strategies to make speaking in
public “easy” by focusing on planning, preparation,
breathing, voice, and delivery in order to project a
professional, confident speech, and an image that will
captivate any audience; exercises will include steps
and activities that will teach you how to get your
message across with ease. We will also discuss four
basic communication strategies that can be effective
in business settings, networking events, interviews
and general and challenging conversations.
Instructor: Yvonne Ponce
Thu. 6:00 - 9:00pm; 6/13-6/27 (3 sess.)

Balancing Home and School/Work with Limited Stress
$150 (BALHOSC)
Provides strategies and tips to properly allocate
time in order to successfully fulfill your goals with
the least amount of stress possible. In order to be
successful in life, we must set realistic goals and
in order to set realistic goals we must know our
individual limits according to our lifestyle. To assist
with managing your time, included are discussions
on the significance of time management, tips on
how to budget your time and self-assessment and
time allocation worksheets.
Instructor: Yvonne Ponce
Tue. 6:00 - 9:00pm; 6/25-7/2 (2 sess.)

Managing a Team that Soars vs Roars $225 (MANTEAM)
Management Styles. Research shows that most
people who leave their jobs more often leave because
of poor management or management styles. Some
people will even leave for less pay just to have less
stress and to get away from, as they perceive, toxic
management. Management and team dynamics can
cause an organization to thrive or dive. Therefore,
it is important that management/managers create
a working environment and relationships where
employees can thrive, and feel rewarded and valued.
Instructor: Yvonne Ponce
Sat. 10:00am - 1:00pm; 6/15-6/29 (3 sess.)

RETIREMENT COURSES

Retirement Planning Today $59 (RETPLA)
This course equips students with the facts needed
to prepare for a financially secure retirement. 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
Not available this semester

Rejuvenate Your Retirement $59 (REJRET)
A lecture for retirees to discuss retirement income
strategies, fixed income and guaranteed annuity
investments, asset allocation strategies, making money
last throughout the years and income tax reduction
techniques. A workbook and case studies are included.
Instructor: Frank Wong
Not available this semester

Wealth Creation Today $59 (WEALTHC)
Your future success will be born out of the knowledge
and decisions you put in place today. Stress test
your assumptions, priorities, biases and financial
plans to bolster the future you are working toward.
You’ll feel empowered as we take you through 65
core topic areas – all thoroughly researched and laid
out in easy-to-follow sections.
Instructor: Michael A. Nigro
Not available this semester

CERTIFICATE IN DIGITAL MARKETING $3,400

Continuing Education Programs’ Digital Marketing
courses may also be taken on an individual basis.
Students interested in enrolling in individual courses
must complete prerequisites.

The Certificate in Digital Marketing is ideal for those
searching for an entry level marketing position or those
seeking an understanding of the subject. Students will
gain the knowledge necessary to meet the challenges
and opportunities faced by today’s marketing specialist.
The certificate consists of 8 required courses. A detailed certificate brochure is available on our website, at our open house and in our office.

**Open House & Courses Schedule:**
Monday, May 20, 2019 @ 6:00pm
RSVP at 212-650-3850 or ce@hunter.cuny.edu

**Required courses:**
- Marketing 101
- Professional Selling for Marketers
- Social Media For Business
- Digital Marketing
- Search Engine Marketing and Optimization
- Web & Email Communication For Marketing
- Creating Content for Marketing & Advertising
- Using Your Certificate Program To Change Careers

**Marketing 101 $550 (BCMAR101)**
This course introduces students to the fundamentals of marketing including the various marketing channels, tools, concepts and terms and how each plays a critical role in marketing a product or service. Instructor: Patrice Anderson
Thu. 5:45 - 7:45pm; 6/13 - 8/1 (7 sess.) Skips 7/4

**Professional Selling for Marketers $550 (MCSSALCOM)**
This course teaches students the foundation of the most important areas in sales and marketing and the marketing mix including; advertising, promotion, consumer behavior, and personal selling. Instructor: Claudio Guzzo
Sat. 10:00am - 1:00pm; 6/8 - 7/13 (5 sess.) Skips 7/6

**Social Media For Business $600 (MCSSOCMED)**
This course focuses on the use and importance of social media for business, including learning about the tools used to promote, strengthen, target and service consumers. Students gain an understanding of how to launch and monitor a business’ social presence via Twitter, LinkedIn, YouTube, Instagram and Pinterest. Instructor: Claudio Guzzo
Tue. 6:00 - 9:20pm; 6/11 - 7/16 (6 sess.)

**Digital Marketing $550 (DIGMARK)**
In this class, students will create their own digital marketing plan and learn how to build and deliver marketing initiatives to boost any business product or service. This course covers tools and techniques such as web, email, video, mobile, and social media marketing and advertising including current strategies for large and small companies. Instructor: Patrice Anderson
Thu. 7:55 - 9:55pm; 6/13 - 8/1(7 sess.) Skips 7/4

**Search Engine Marketing and Optimization $600 (MCDTANA)**
More and more marketers are moving toward using data analytics to support and drive business growth. Over the last decade, marketing has been revolutionized by data analytics, allowing brands to deliver more targeted messaging and measure their return on investment (ROI). But, where exactly does a business begin making these improvements? This course provides an overview of marketing analytics including the terms/concepts and platforms used to optimize the content on websites, including keyword research and analysis. Instructor: Claudio Guzzo
Not Available this semester

**Web & Email Communication For Marketing $300 (MCEMAIL)**
Learn the essentials and best practices for web and email communication. Instructor: Ling Wang
Not Available this semester

**Creating Content for Marketing & Advertising $400 (MCMAAD)**
Learn how to develop content for traditional and digital marketing channels for a real-life project. Using the project as a center point, this class delves into the specifics of content creation for print, email and social media campaigns. Instructor: Patrice Anderson
Not Available this semester

**Using Your Certificate Program To Change Careers $99 (MAXCERT)**
Learn how to maximize this professional investment and leverage what you’ve learned to get hired in the field/industry of your choice. This provides an overview of the essential steps to get hired in today’s digital age. Students will be given a step-by-step guide in developing core professional materials including traditional and e-resumes, cover letters, and professional bios to tell your professional story including volunteer, entrepreneurial and un-paid life experience. Instructor: Patrice Anderson
Not available this semester

**ADVANCED CERTIFICATE IN DIGITAL MARKETING $5500 NEW!**
This Advanced Marketing Certificate provides a wider, deeper and up-to-date practical marketing knowledge needed in this dynamic, growing and exciting field. Learn how to create and deliver customer value, multiple marketing communication strategies.
methods, understand the purpose and importance of branding and the process of developing, planning and executing a competitive marketing strategy.

**Required courses:**
- Professional Selling for Marketers
- Marketing 101
- Social Media For Business
- Digital Marketing
- Search Engine Marketing and Optimization
- Web and Email Communication For Marketing
- Creating Content For Marketing and Advertising
- Using Your Certificate Program To Change Careers
- Integrated Marketing and Sales Promotions
- Brand Management
- Customer Relationship Management
- Marketing Management

**Integrated Marketing and Sales Promotions $600 (MCINTMA) NEW!**
This course reviews the multiple communication methods aimed to deliver a particular message to a specific audience with a targeted purpose of altering consumer perceptions and/or behavior. Various marketing tools associated with a marketing strategy such as advertising, public relations, sales promotions, direct and digital marketing will be reviewed.

Not available this semester

**Brand Management $600 (MCBRANDI) NEW!**
Why do some brands have such loyal followers? Why do some brands fade away quickly? How does branding influence consumer behavior? How does one develop a strong brand? At the conclusion of this course, the successful student will be able to define the main concepts and explain the purpose of branding, describe the process and methods of brand management, including how to establish brand identity, build brand equity and formulate an effective brand strategy.

Mon. 6:00pm-8:30pm; 6/10 - 7/29 (8 Sess)

**Customer Relationship Management $600 (CRMANA) NEW!**
This course examines the fundamentals of customer relationship management (CRM) and its function and support in marketing, sales, and service. Effective CRM strategies help companies align business process with customer centric strategies using people, knowledge and of course technology. Companies strive to use CRM to optimize the identification, acquisition, growth, and retention of desired customers to gain competitive advantage and maximize profit.

Instructor: Claudio Guzzo
Not Available this semester

**Marketing Management $600 (MCMERMA) NEW!**
The course examines the process of developing, planning and executing a competitive marketing strategy by which the firm operates. Various marketing management tools will be reviewed.

Not available this semester

---

**COMBINED CERTIFICATE IN DIGITAL MARKETING AND ADOBE TOOLS $5,500**
This dual certificate equips students with the solid skills necessary to become a dynamic Digital Marketing Specialist with a strong concentration in graphic design skills to support the creation and management of marketing materials, corporate communication documents, email blasts, and so forth. Fifteen courses are required. A detailed schedule is available on our website. Course details are also available in the Digital Marketing and Graphic Design certificates sections of this catalog.

**Open House:**
Monday, May 20, 2019 @ 6:00pm
RSVP at 212-650-3850 or ce@hunter.cuny.edu

**Required Courses:**
- Adobe InDesign I & II
- Adobe Illustrator I & II
- Adobe Photoshop I & II
- Marketing 101
- Professional Selling for Marketers
- Social Media For Business
- Digital Marketing
- Search Engine Marketing and Optimization
- Web & Email Communication For Marketing
- Creating Content for Marketing & Advertising
- Using Your Certificate Program To Change Careers

---

**CERTIFICATE IN MYOFFICE 2013 $999**
My Office 2013 is part of CEP’s online offerings and comprised of interactive lesson presentations, interactive exercises, quizzes, unit level assessments and final assessments. Students learn and self-practice from Basic to Advanced, in one or more subjects: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Powerpoint and Microsoft Outlook. Tuition for the certificate is $999 plus a one-time $35 registration fee. You may also register for each class individually plus the registration fee per semester. Payment Plans are not available.

Visit our website at www.hunter.cuny.edu/ceprograms for the online student manual and course syllabi. There is no registration deadline and courses can be started at any time.

**Microsoft Word, Section-Word (OMYOFFIC) $350**
Word is comprised of five units in 15 sessions. Each unit contains three individualized lessons. Within each lesson, this learning application simulates the Microsoft Word 2013 environment with self-paced learning opportunities and interactive exercises.

Microsoft Excel, Section-Excel (OMYOFFIC) $350
Excel is comprised of five units in 15 sessions. Each unit contains three individualized lessons. Within each lesson, this learning application simulates the Microsoft Excel 2013 environment with self-paced learning opportunities and interactive exercises.

Microsoft Access, Section-Access (OMYOFFIC) $250
Access is comprised of three units in 9 sessions. Each unit contains three individualized lessons. Within each lesson, this learning application simulates the Microsoft Access 2013 environment with self-paced learning opportunities and interactive exercises.

Microsoft PowerPoint, Section-PPT (OMYOFFIC) $250
PowerPoint is comprised of three units in 9 sessions. Each unit contains three individualized lessons. Within each lesson, this learning application simulates the Microsoft PowerPoint 2013 environment with self-paced learning opportunities and interactive exercises.

Microsoft Outlook, Section- Outlook (OMYOFFIC) $99
Outlook is comprised of three lessons. Within each lesson, this learning application simulates the Microsoft Outlook 2013 environment with self-paced learning opportunities and interactive exercises.

CERTIFICATE IN SMALL BUSINESS ENTREPRENEURSHIP $2,500

Continuing Education Programs’ Small Business & Entrepreneurship courses may also be taken on an individual basis.

Dreaming of opening your own pastry shop or 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. The Certificate in Small Business and Entrepreneurship benefits students who wish to make their dream a reality. This certificate consists of four required courses. A detailed certificate brochure is available on our website, at our open house and in our office.

Open House & Courses Schedule:
Thursday, May 23, 2019 @ 6:00pm
RSVP at 212-650-3850 or ce@hunter.cuny.edu

Required Courses:
Understanding Business, Business Writing, How to Start a Small Business and Bookkeeping & Budgeting

Understanding Business $1100 (SBUNDBUS)
This course delves into building a comprehensive business plan including marketing, objectives, operations and financial. Students will develop their ideas, finalize and execute their pitch, complete field work and network with other business entrepreneurs and investors, build a financing roadmap including understanding loan packages and work toward acquiring a business loan, and present their real-world plan to experts in the field. By the end of the course, students are prepared to start their businesses. Prerequisite: Understanding Business
Instructor: Shelby Banks
Mon. & Wed. 6:30 - 9:00pm; 6/3 - 7/24 (16 sess.)

Business Writing $350 (BUSWRI)
In this course, students analyze, practice, and improve their skills in written business communication, including business letters, reports, memos, summaries and email messages. The course also addresses grammar and specialized business terminology to enhance professional communication. Textbook: "Business Writing What Works What Won’t” by Wilma Davidson.
Instructor: Debbie Horwitz
Sat. 9:30 - 11:30am; 6/8 - 7/20 (6 sess.) Skips 7/6

How to Start a Small Business $1100 (SBSMABUS)
This course is designed to teach the “What, Why, and How” of entrepreneurship, helps seasoned business owners maximize their bottom lines, and teaches 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. Prerequisite: Understanding Business
Instructor: Shelby Banks
Not available this semester

Bookkeeping & Budgeting $450 (BOOBUD)
Learn the basics of bookkeeping, organizing ledgers, creating and managing budgets using spreadsheets, and budget projections.
Instructor: Shelby Banks
Not available this semester

Hunter College Continuing Education Programs
(CEP), in partnership with the Center for Jewish Studies at Hunter, offers exciting non-degree courses dealing with the Jewish experience throughout American history. At CEP, Jewish Studies students learn to speak and read Yiddish, explore Jewish humor in American popular culture, reflect on the representation of Jews in film and television, and consider history through literature. The Center for Jewish Studies at Hunter’s CEP embodies our mission to provide instruction and community-based services in support of the credit-bearing academic activities at Hunter.

Hunter’s degree-bearing Center for Jewish Studies provides excellent preparation for an array of career and graduate paths. To learn more about the degree programs at Hunter’s Center for Jewish Studies, visit www.hunter.cuny.edu/center-for-jewish-studies.

**LANGUAGE & CULTURE**

**Beginner Yiddish $300 (JSINYLC) NEW!**
This 8-week course is designed for students new to the Yiddish language, as well as heritage speakers wishing to review. We will cover the alphabet, and the basics of reading, writing, speaking and grammar. The course will explore aspects of Eastern European Jewish culture, incorporating songs, stories, and history into language learning. Students will also have the opportunity to learn about Yiddish spoken today, and to take advantage of New York City’s rich Yiddish Legacy.

Instructor: Tova Benjamin
Not available this semester

**Instructor Bio:** Tova Benjamin is a joint PhD student at New York University in the Hebrew & Judaic Studies and History departments.

**American Jewish Humor $300 (JSAMJH) NEW!**
This course examines the role Jewish humor plays in American literary and popular culture. A range of genres (including short stories, novels, stand-up comedy, sketch comedy, comics, music, the sitcom, and film) will facilitate our consideration of Jewish humor through a historical lens.

Instructor: Eli Bromberg
Not available this semester

**Instructor Bio:** Eli Bromberg (PhD UMass.) has taught at the University of Hartford and Hofstra University, and has published in The Forward and academic journals.
Computer Technology

Enhance your expertise in computer programming and cyber security. CEP at Hunter offers computer tech certificates and individual courses that make it easy for you to succeed.

CYBER SECURITY & DATA SCIENCE

Cisco Certified Entry Networking Technician $700 (CISCO)
Computer Security Technician covers basic networking knowledge essential for entry-level network support positions. Learn the skills to install, manage, maintain and troubleshoot a small enterprise branch network, including network security, routing and switching fundamentals, and configuring simple networks. Learn the fundamentals of Computer Forensics and Cryptography.
Instructor: Peter Kravsky
Not available this semester

Open House:
Not available this semester

CERTIFICATE IN WEB PROGRAMMING $5,500

Continuing Education Programs offers a wide range of web programming courses as part of the certificate program. The courses may also be taken on an individual basis. Students interested in enrolling in individual courses must complete prerequisites.

The Certificate in Web Programming 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 whistles applications. Among the skills you’ll learn are: web design, web content development, web server and network security configuration. This program consists of 11 required courses. A detailed certificate brochure is available on our website, at our open house and in our office.

Open House & Courses Schedule:
Monday, May 20, 2019 @ 6:00 pm
RSVP at 212-650-3850 or ce@hunter.cuny.edu

Required courses:
- WAMP & MAMP Software Installation Workshop
- HTML
- Intermediate Cascading Style Sheets
- Advanced Cascading Style Sheets
- Intro to Phython and Data Science
- Structured Query Language
- Programming With Java
- PHP
- JavaScript
- Project Studio
- Project Studio

WAMP & MAMP Software Installation Workshop $100 (WAMAMP)
This workshop is for the installation of the Apache web server (A), MySQL (M) and PHP (P) on a laptop or home PC. The two come bundled together, referred to as either the WAMP or MAMP according to whether they are installed on Windows (W) or a Mac (M).
Instructor: Peter Kravsky
Thu. 5:30 - 9:30pm; 6/13

HTML $600 (WPHTML)
Hypertext Markup Language is the core of most websites. Think of it as the frame to any house. In order to grasp the concept and syntax of other languages (like CSS, Javascript, XML and PHP) knowledge of HTML is requisite. Learn the structure upon which nearly every other language rests. (CSS and HTML 5 will also be taught). Please bring your own laptop to each class.
Instructors: Kevin Sartain
Fri. 3:00 - 5:30pm; 6/7 - 8/2 (8 sess.) Skips 7/5

Intermediate Cascading Style Sheets $375 (WPCSS1)
Cascading Style Sheets (CSS) is a coding language flush with elegance and grace. Used in tandem with HTML, it is the spice of a web site. Through 12 hours of learning intermediate CSS techniques, students strengthen knowledge of prior CSS techniques while gaining advanced coding techniques.
Instructor: Kevin Sartain
Fri. 6:00 - 8:00pm; 6/28 - 8/9 (6 sess.) Skips 7/5

Advanced Cascading Style Sheets $375 (WPCSSA)
Students learn advanced CSS techniques and tools to be on the cutting edge of styling with CSS.
Instructor: Kevin Sartain
Wed. 6:00 - 8:00pm; 6/12 - 7/17 (6 sess.)
Intro to Python and Data Science $750 (INPYTHON)
Learn the basics and Hands-on practice of the python programming environment, including how to download and install python, and fundamental python programming techniques. Introduction to data manipulation that makes it easier to read and analyze data to predict trends or how stocks might perform in the near future. Learn to clean data using Python from sources like Excel or databases, manipulate it, and run basic statistical analyses.

Instructor: Peter Kravsky
Mon. 5:30 - 8:37pm; 6/10 - 8/5 (9 sess.)

Structured Query Language $800 (STRQUE)
Intended for database application programmers, this class offers an introduction to SQL, the standard programming language for creating relational databases and manipulating their data. Students learn the relational model and commands for creating, updating, and deleting tables, views, indexes and rows as well as for finding information in the database. The class includes a brief introduction to transactions and commands to manage system privileges. Throughout the course, programming exercises using the MySQL database management system allow students to gain experience with SQL.

Instructor: Peter Kravsky
Not available this semester

Programming With Java $700 (PRJAVA)
This introductory course teaches students how to build Java programs to access and manipulate data. Students will become familiar with the concepts of objects and classes, inheritance, polymorphism and encapsulation. Learn the skills required to write code, build applications, and use GUI components.

Prerequisites: Knowledge of HTML, Intermediate and Advanced CSS.

Instructor: Joel Almoradie
Sat. 09:00 - 11:00am; 6/8-8/10 (9 sess.) Skips 7/6

PHP $800 (PHP)
This course introduces students to the PHP language and shows how it is interfaced with Apache server and MySQL and Postgres databases.

Prerequisites: CSS and HTML

Instructor: Joel Almoradie
Sat. 11:30am - 2:45pm; 6/8 - 8/10 (9 sess.) Skips 7/6

JavaScript $800 (WPJASCR)
This course teaches students about the client-based scripting language that powers many web sites into motion. Students learn the syntax that makes it tick and the features that augment websites with dynamism.

Prerequisites: HTML and CSS. If you didn’t take the prerequisite classes at Hunter, you will need to take a test. Please contact us to schedule an appointment.

Instructor: Joel Almoradie
Not available this semester

Project Studio $600 (PROJSTU)
This course is designed to help students bring to fruition an ambitious, Web-based project requiring user interaction, database storage, session validation, and secure browsing. The course helps 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 throughout the term, Project Studio is a seminar course analogous to the required thesis bound to many master’s degree programs.

Instructor: Ely Morrero
Not available this semester

Wordpress $375 (WDWPRES)
This course teaches the fundamentals, customizing a Wordpress site using a drag-and-drop page builder to add text and images to multimedia. Learn to modify themes and appearance, create links, handle media uploads, publish, move, maintain, and backup your WordPress sites. Knowledge of basic HTML and CSS is recommended.

Instructor: Peter Kravsky
Wed. 7:40 - 9:40pm; 6/12 - 7/17 (6 sess.)

COMBINED CERTIFICATES IN PROGRAMMING AND DESIGN

These certificates teach students web programming, graphic and web design aspects. You'll learn how to develop web sites using the most common language programs, make webpages user-friendly with applications such as text and bit-mapped images, and develop the knowledge and ability to create digital designs. Our certificate modules, detailing the suggested order of classes, are available on our website.

Open House:
Monday, May 20, 2019 @ 6:00pm
RSVP at 212-650-3850 or ce@hunter.cuny.edu

Certificate Options:
• Graphic & Web Design $6600 (17 required courses)
• Web Programming & Web Design $8400 (21 required courses)
• Graphic Design & Web Programming $8700 (23 required courses)
• Graphic Design, Web Design & Web Programming $9500 (24 required courses)
Education:
English Language Teaching

Teaching English to Speakers of Other Languages (TESOL) requires specialized training. English Language educators work in public and private sectors worldwide. At CEP, trainees master English Language teaching skills in real-world contexts.

CERTIFICATE IN TESOL $4,000

This intensive teaching certificate program prepares participants to teach students whose skills range from beginning or low literacy to college/university levels. Classes integrate theory and teaching practice in an ESOL classroom enabling teacher-trainees to apply what they have learned immediately. The certificate consists of 8 required courses. A detailed certificate brochure is available on our website, at our open house and in our office.

Open House & Courses Schedule:
Tuesday, May 21, 2019 @ 6:00pm
RSVP at 212-650-3850 or ce@hunter.cuny.edu

Methods and Techniques of Teaching English $600 (ELT01)
This course introduces a variety of approaches and proven teaching strategies that encourage effective and meaningful communication. Participants develop a range of practical skills, including conducting basic needs analyses; designing curriculum; planning lessons and assessments; using technology, and encouraging student participation.
Instructor: Kim Bayer
Wed. 5:30 - 7:30pm; 6/12 - 7/31 (8 sess.)

English Grammar Review $800 (ELT02)
This course offers a foundational review of the structure of the English language. It gives concrete answers to the “why” questions related to language usage, emphasizing the most challenging grammar trouble-spots. Participants complete grammar exercises and learn how to analyze and explain grammar.
Instructor: Oksana Kapitsa
Mon. 5:30 - 8:45pm; 6/10 - 7/29 (8 sess.)

Tips and Tools for Teaching Grammar $600 (ELT03)
This course stresses the importance of introducing language in context with a focus on conveying meaning. This course exposes teacher trainees to a wide range of grammar teaching techniques, and ways to incorporate them into real-life communication. Eclectic strategies for grammar teaching are emphasized.
Instructor: Oksana Kapitsa
Not available this semester

Curriculum and Materials: Tips and Techniques $600 (ELT04)
In this class, you will learn how to choose the right materials for your ESL class or tutoring as well as the tips and techniques needed to create your own needs analysis to target your students no matter what language they speak or culture they come from and present your lessons with confidence.

Instructor: Debbie Horowitz
Tue. 5:30 - 7:30pm; 6/11 - 7/30 (8 sess.)

Techniques for Teaching Oral and Listening Skills $600 (ELT05)
This course joins the theory and practice of teaching pronunciation, conversation and aural skills and examines strategies and techniques used to teach fluency and accuracy in oral communication. This course emphasizes the unique qualities of oral language and how we use language differently in oral vs. written language, along with issues in teaching listening comprehension skills and strategies.
Instructor: Debbie Horowitz
Not available this semester

Techniques for Teaching Reading and Writing $600 (ELT06)
Building upon a review of the basic processes of reading and writing, this course provides effective teaching techniques for the many sub-skills involved in reading and writing. The use of technology for literacy development is also addressed.
Instructor: Oksana Kapitsa
Thu. 5:30 - 7:30pm; 6/13 - 8/1 (7 sess.) Skips 7/4

Special Topics in ESL $600 (ELT07)
This course explores a wide variety of topics that will enhance the TESOL Certificate. Among the myriad subjects available are: applying technology to language learning, teaching vocabulary, teaching language for specific purposes (e.g., business, science and technology, medicine), using games to teach language, vocational ESOL and preparing students for standardized language exams.
Instructor: Various
Not available this semester

Practicum and Practicum Workshop $800 (ELT08)
In this course, trainees will have the opportunity to synthesize everything they’ve learned and get hands-on teaching experience. Each teacher trainee will be responsible for leading a portion of a class with real ESL students. The remaining time will be spent doing the other important work of teaching -directly assisting in pair and group work and observing the class. Trainees will submit their lesson plans to the teacher and write weekly reflections on their experiences and observations. The Practicum teacher will take an active role in helping the teacher trainees develop professional lessons and provide feedback to help them to build confidence and improve their teaching.
Instructor: Kim Bayer
Not available this semester
TEACHING ENGLISH LANGUAGE INSTITUTE

The Hunter College Teaching English Language Institute is an innovative program designed to support English teachers in the United States and around the world. Through a lively combination of activities, lectures, hands-on workshops and demonstrations, the Institute will expand your skills and help you revitalize your English language classes.

These sessions focus on practical, effective teaching methods, curriculum/materials and practical teaching scenarios.

Full two weeks $900
Seminar week $600
Workshops week $400

Best Methods for Teaching ESL/EFL $175 TELI01
This module will present an overview of the most effective modern language acquisition and assessment methods used in teaching grammar, vocabulary, reading and writing in the 21st century English language teaching world, and their practical task-based application.
Instructor: Irene Schonberg
Mon. 8:30am - 1:30pm; 7/8 (1 sess.)

Techniques for Teaching Oral and Listening Skills $175 TELI02
This module concentrates on the techniques and assessment methods used to effectively help students to gain the confidence they need to speak and listen in English through the use of pronunciation exercises, speaking/listening stimulations and picture/YouTube prompts.
Instructor: Debbie Horwitz
Tue. 8:30am - 1:30pm; 7/9 (1 sess.)

Curriculum and Materials $175 TELI03
This module focuses on both the appropriate choice and creation of curriculum and materials for skill-based and content-based courses through practical application and assessment in the classroom.
Instructor: Debbie Horwitz
Tue. 8:30am - 1:30pm; 7/10 (1 sess.)

Tips and Tools for Teaching Grammar $175 TELI04
This module focuses on a wide range of grammar teaching techniques and their real-life, eclectic application and assessment in the language learning classroom
Instructor: Fiori Sicreci
Wed. 8:30am - 1:30pm; 7/11 (1 sess.)

Workshops:

Teaching ESL to Children $99 TELIWS1
focuses on strategies for teaching ESL to children and provides students with an opportunity to create their own activities and lesson. The class also looks at how to integrate language and content instruction, and provides a brief overview of child development.
Instructor: Kathleen Moore
Mon. 8:30am - 11:00am; 7/15 (1 sess.)

ESL Technology $99 TELIWS2
The purpose of this interactive workshop is to provide students/teachers with an overview of ways technology can be used in the classroom to help L2 learners acquire, comprehend, and use linguistic patterns through the use of various materials. This can be applied to both K-12 and adult learners.
Instructor: John Bandman
Tue. 11:10am - 1:40pm; 7/16 (1 sess.)

Business ESL $99 TELIWS3
The purpose of this interactive workshop is to interactively show the students/teachers how to teach the business content through the various activities related to career development. This workshop provides students/teachers with an overview of ways business education can be used in the classroom to help L2 learners acquire, comprehend, and use linguistic patterns through the use of various materials.
Instructor: John Bandman
Tue. 8:30am - 11:00am; 7/16 (1 sess.)

Teaching ESL through Theater $99 TELIWS4
This workshop uses American plays as a way of extending the range of classroom possibilities, while at the same time enhancing students' motivation and making the language more fully meaningful. Our aim is to use and extend language in accessible, stimulating and productive ways through the teaching and techniques of theatre.
Instructor: Michelle Thomas
Mon. 12:00pm - 2:30pm; 7/15 (1 sess.)

Teaching Pronunciation $99 TELIWS15
This workshop review will review aspects of American English pronunciation, including consonants, vowels, stress, rhythm and intonation. The connection between pronunciation and grammar will be explored, and teachers will leave with tips for handling notoriously tricky concepts and troublesome minimal pairs in the classroom.
Instructor: TBA
Tue. 8:30am - 11:00am; 7/16 (1 sess.)
WELLNESS COURSES

Medicare 101 (free class) NEW!
Are you currently enrolled in Medicare? Will you be turning 65 over the next year or two? Learn about how and when to enroll, when you can make changes, and the insurance options available to you. Review and compare Medicare Parts A, B, C and D. Detail the costs associated with medical and drug insurance. Explore and evaluate Original Medicare, Medicare Supplement Insurance, Prescription Drug Plans and Medicare Advantage Plans. This program will simplify the choices you need to make, help you become more well-informed and explain what Medicare means for you.
Instructor: James Farnham
Tuesday, June 25th 2019 6:00-8:00pm
To register for this class you must

CERTIFICATE IN FITNESS INSTRUCTOR $3,300
Continuing Education Programs offers fitness & healthcare courses as part of the certificate programs. The courses may also be taken on an individual basis. Students interested in enrolling in individual courses must complete prerequisites.

The need for qualified fitness instructors continues to grow. To meet this demand in a competent and professional way, Hunter College and top fitness experts created a hands-on program that will train you for a career in the fitness arena. There are 9 required courses. In addition to the program tuition, $125 is paid to an outside gym.

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. A detailed certificate brochure is available on our website, at our open house and in our office.

Open House
Wednesday, May 29 @ 6:00 pm
RSVP at 212-650-3850 or ce@hunter.cuny.edu

Required Courses:
• Anatomy and Kinesiology I & II
• Introduction to Nutrition
• Teaching Adult Fitness Level I, III
• Teaching Adult Fitness II: Strength Training & Fitness Evaluation
• Introduction to Exercise Physiology
• Regain And Maintain: Functional Fitness Through Life
• Business of Fitness

Anatomy and Kinesiology I $500 (FIANAKI1)
Learn the anatomical background essential for understanding human movement. Topics include: terminology for describing movement, skeletal, muscular and particular systems of the upper body and torso. (bring your own mat). 100% attendance is mandatory. Book: Anatomy Coloring Book by Wynn Kapit
Instructor: Marie Scioscia
Mon. 6:30-9:22pm; 6/10-7/22 (7 sess.)

Anatomy and 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. (Prerequisite - Anatomy & Kinesiology I). 100% attendance is mandatory. Book: Anatomy Coloring Book by Wynn Kapit
Instructor: Marie Scioscia
Not available this semester

Introduction to Nutrition $400 (FINUTFIT)
This course is a dynamic overview of the relationship between diet, physiology and wellness. Along with the study of carbohydrates, lipids, and proteins, as both fuel and building blocks of bodily structure, it clarifies how food choices set physiological pathways in motion which ultimately create health or lack of health. This nutrition course clarifies what it takes to create truly healthy diets. (No prerequisite required).
Instructor: Francine Waxman
Not available this semester
Teaching Adult Fitness Level I $400 (FITEAFI1)
You will learn and practice the basic components of safe cardiovascular exercises and develop communication skills for creative effective teaching, group and private sessions. You will learn to cue suitable warm-ups and cool-downs to music using correct alignment during stretches and isolations. Students will teach a 5 minutes cardio-vascular segment of a class. (No prerequisite required).
Instructor: Cathy Lloyd
Thu. 6:30 - 9:30pm; 6/20 - 7/25 (5 sess.)
Skips 7/4

Teaching Adult Fitness II: Strength Training & Fitness Evaluation $825 (FITEAFI2)
Strength training is essential for a complete and balanced fitness program. In this course, students will learn the science of strength training, the elements of fitness assessment using current industry standards as well as the practical side of how to train for different levels and goals. Course lecture and material will include. Study pre-activity screening of clients, client risk stratification, preparing and leading clients through assessment tests and interpretation of test results. practice in measuring blood pressure, cardio-respiratory fitness, body composition and muscular strength and flexibility how to design effective strength training workouts using different methods, such as pyramid training and circuits, and how to establish proper form and alignment for optimal functional movement. Classes will start in a regular classroom and the remaining 6 sessions will be held at a fully equipped, facility so that ample time can be spent learning and practicing how to train all the muscles of the body using free weights, machines, hybrid equipment, and bodyweight exercises. Gym membership fee required.
Instructor: Billy Davis
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. (Suggested prerequisite - Teaching Adult Fitness I & II). Please note that you are required to bring your own mat to class.
Instructor: Joanne Bogoslaw
Not available this semester

Introduction to Exercise Physiology $500 (FIINTEXP)
This class studies the impact of exercise on the human body. We begin with understanding aerobic and anaerobic energy transfer, follow with study of the body's three major physiologic systems: pulmonary, cardiovascular and neuromuscular and conclude with discussion of initiating physiological adaptations through exercise training. Required Book: Essentials of Exercise Physiology, 4th edition (2011), Katch, McArdle & Katch. Prerequisites: Anatomy & Kinesiology I and II and Introduction to Nutrition
Instructor: Sherry Eister
Not available this semester

Regain And Maintain: Functional Fitness Through Life $200 (FIRMFFIT)
At any age, maintaining optimal wellness has physical, social and financial benefits. This issue takes on special significance as older adults become the fastest growing segment of the population. Learn how to design exercise programs that can benefit people of any age who have lost the ability to function at their highest level they. Topics will include balance, strength and cardiovascular training, as well as a chair exercise program. Special consideration will be given to chronic conditions such as heart disease, diabetes and musculoskeletal disorders. (No prerequisite required).
Instructor: Sybil Sidelman
Sat. 10:00am-6:00pm; 6/15 (1 Sess)

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. (No prerequisite required).
Instructor: Christopher Kempski
Not available this semester

CERTIFICATE IN MEDICAL CODING AND BILLING $4,500
The Certificate in Medical Coding and Billing is designed for students who wish to acquire a thorough understanding of human anatomy, the language used in the medical profession, regulations that govern the practice of medicine, and the knowledge of how to correctly code and bill for services provided. The need for medical records
and health information technicians is growing in leaps and bounds, requiring trained professionals capable of correctly coding and documenting new and established procedures to pass potential audits by federal as well as private insurance payers. This program consists of 5 required courses which must be taken in the following order: Medical Terminology, ICD-10 Coding, CPT-4 Coding, Medical Billing Course with Practicum. ‘Regulations I’ can be taken at any time. In addition to the classroom hours, our Medical Coding and Billing students will have access to an 80-hour online training available through the American Association of Professional Coders which covers the following topics: The Business of Medicine; Medical Anatomy and Terminology; ICD-10 and CPT-4. A detailed certificate brochure is available on our website, at our open house and in our office.

Open House:
Tuesday, May 28, 2019 @ 6:00pm
RSVP at 212-650-3850 or ce@hunter.cuny.edu

Required Courses:
- Medical Terminology (MBMEDTE)
- ICD-10 Coding (MBICD10)
- CPT-4 Coding (MBCPTCO)
- Medical Billing Course (MBMEBIC)
- Regulations I (MBREGU)

Course Schedule: Courses must be taken in the order listed except for ‘Regulations I,’ which can be taken at any time. If you are a registered nurse you do not need to take the Medical Terminology class. You must bring a transcript as proof you have completed this class.

Medical Terminology $1000 (MBMEDTE)
This course provides the framework needed to understand medical terms through the analysis of word components, including an in-depth study of prefixes, suffixes, word roots, and connecting and combining forms. Students will gain 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: Katura Jones
Tue. & Thu. 6:00 - 9:05pm; 6/11 - 7/31 (13 sess.)
Skips 7/2, 7/4

ICD-10 Coding $1000 (MBICD10)
This course emphasizes the fundamentals of assigning International Classification of Diseases, ICD-10-CM, and codes. Students learn the history of coding and coding conventions, and explore coding and billing issues.
Instructor: Patricia De La Rosa
Not available this semester

CPT-4 Coding $1000 (MBCPTCO)
This course provides the student with an understanding of coding medical procedures and the accurate utilization of assigned codes. The classification system for coding medical procedures is reviewed through in-depth coverage of the correct usage of the Current Procedural Terminology Manual, CPT-4 and the Health Care Financing Administration Common Procedure Coding System, HCPCS and Level II codes.
Instructor: Patricia De La Rosa
Tue. & Thu. 6:00 - 9:05pm; 6/11 - 7/25 (13 sess.)
Skips 7/4

Regulations $350 (MBREGU)
This course gives students an understanding of the legal and ethical issues encountered in the delivery of health care services. Students learn regulations and procedures for claims filed with government agencies, including discussions of fraud and abuse, the National Correct Coding Initiative, NCCI, as well as current health care legislation.
Instructor: TBA
Not available this semester

Medical Billing Course $450 (MBMEBIC)
Students learn the theory and basic financial techniques utilized in a physician’s office and other health care facilities. to gain insight into the administrative and clerical aspects of a medical office. This class explores the principles and applications of medical and financial records management, billing details, appointment scheduling, insurance processing and accounts receivable. Students will use medical billing software.
Instructor: TBA
Tue. 6:00 - 9:00pm; 7/2 - 7/30(5 sess.)

COMBINED CERTIFICATE IN OUTPATIENT AND INPATIENT MEDICAL BILLING $5,600
This program begins with an overview of coding and billing for hospital services. The first course is focused specifically on outpatient coding and billing. The second course covers coding and billing for inpatient services. Students will further develop proficiency in basic coding and billing skills while expanding knowledge of technical services in coding and billing, as well as gain insight into guidelines and principles for facility inpatient and outpatient coding and billing, including assigning ICD-10-CM diagnostic codes, ICD-10-CM procedure codes, and CPT & HCPCS procedure codes in multiple inpatient
and outpatient settings. Students interested in the Combined Certificate in Outpatient & Inpatient Medical Billing must complete all 7 courses below. These courses must be completed in the order listed.

**Open House:**
Tuesday, May 28, 2019 @ 6:00pm
RSVP at 212-650-3850 or ce@hunter.cuny.edu

- Medical Terminology (MBMEDTE)
- ICD-10 Coding (MBICD10)
- CPT-4 Coding (MBCPTCO)
- Medical Billing Course (MBMEBIC)
- Regulations I (MBREGU)
- Outpatient Facility Coding (MBOUTFC) (prereq. Med. Ter. Icd-10 anmd CPT4)
- Inpatient Facility Coding (MBINPFC)

**Course Schedule:**

**Inpatient Facility Coding $700 (MBINPFC)**
This course provides a comprehensive overview of coding and billing for hospital services. Coding and billing for inpatient services are covered.
Instructor: Patricia De La Rosa
Not available this semester

**Outpatient Facility Coding $700 (MBOUTFC)**
Instructor: Patricia De La Rosa
Not available this semester
HISTORY

Study the literature, people and events of the past that shape our present. CEP at Hunter offers a variety of courses to empower you with knowledge of history.

Ancient Greece $300 (ANCEGRE) NEW!
Introduction to ancient Greece from the Trojan War to Alexander the Great. Topics include the rise & fall of Greek city-states, Greek drama & the mythology, invention of politics & democracy.
Instructor: Helen Appel
Not available this semester

The Presidency Vs The Press: From Washington to Trump $399 (PREPRESS)
Throughout the four distinct centuries of the American history, our presidents have variously courted, cajoled, bypassed, bullied, and sometimes waged outright war against the American Press. Although some modern citizens worry that the current state of conflict between President Donald J. Trump and the media is unique and potentially catastrophic, it is in fact only the latest chapter in a long and ongoing saga of sustained, often strained relations between the White House and what we now call the “media.” This course will explore how presidents have courted and countered the establishment Media. By exploring the past, students will have exposure to historical context necessary to inform our future understanding of government, politics and mass communication.
Book Included: “Lincoln and the Power of The Press” by Harold Holzer
Instructor: Harold Holzer
Not available this semester

Corruption in Government: Can It Be Reformed? (CORGOV) $350 NEW!
The heavy media attention that has focused on the national political level and the divisiveness that has become the norm has overshadowed our understanding of the role of state government and its impact on our daily lives. We will focus on the role of state government as envisioned in the U.S. Constitution and how it has evolved over time. Learn about Federalism and the ideal relationship between the national government and the states. Discussions will address corruption and proposed reform measures
Instructor: Seymour Lachman
Not available this semester
CERTIFICATES IN TRANSLATION AND INTERPRETATION STUDIES

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

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, take the evaluation exam and register, please attend an open house. A detailed certificate brochure is available on our website, at our open house and in our office.

Open House
Thursday, May 30, 2019 @ 6:00pm
RSVP at 212-650-3850 or ce@hunter.cuny.edu

CERTIFICATE IN TRANSLATION STUDIES $4500

This certificate is ideal for native or fluent Spanish speakers with strong English language skills. Consists of seven courses. Students gain the skills to succeed as translators for translation agencies, newspapers, magazines, law firms, the financial industry, and publishing companies.

Required Courses:
• Introduction to Translation (TSINTTRA)
• Fundamentals of Interpretation (TSFUNINT)
• Translation Studies I: English to Spanish (TSTRAST1)
• Translation Studies II: English to Spanish (TSTRAST2)

Electives (Choose 3)
• Spanish Composition
• Spanish Editing
• Spanish Grammar Review
• English Composition & Editing

CERTIFICATE IN INTERPRETATION STUDIES $4500

This certificate concentrates on employment in legal and medical settings and consists of 7 courses.

Required Courses:
• Introduction to Translation (TSINTTRA)
• Fundamentals of Interpretation (TSFUNINT)
• Interpretation in Medical Settings (TSINTMED)
• Interpretation in Legal Settings (TSINTLEG)

Electives (Choose 3)
• Note Taking For Interpreting
• Spanish Grammar Review
• Spanish Editing
• English Composition & Editing

COMBINED CERTIFICATE IN TRANSLATION AND INTERPRETATION STUDIES $5800

Students receive instruction in both fields, expanding work opportunities and consists of 9 courses.

Required Courses:
• Fundamentals of Interpretation (TSFUNINT)
• Interpretation in Medical Settings (TSINTMED)
• Interpretation in Legal Settings (TSINTLEG)
• Introduction to Translation (TSINTTRA)
• Translation Studies I: English to Spanish (TSTRAST1)
• Translation Studies II: English to Spanish (TSTRAST2)

Electives (Choose 3)
• Note Taking For Interpreting (strongly suggested)
• Spanish Grammar Review
• English Composition & Editing
• Spanish Editing
• Spanish Composition

ADVANCED CERTIFICATE IN INTERPRETATION STUDIES $5800

The Advanced Certificate in Interpretation Studies is designed for current language professionals and those new to the field. Students practice and apply interpretation theory of medical and legal settings, and prepare for Legal and Medical Certification exams. Consists of 9 courses.
Required Courses:
- Fundamentals of Interpretation (TSFUNINT)
- Interpretation in Legal Settings (TSINTLEG)
- Interpretation in Medical Settings (TSINTMED)
- Interpretation in Legal Settings 2 (TSINLEG2)
- Interpretation in Medical Settings 2 (TSINMED2)
- Introduction to Translation (TSINTTRA)

Electives (Choose 3)
- Spanish Composition
- Spanish Editing
- Spanish Grammar Review
- Note Taking for Interpreting

Course Schedule:

**Introduction to Translation $700 (TSINTTRA)**
Learn the basic skills needed to translate texts, technique, resources and general challenges. The class covers: legal translation, business and financial translation, translation for advertisement, medical translation, and editing and proofreading public service announcements. Course is conducted in Spanish.
Instructor: Marta Manzanares
Tue. & Thu. 7:40 - 9:40pm; 6/11 - 7/25 (13 sess.)
Skips 7/4

**Fundamentals of Interpretation $700 (TSFUNINT)**
This class introduces students to the world of community interpreting, specifically the different modes of interpreting in different settings. Course is conducted in English and Spanish.
Instructor: Laura Avila
Tue. & Thu. 5:30 - 7:30pm; 6/11 - 7/25 (13 sess.)
Skips 7/4

**Translation Studies I $700 (TSTRAST1)**
This online course expands on the topics covered in Introduction to Translation Studies for a more in depth look at legal, business and medical translation. The class covers news and literary translation. Course is conducted in Spanish.
Instructor: TBA
Not available this semester

**Translation Studies II $700 (TSTRAST2)**
In this online course, students work on a translation project dealing with one topic and render a professional translation from English to Spanish. Topics may include music, Spanish literature, or history. Course is conducted in Spanish.
Instructor: Marta Manzanares
Tues. & Thu. 5:30 - 7:30pm; 6/11 - 7/25 (13 sess.)
Skip 7/4

**Interpretation in Medical Settings $700 (TSINTMED)**
This course exposes the student to interpretation in a variety of settings such as hospitals, clinics, mental health and psychiatric facilities. Consecutive interpretation is covered, simultaneous interpretation and sight translation. Course is conducted in English and Spanish. Prerequisites: Introduction to Translation; Fundamentals of Interpretation
Instructor: Laura Avila
Tue. & Thu. 7:40 - 9:40pm; 6/11-7/25 (13 sess.)
Skips 7/4

**Interpretation in Medical Settings 2 $700 (TSINMED2)**
This course prepares students for Medical Certification exams, enhances learned interpretation skills, and emphasizes in-class interpretation exercises in Simultaneous, Consecutive and Sight Translation. Prerequisites: Fundamentals of Interpretation & Interpretation in Medical Settings
Instructor: Laura Avila
Not available this semester

**Interpretation in Legal Setting $700 (TSINTLEG)**
This course focuses on the court interpreter profession in the U.S. The class covers court and legal terminology, as well as colloquial language as it relates to the concepts that appear in courtrooms and depositions. Issues that affect defendants or respondents with limited English proficiency within the courtroom culture will also be addressed. Course is conducted in English and Spanish. Prerequisites: Introduction to Translation; Fundamentals of Interpretation
Instructor: Laura Avila
Not available this semester

**Interpretation in Legal Settings 2 $700 (TSINLEG2)**
This course prepares students for Court Interpreting exams, enhances learned interpretation skills and emphasizes in-class interpretation exercises in Simultaneous, Consecutive and Sight Translation. Prerequisites: Fundamentals of Interpretation & Interpretation in Legal Settings
Instructor: Laura Avila
Not available this semester

**Spanish Editing $700 (TSSPAED1)**
Students learn the basic editing tools necessary such as editing and proofreading symbols and electronic editing to edit text in Spanish and translations. Course is conducted in Spanish.
Instructor: Javier Labrador
Not available this semester

**Spanish Grammar Review $700 (TSPAGRA)**
This course reviews basic English grammar concepts; common parts of speech, tenses and sentence structure, and emphasizes comprehension and text analysis. This course is conducted in Spanish and enables students to have a better understanding of Spanish as a source language for translation and interpretation.
Instructor: Javier Labrador
Not available this semester
Note Taking for Interpreting $700 (TSNOTTAK)
This course emphasizes the importance of note-taking for interpreters. Several techniques are reviewed so that students develop their own practical method. Course is conducted in English and Spanish.
Instructor: Javier Labrador
Mon. & Wed. 5:30-7:30pm; 6/10 - 7/22 (13 sess.)

Spanish Composition $700 (TSSPACOM)
The course emphasizes advanced written composition and advanced vocabulary and idiomatic expressions. Topics will include grammatical matters such as punctuation, writing clearly, the art of writing and different techniques. Course is conducted in Spanish.
Instructor: Javier Labrador
Mon. & Wed. 7:40 - 9:40pm; 6/10 - 7/22 (13 sess.)

CERTIFICATE IN MEDICAL INTERPRETER $1250 (CERMEIN)

The Certificate in Medical Interpreter is a 48-hour certificate program in Health Care and Social Services Interpreting. The program covers basic & advanced interpreting skills, medical terminology, Code of Ethics and Standards of Practice, cross-cultural communication, memory development and note-taking, intonation makeover for less accented speech and the U.S. health care system. By successfully completing this program, the student will meet a key prerequisite of National Certification for Medical Interpreters. Optional 150-hour Shadowing Practicum at one of the NYC area hospitals is available upon successful completion of the 48-hour Program. A detailed certificate brochure is available by clicking here, on our website, at our open house and in our office.

Open Houses:
Wednesday, June 5, 2019 @ 6:00pm
Wednesday, July 17, 2019 @ 6:00pm
RSVP at 212-650-3850 or ce@hunter.cuny.edu

Course Schedule:
Section 1: Mon- Fri. 5:45-9:45pm; 6/17 - 7/2 (12 sess.)
Section 2: Mon- Fri. 8:45am-5:45pm; 7/30- 8/6 (6 sess.)
ESL COURSES: INTERNATIONAL ENGLISH LANGUAGE INSTITUTE AT HUNTER COLLEGE

The International English Language Institute at Hunter College (IELI) is one of the oldest and most well-respected ESL institutes in New York City. Our outstanding faculty members and supportive administrators have been helping students reach their English language goals since 1950. The IELI prepares students for the academic challenges of an American university, for success in the business world or just to reach their highest potential as English speakers. With high-quality programs that are affordable and flexible, you are sure to find the right fit for your needs.

The IELI offers full-time and part-time classes for students of all levels, from beginner to advanced, and offers classes in the daytime, evening, and on Saturdays. For more information, visit: www.hunter.cuny.edu/ieli

Academic Skills Program:
The Academic Skills Program’s supportive and challenging environment provides intensive English instruction in the skills required for success in American colleges or graduate programs. This program is ideal for anyone whose goal is to apply to an English-language university. Academic Skills classes run in 8 week semesters and have 10 levels. Upon successful completion of one semester, students can move up to the following level.

TOEFL Test Preparation:
The IELI’s TOEFL Test Preparation Program is designed to help students develop the language skills and test-taking strategies needed to achieve a competitive score on the reading, writing, listening and speaking segments of the TOEFL iBT.

Saturday Integrated Skills
These academic English courses focus on integrating reading, writing, grammar and listening and speaking skills in order to help students develop and solidify the language skills they need to succeed in the workplace and to pursue their academic goals.

July@theIELI
Spend your summer soaking in the sun and sights of New York City! July@theIELI is an intensive summer program with 4 hours of daily instruction and weekly cultural adventures in NYC with the IELI. Classes will include instruction and practice for improved speaking, listening, reading and writing. Trips to points of interest in New York City add a fun element to this summer program. Immerse yourself in the English Language and NYC living this summer!

Intensive English Programs
Make the most out of your time in NYC with IELI Intensive English Programs. Our Intensive Programs are designed to be the most cost-effective way to master the language and improve your academic skills as quickly as possible. Customize your learning experience by combining Daytime Academic Skills classes with elective classes, additional skills classes, evening classes and/or private tutorials.

ITALIAN LANGUAGE COURSES: PARLIAMO ITALIANO AT HUNTER COLLEGE

We offer elementary, intermediate, and advanced levels of Italian courses, conveniently scheduled during daytime, evening or weekend hours. Are you interested in short and fun intensives? Would you like one-on-one instruction? Parliamo Italiano also offers workshops and private lessons.

Workshops:
Parliamo Italiano’s workshops are an exciting spin on the traditional curriculum. Our instructors are dedicated to enhancing your conversation skills and knowledge of Italian history and culture through special topics such as ‘Cinema’ and ‘Traveling To Italy.’ Our workshops are announced throughout the semester via email, on our website and in our office.

Private Lessons:
Our private lessons allow you to customize your learning experience by meeting in a one-on-one setting with a Parliamo Italiano teacher and give you the flexibility to choose your pace and meeting location, days and times. You can start your private lesson on any weekday of the year. For more information, visit: www.hunter.cuny.edu/parliamo
CERTIFICATE IN CRIMINAL LAW $3,800

Are you interested in a career as a Criminal Law Paralegal? The Certificate in Criminal Law provides a basic understanding of the US criminal justice system, with a particular focus on New York law, courts and institutions, and consists of 8 required courses. A detailed certificate brochure is available on our website, at our open house and in our office.

Open House
Thursday, May 23, 2019 @ 6:00pm
RSVP at 212-650-3850 or ce@hunter.cuny.edu

Required courses:
- Criminal Law
- Criminal Procedure
- Evidence
- Constitutional Law
- Federal Criminal Law
- Criminal Litigation & Mock Court
- Science & Technology and Criminal Law
- Ethics

Criminal Law $550 (LSCRILAW)
This course covers selected topics in substantive criminal law: principles underlying the definition of crime such as the requirements of actus reus and mens rea and general doctrines such as ignorance of fact and ignorance of law, causation, attempt, complicity and conspiracy. Principles of justification and excuse are examined with particular attention to the doctrines of necessity, intoxication, insanity, diminished capacity and automatism. The substantive offense of homicide is extensively reviewed, and from time to time other offenses such as theft. Throughout, emphasis is placed on the basic theory of the criminal law and the relationship between doctrines and the various justifications for imposition of punishment.
Instructor: Juan Soto
Not available this semester

Evidence $550 (LSEVIDEN)
This course examines the rules governing the admission, exclusion, and presentation of evidence in judicial proceedings. Topics to be covered in this course include relevancy; authentication; the 'Best Evidence' doctrine; categorical rules of exclusion; character and habit evidence; competency of witnesses; examination and impeachment of witnesses; opinion and expert testimony; presentation of evidence; privilege; the hearsay rule and its exceptions; presumptions and burdens of proof; and the scope of judicial notice.
Instructor: Stuart Sacks
Not available this semester

Constitutional Law $550 (LSCONLAW)
The United States Constitution is the foundation of the United States government and its legal system and the supreme law of the land. It sets up and delineates each branch of the federal government and sets forth the basic rights citizens have with respect to their government. This course introduces students to the United States Constitution, its Articles, the Bill of Rights and its various amendments. It addresses the powers and responsibilities of the Legislative, Executive and Judicial branches of government and the relationship of the Federal government to the States. The course will focus on the provisions of the Constitution and how courts have interpreted its provisions to resolve disputes and decide cases.
Instructor: Stuart Sacks
Not available this semester

Criminal Procedure $550 (LSCRIPRO)
The objectives of this course are to (1) learn the law of criminal procedure through an understanding of the principles of law by examining real problems, challenges and cases, (2) gain knowledge of constitutional rights in the context of criminal law,
Federal Criminal Law $550 (LSFCRCL)
This course studies federal criminal prosecution, focusing on the crimes of fraud and political corruption, drug trafficking and money laundering, group/organizational crimes such as conspiracies and RICO violations, false statements to federal officers, and obstruction of justice. Will also consider the federal/state prosecution relationships and overlap of their respective jurisdictions, as well as the federal forfeiture statutes. The working and application of the Federal Sentencing Guidelines will also be studied.
Instructor: TBA
Not available this semester

Criminal Litigation & Mock Court $550 (LSCRLIM)
This course simulates a mock court exercise as conducted in law school. In the course, students prepare and present a legal argument before a simulated court. Working in teams of two, students are assigned a criminal law legal problem, which they are required to analyze, research, prepare and argue. Argument is made both in writing with the submission of a formal legal memorandum and orally in a simulated court setting. The course also includes a visit to a New York Supreme Court, where students observe an actually hearing.
Instructor: TBA
Not available this semester.

Science & Technology and Criminal Law $550 (LSCITEC)
This course focuses on advancements in science and technology, and how they are utilized in the investigation, prosecution, defense and appeal of criminal cases. This course explores what is required to admit scientific evidence in a criminal proceeding; from evidence collection, documentation, analysis and maintenance of chain of custody as well as the laws and guidelines associated with these matters and the new challenges presented to the criminal justice system.
Instructor: TBA
Not available this semester.

Ethics $550 (LSETHIC)
Ethics for Paralegals attempts to animate the study of ethics. It is critical for the paralegal student to understand the parameters of not only their job, but also the ethical rules that define the proper practice of law. Everyday examples and hypotheticals are used for in-class discussion.
Instructor: TBA
Not available this semester.

CERTIFICATE IN LEGAL STUDIES $3,800
Whether you are interested in a career as a Paralegal or are preparing to apply for Law School, our Certificate in Legal Studies helps you achieve your goal. The program consists of 8 courses. Student may choose 3 elective from the additional offering to complete the program. Not every elective course is offered every term; courses may be added or dropped from time to time. A detailed certificate brochure is available on our website, at our open house and in our office.

Required courses:
• Introduction to Law
• Litigation
• Contracts
• Legal Research and Writing
• Drafting Legal Instruments

Electives
• Torts
• Criminal Procedure
• Criminal Law
• Federal Practice
• Evidence

Open House & course schedule:
Thursday, May 23rd, 2019 @ 6:00pm
RSVP at 212-650-3850 or ce@hunter.cuny.edu

Introduction to Law $550 (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; 6/13 - 7/18 (5 sess.) Skips 7/4

Drafting Legal Instruments $550 (LSDRALEG)
Teaches practical skills for assisting lawyers in drafting basic legal documents, including affidavits, complaints, motions, wills and contracts. Students 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: Dina Colandro
Tue. 6:00 - 9:00pm; 6/11 - 7/9 (5 sess.)

Contracts $550 (LSCONTRA)
Students 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; 6/3 - 7/1 (5 sess.)

Legal Research and Writing $550 (LSLEGRES)
This course teaches students 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 the basics of writing a legal memo.
Instructor: Dina Colandro
Wed. 6:00 - 9:00pm; 6/12 - 7/10 (5 sess.)

Litigation $550 (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: Ken Moltner
Mon. 6:00pm - 9:00pm; 7/8 - 8/5 (5 sess.)

Torts $550 (LSTORT)
This class discusses the various kinds of torts (assault, defamation, negligence, medical malpractice, products liability, infliction of emotional distress, etc.) and the elements which need to be proven: various features of the CPLR (the basic guidebook of civil actions in New York), tort doctrines such as comparative negligence, res ipsa loquitur, and assumption of risk.
Instructor: TBD
Tues. 6:00-9:00pm; 6/11-7/9 (5 sess)

Landlord and Tenant $550 (LSTORT)
This course is taught by a long-time New York City judge in the Housing Part of Civil Court of the City of New York. He discusses his own experience in the areas of landlord responsibility, the eviction process, problems faced by tenants, rent control, stabilization, open market issues and general NYC Housing Law.
Instructor: Anthony Fiorella
Wed. 6:00-9:00pm 6/12/7/20 (5 sess)

Criminal Procedure $550 (LSCRIPRO)
The objectives of this course are to (1) learn the law of criminal procedure through an understanding of the principles of law by examining real problems, challenges and cases. (2) gain knowledge of constitutional rights in the context of criminal law, (3) focus on the concept of reasonableness of restraints on those rights, (4) gain an understanding of the public policy considerations underlying the substantive criminal law and the manner in which such policies are effectuated through criminal procedural requirements, and (5) study specific procedural law issue/requirements, including right to counsel, exclusionary rule; search warrant; permissible warrantless searches; stop and frisk, entrapment, wiretapping, confessions, lineups, jury selection, voir dire, negotiated pleas, post-conviction relief.
Instructor: Juan Soto
Not available this semester

Criminal Law $550 (LSCRILAW)
This course covers selected topics in substantive criminal law: principles underlying the definition of crime such as the requirements of actus reus and mens rea and general doctrines such as ignorance of fact and ignorance of law, causation, attempt, complicity and conspiracy. Principles of justification and excuse are examined with particular attention to the doctrines of necessity, intoxication, insanity, diminished capacity and automatism. The substantive offense of homicide is extensively reviewed, and from time to time other offenses such as assault. Throughout, emphasis is placed on the basic theory of the criminal law and the relationship between doctrines and the various justifications for imposition of punishment.
Instructor: Juan Soto
Not available this semester

Federal Practice $550 (LSFEDPRA)
There are two distinct legal systems which are going on at the same time in the United States -- the state judicial system and the federal system. Federal courts are found not by state but by “circuit,” and federal law differs from state law except when federal courts are required to apply state law. The entire realm of federal practice will be explored by a long-time practitioner in the federal courts and popular Hunter professor.
Instructor: Tanya Pohl
Not available this semester

Evidence $550 (LSEVIDEN)
This course examines the rules governing the admission, exclusion, and presentation of evidence in judicial proceedings. Topics to be covered in this course include relevancy; authentication; the ‘Best Evidence’ doctrine; categorical rules of exclusion; character and habit evidence; competency of witnesses; examination and impeachment of witnesses; opinion and expert testimony; presentation of evidence; privilege; the hearsay rule and its exceptions; presumptions and burdens of proof; and the scope of judicial notice.
Instructor: Stuart Sacks
Not available this semester
WRITING COURSES

Murder You’ll Write $350 (TWCMYW)
This class is for students who have enjoyed reading mysteries and now want to write them. Students learn how to apply the basics of fiction – characterization, description, dialogue and plot – to the genre. Writing assignments enable students to identify experiences from their lives that will produce interesting plots. Handouts on police procedures and other technical matters are provided.
Instructor: Sharon Johnson
Not available this semester

The Story of Your Life: The Craft of Writing Memoirs $250 (TWCMEM)
Are you working toward publication or composing a personal reflection? This workshop focuses what you want to say and help you say it effectively. In-class exercises illuminate aspects of the craft that can be applied directly to your work.
Instructor: Sidney Offit
Not available this semester

Business Writing $350 (BUSWRI)
In this course, students analyze, practice, and improve their skills in written business communication, including business letters, reports, memos, summaries, email messages. The course addresses grammar and specialized business terminology to enhance professional communication.
Textbook: “Business Writing What Works What Won’t” by Wilma Davidson
Instructor: Debbie Horwitz
Sat. 9:30 - 11:30am; 6/8 - 7/20 (6 sess.) Skips 7/6

Effective Writing $350 (EFFWRI)
Successful people must have effective writing skills. This course focuses on the grammar, sentence structure, and the basic business and legal formats necessary to be able to write anything well through lectures, written exercises and editing exercises.
Instructor: Debbie Horwitz
Sat. 12:30 - 2:30pm; 6/8 - 7/20 (6 sess.) Skips 7/6

Intro to Fiction $750 (INTRFIC) NEW!
Intro to Fiction focuses on the craft of fiction and workshop student writing. As an intro class, there is greater emphasis on risk-taking and exploration than on expertise or polish. We will discuss plot, voice, perspective, and other ways of understanding and approaching fiction, and we will experiment with different ways of telling a story. Each class will consist of two student workshops, and either a short exercise or a lesson related to the week’s assigned reading. Homework includes reading the upcoming workshop stories and providing detailed feedback, submitting your own story when it’s your turn, and short outside reading assignments.
Instructor: Josh Krigman
Not available this semester

THE WRITING CENTER-CE EVENTS

Have you ever wanted to connect with your favorite authors and learn about their work while improving your own?

The Writing Center hosts a cultural showcase of free literary events during the fall and spring, and an annual Writers’ Conference to launch every summer that allow you to get up-close and personal with your literary heroes. Past lecturers include Mary Higgins Clark, Gay Talese, Joyce Carol Oates, Barbara Taylor Bradford and Lee Child. Our fall events include Jack Burstyn Memorial and Elizabeth Strong-Cuevas lecturers, and Gertrude Vanderbilt Whitney Conner Writers-in-Residence. During the spring, The Writing Center hosts the Best Selling Author and Great Thinkers of Our Time series. The Writing Center’s annual summer event features distinguished keynote speakers, writers, editors, publishers and literary agents on exciting panels.

Stay tuned in the coming weeks... we’ll soon announce our Spring roster of guest speakers! A question and answer session plus book-signing and reception will follow most lectures. Call 212-772-4295 to RSVP or email twcce@hunter.cuny.edu.

Writing Studies
The art of writing is celebrated at Continuing Education Programs. Enroll in CEP’s creative writing courses and get your novel started, or register for English composition and grammar courses to develop and perfect your skills.
E-Learning: CEPonline

CEP online courses are offered through the Continuing Education Programs department at Hunter College. For more information regarding online classes, including course syllabi and the online student manual, please visit: www.hunter.cuny.edu/ceprograms. To register online, visit our online registration portal and enter the course code.

COMPUTERS & TECHNOLOGY

Advanced Adobe Dreamweaver $400 (ADODREA)
Offers students in-depth Dreamweaver capabilities and techniques (no computer programming knowledge required). The class covers: Spry data record sets, Tables and forms in-depth, furthermore learning how to use widgets and the extension manager; Creating multiple screens for smartphones, tablets, and printers. Bonus material: Preview phone app Starter.
Instructor: Joel Almoradie
Not available this semester.

Introduction to Adobe Dreamweaver $400 (GDINTDRE)
Receive a comprehensive introduction to creating websites using Dreamweaver 8. Learn to use templates, library items, and snippets, and master the Dreamweaver behaviors that insert client-side JavaScript on your site.
Instructor: Joel Almoradie
Not available this semester.

Intermediate Cascading Style Sheets $375 (WPCSSI)
Cascading Style Sheets (CSS) is a coding language flush with elegance and grace. Used in tandem with HTML, it is the spice of a web site. Through 12 hours of learning intermediate CSS techniques, students strengthen knowledge of prior CSS techniques while gaining advanced coding techniques.

Instructor: Joel Almoradie
Section - Online: Not available this semester

Javascript $800 (WPJASCR)
This course teaches students about the client-based scripting language that powers many web sites into motion. Students learn the syntax that makes it tick and the features that augment websites with dynamism. Prerequisites: HTML and CSS. If you didn’t take the prerequisite classes at Hunter, you will need to take a test. Please contact us to schedule an appointment.
Instructor: Joel Almoradie
Not available this semester.

Structured Query Language (SQL) $800 (STRQUE)
Intended for database application programmers, this class offers an introduction to SQL, the standard programming language for creating relational databases and manipulating their data. Students learn the relational model and commands for creating, updating, and deleting tables, views, indexes, and rows as well as for finding information in the database. The class includes a brief introduction to transactions and commands to manage system privileges. Throughout the course, programming exercises using the MySQL database management system allow students to gain experience with SQL.
Instructor: Joel Almoradie
Not available this semester.

MY OFFICE 2013 ONLINE (OMYOFFIC) $999

My Office 2013 is comprised of interactive lesson presentations, interactive exercises, quizzes, unit level assessments and final assessments. Students learn and self-practice from Basic to Advanced, in one or more subjects: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Powerpoint and Microsoft Outlook. You may also register for each class individually plus the registration fee per semester. There is no registration deadline and courses can be started at any time. Visit our website for the online student manual and course syllabi.
Microsoft Word, Section-Word (OMYOFFIC) $350
Word is comprised of five units in 15 sessions. Each unit contains three individualized lessons. Within each lesson, this comprehensive and immersive learning application simulates the Microsoft Word 2013 environment with self-paced learning opportunities and interactive exercises.

Microsoft Excel, Section-Excel (OMYOFFIC) $350
Excel is comprised of five units in 15 sessions. Each unit contains three individualized lessons. Within each lesson, this comprehensive and immersive learning application simulates the Microsoft Excel 2013 environment with self-paced learning opportunities and interactive exercises.

Microsoft Access, Section-Access (OMYOFFIC) $250
Access is comprised of three units in 9 sessions. Each unit contains three individualized lessons. Within each lesson, this comprehensive and immersive learning application simulates the Microsoft Access 2013 environment with self-paced learning opportunities and interactive exercises.

Microsoft PowerPoint, Section-PPT (OMYOFFIC) $250
PowerPoint is comprised of three units in 9 sessions. Each unit contains three individualized lessons. Within each lesson, this comprehensive and immersive learning application simulates the Microsoft PowerPoint 2013 environment with self-paced learning opportunities and interactive exercises.

Microsoft Outlook, Section-Outlook (OMYOFFIC) $99
Outlook is comprised of three lessons. Within each lesson, this comprehensive and immersive learning application simulates the Microsoft Outlook 2013 environment with self-paced learning opportunities and interactive exercises.

Using the method-based approach to curriculum development that informs all of Silberman’s programs, Continuing Education classes reflect the School's core values and strengths in clinical practice, community organization and program development, and organizational management and leadership. Taught by a distinguished faculty of social workers, researchers, and trainers, participants gain practical, hands-on and cutting-edge knowledge of a wide range of contemporary social work issues. Classes range in duration from four hours to two-day workshops in the evenings and on weekends.

Learn more about the Silberman School of Social by visiting http://sssw.hunter.cuny.edu/ssw/programs/professional-development/. For additional information, please email trainssw@hunter.cuny.edu. For registration information, visit: www.hunter.cuny.edu/ceprograms.

SCHOOL OF EDUCATION

The School of Education, in partnership with Continuing Education Programs, offers a Dignity for All Students Act (DASA) workshop. The School of Education at Hunter College is dedicated to the preparation of deeply thoughtful, knowledgeable and highly effective teachers, administrators and counselors, and is committed to educating future professionals who will make a significant impact on the academic achievement, as well as the intellectual, social and emotional development of their students.

This one day DASA course is available to the general public and addresses the social patterns of harassment, bullying and discrimination, marginalization and microaggressions, those acts based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. Using a proactive perspective, the goal of the course is to help school based personnel create an affirming educational environment for all students by addressing school culture and climate. It also covers the identification and mitigation of harassment, bullying and discrimination; and strategies for effectively addressing problems of exclusion, bias and aggression in educational settings. Hunter College is an approved provider by the New York State Education Department for the required DASA training and will be offering courses to teacher and school counseling candidates.

For more information, visit: www.hunter.cuny.edu/ceprograms/partnerships/school-of-education

CONTINUING EDUCATION Partnership

SILBERMAN SCHOOL OF SOCIAL WORK

The Silberman School of Social Work at Hunter College is recognized by the New York State Education Department’s State Board for Social Work as an approved provider of continuing education for licensed social workers.

The Continuing Education and Training program at Silberman is intended for social workers seeking to fulfill their commitment to lifelong learning. It is designed to help them maintain, enhance, and hone their professional practice, knowledge, and skills.

SCHOOL OF EDUCATION Partnership

SILBERMAN SCHOOL OF SOCIAL WORK

The Silberman School of Social Work at Hunter College is recognized by the New York State Education Department’s State Board for Social Work as an approved provider of continuing education for licensed social workers.

The Continuing Education and Training program at Silberman is intended for social workers seeking to fulfill their commitment to lifelong learning. It is designed to help them maintain, enhance, and hone their professional practice, knowledge, and skills.

SCHOOL OF EDUCATION Partnership

SILBERMAN SCHOOL OF SOCIAL WORK

The Silberman School of Social Work at Hunter College is recognized by the New York State Education Department’s State Board for Social Work as an approved provider of continuing education for licensed social workers.

The Continuing Education and Training program at Silberman is intended for social workers seeking to fulfill their commitment to lifelong learning. It is designed to help them maintain, enhance, and hone their professional practice, knowledge, and skills.
General Information
Continuing Education Programs at Hunter College

Office Hours
Continuing Education Programs Daytime Office:
East Building, 10th Floor, Room E1022
Phone: 212-650-3850 Fax: 212-772-4302
email: ce@hunter.cuny.edu
Office Hours: Monday-Thursday 9:00am-5:00pm
Friday: 9:00am-4:45pm

Evening Location:
71 East 94th Street, 3rd Floor, Room 333
Hours: Monday - Thursday, 5:00 - 9:00 pm
Phone: 646-963-6311

Holidays
Classes are not held most holidays. Please make note of all course ‘skip’ dates.

Regulations
In all class locations, Hunter College rules and regulations governing student and faculty behavior apply.

Registration Fees
Full payment for classes is due at the time of registration. Payment plans are available for certificate programs. Payment may be made by check, money order or credit card (MasterCard, Visa, American Express, Discover or Diners Club with MasterCard logo). There is a $25 fee for returned checks.
The $35 registration fee is applicable only one time for students registering for certificates. Students registering by class, or for individual classes, must pay the $35 fee per semester. There is no registration fee for classes under $100.
A confirmation letter is provided in person or via email.

How to Register
Registration must be completed prior to the first day of class.

Online: https://ceweb.hunter.cuny.edu/cers.aspx
Email: ce@hunter.cuny.edu

In-Person:
Daytime: Phone (Credit card only): 212-650-3850
Evening: Phone (Credit card only): 646-963-6311
Monday-Thursday 5:00-9:00pm
Location: Hunter High School; 71 East 94th Street, Room 333

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

Cancellations
Continuing Education Programs reserves the right to cancel classes in case of an emergency (e.g., weather related closings, teacher illness) without advanced notice. Every attempt will be made to contact students in the event of teacher’s illness or personal emergency. Please refer to our website for emergency closings.

Refund policy
All refund requests must be accompanied by your receipt. The processing of refunds takes four to six weeks.
Refunds are issued via payment method. Credit card refunds are issued to the card used at time of registration. Registration by check will be refunded via check 4-6 weeks after cancellation.

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

Discounts
All discounts are available on individual courses with fees of $100 or more. Discounts do not apply to additional fees for materials or special equipment. You must register by mail, fax or in person to receive discounts. Discounts must be applied at the time of registration. Discounts will not be given retroactively and may not be combined. Any exceptions to the above policy require the Director’s written approval.

Discounts are calculated as follows unless otherwise indicated: (be prepared to show proof)
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.
**Class Information**
Credit Status: All Continuing Education Programs 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.

**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 issued for course cancellations.

**Book & Materials Fees:**
Not included with course fees unless otherwise noted. Visit our website for required textbook information.

Note: Hunter reserves the right to cancel classes, change rooms and locations, alter times, dates, instructors and/or tuition without prior notice, if necessary. We regret any inconvenience this may cause and will make every attempt to accommodate students.

**New Course Ideas**
Email your ideas & comments to Continuing Education Programs at ce@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.

**Certificate Benefits**

**Retake Policy**
Retake a course free of charge: If a student fails a course, they can retake this course free of charge within one year. This privilege can be exercised only once for the duration of the program.

**Receive job alerts:**
Continuing Education receives employer requests for full-time, part-time, intern, paid and unpaid positions. CE students must have up-to-date email addresses on file to receive email alerts about job opportunities. 

*Note:* CE does NOT offer job placement.

**Save 10% or more**
Prices are discounted for the entire program in comparison to paying course by course.

**Payment Plans**
Payment plan options are available on certificate programs which allow for several payments over time, rather than one lump sum at the time of registration.

- 0% interest rate on all of our payment plans.
- A one-time registration fee.
# Registration Form

(Must be received 5 business days before the course start date. All information required. Must fill out form completely to be registered)

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>(Last Name)</th>
<th>(First Name)</th>
<th>(Middle Initial)</th>
</tr>
</thead>
</table>

**Home Address:**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
</table>

**Credit Card Billing Address:**

**E-mail:**

**How did you hear about us?**

**Date of Birth:**

**Have you ever taken a class with Hunter C.E. before?**  Yes  No

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>TITLE OF THE COURSE</th>
<th>Section</th>
<th>TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REGISTRATION FEE:** $35

**TOTAL:**

**Check:**  Money Order  Credit Card (last 4 digits only)

**Credit Card Type:**

- American Express
- Visa / MasterCard
- Discover

Registering with Discount? You must include proof with this form. Refer to discount policy.

**Name on the Card:**

**Authorized Signature:**

I, _________________________, have been informed of the Hunter College Annual Campus Security report which can be found online or obtained by contacting the Department of Public Safety.

**REFUND POLICY:** If Hunter cancels a course a 100% refund issued including registration fee. If the student withdraws a 100% refund issued less registration fee and a $10 drop fee will be deducted, prior to the first class meeting. No refunds thereafter 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.

Office use only

O.I. __________________ Date __________________

**Semester:**

**ID:**

**Authorize.Net:**

<table>
<thead>
<tr>
<th>(Last Name)</th>
<th>Home Address</th>
<th>Male</th>
<th>Female</th>
<th>E-MAIL:</th>
<th><strong>MANDATORY FOR REGISTRATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>NOTE: NO REGISTRATION FEE FOR COURSES UNDER $100</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>How did you hear about us?</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>(Middle Initial)(First Name)</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
<th><strong>Cellphone &amp; Services Provider</strong></th>
<th><strong>Evening Phone</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Credit Card Billing Address:</strong></th>
</tr>
</thead>
</table>

**Have you ever taken a class with Hunter C.E. before?** Yes  No

Check  Money Order  Credit Card (last 4 digits only)

**Credit Card Type:**

- American Express
- Visa / MasterCard
- Discover

I, _________________________, have been informed of the Hunter College Annual Campus Security report which can be found online or obtained by contacting the Department of Public Safety.

**REFUND POLICY:** If Hunter cancels a course a 100% refund issued including registration fee. If the student withdraws a 100% refund issued less registration fee and a $10 drop fee will be deducted, prior to the first class meeting. No refunds thereafter 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.

Office use only

O.I. __________________ Date __________________

**Semester:**

**ID:**

**Authorize.Net:**

---

Website: www.hunter.cuny.edu/ce  Email: ce@hunter.cuny.edu