CONTINUING EDUCATION PROGRAMS at HUNTER

www.hunter.cuny.edu/ceprograms
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Connecting You To Your Future

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About Us

Continuing Education Programs at Hunter College (CEP) serves as the non-credit educational arm of Hunter College, of the City University of New York. CEP meets the professional, academic and cultural needs of our rapidly changing global community. Our programs: the International English Language Institute (IELI), Continuing Education, Parliamo Italiano, CEP Online, and The Writing Center-CE, offer over 250 courses and certificate programs. More than 8,000 students annually enroll in CEP courses offered in spring, summer and fall semesters. The International English Language Institute (IELI), created in 1976, offers all levels of English as a Second Language instruction. Continuing Education has offered a rich variety of certificate programs, personal enrichment and professional development courses since 1998. Parliamo Italiano, a leader in Italian language instruction, joined CEP in June 2011. CEP Online e-learning launched summer 2015. The Writing Center-CE has offered an annual Writers’ Conference and an exciting cultural showcase of literary events since joining CEP in September 2010. Become a part of CEP at Hunter and learn the skills you need to excel in today’s world.

Our Programs:

The International English Language Institute at Hunter College (IELI) is the place to come to master English language skills. Whether you are just beginning to learn English or know it pretty well, our academic and professional language programs will give you the level of skills you need. So come join us as 2,500 other students do each year, and start on the road to success.

Continuing Education (CE) is the program to take to learn the latest professional skills needed to get and keep the job of your dreams or simply to broaden your knowledge of the world around you. We offer a variety of cutting-edge Certificate Programs in the hottest fields today including: Graphic Design, Web Programming, Marketing, Medical Coding, Interpretation/Translation, Legal Studies, TESOL, and many more. Let us help you unlock the key to career success and personal enrichment.

Parliamo Italiano, our Italian language institute, has a 30 year track record of giving you the cultivated Italian skills you need for professional and social success. We offer all levels of Italian courses, conveniently scheduled during daytime, evening or weekend hours. Come join us and start speaking and writing the language of great opera and literature today.

CEP Online, the department’s online division, offers classes in academic and business writing, Microsoft Office hybrid courses, online driver’s education and more.

The Writing Center-CE at Hunter College is the premier showcase for writers to perfect their writing skills. Our special events offer you the opportunity to get to know and meet your favorite authors. Perfect your craft with successful, published authors in the literary field of your choice at our annual Writers’ Conference which features keynote speakers, exciting panels, and a networking reception.

Our Mission:

Continuing Education Programs’ primary mission is to generate revenue to support the credit–bearing academic activities at CUNY/Hunter College by offering quality skills-based, non-credit training programs for a fee. Our secondary mission is to provide remedial instruction, vocational preparation, community based services, avocation and college transition programs.
INTERNATIONAL ENGLISH LANGUAGE INSTITUTE

Study English In New York City for Work, Study and Success!

Do you want to perfect your English speaking skills for school or work? Perhaps you are looking to improve your conversation skills for social events. The IELI at Hunter College offers classes to prepare students for the academic challenges of an American college or university, to sharpen English skills for business and to help build confidence speaking English.

Our courses are affordable and convenient for your lifestyle. We offer daytime, evening and saturday courses to meet your needs.

Academic Skills - Daytime
Our daytime intensive academic classes offer instruction in all skill areas (reading, writing, grammar, speaking and listening) through discussing topics and issues you encounter every day in our globalizing world. These classes are designed for students in different levels – from basic to advanced levels. The curriculum offered at the IELI prepares students for further studies in the U.S. and/or careers.

Academic Skills - Evening
Our evening classes concentrate on all skill areas of language learning. In a friendly yet challenging atmosphere, you will learn about the use of English language by understanding the implications in various situations. These classes engage our students in contemporary topics and prepare them with the challenges of everyday life.

Tutorials
Tutorials provide the opportunity for you to further enhance targeted English language skills. Tutorials are offered to students who are interested in individualized and additional instruction with emphasis on a specific subject area. Student(s) and their tutor can decide on focused instruction on reading, writing, grammar, speaking and listening, or TOEFL preparation.

Professional English Certificate
The Professional English Certificate is designed for professionals who seek to perfect and polish the English language skills they need at work. The program focuses on four areas of language competency: speaking, writing, pronunciation, and a thorough review of the grammatical structures of English.

Our Catalog is available on our website: www.hunter.cuny.edu/ieli
CONTINUING EDUCATION

Discover the Possibilities!

Personal Enrichment
Have you ever wanted to learn to play an instrument, speak a foreign language or design your own webpage? Perhaps you are looking to improve your computer literacy or develop your financial skills.

Continuing Education at Hunter College offers courses designed to meet your specific educational needs. Our portfolio of courses includes language and communication skills, computer and technology, accounting and general business, as well as arts and personal enrichment.

Professional Development/ Certificate Programs
In today’s economy, Continuing Education at Hunter College allows you to pursue quality education in a short amount of time. Whether you are new to the workforce or looking for a career change, our Certificate Programs are designed to prepare you for exciting new careers in a variety of fields. Additionally, our professional development courses give you skills that you can add to your resume to help you achieve your career goals.

We offer a variety of Certificate Programs:

- Business Communication
- Fitness Instructor
- Graphic Design
- Interior Design
- Legal Assistant
- Legal Studies
- Marketing
- Medical Coding and Billing
- Microsoft Office/Office Assistant
- Professional Writing
- Real Estate
- Small Business and Entrepreneurship
- TESOL
- Translation and/or Interpretation
- Web Design
- Web Programming

* We also offer combined certificates.

Our Catalog is available on our website: www.hunter.cuny.edu/ce

Our courses are affordable and convenient for your lifestyle. We offer lunchtime, evening and weekend courses to meet your needs.
Parliamo Italiano at Hunter College offers courses ranging from elementary to advanced. Our small class sizes, original materials and successful methods are designed to teach you to speak Italian fluently— and with an excellent accent — from your very first lesson. We offer daytime and evening courses.

Workshops
Parliamo Italiano’s workshops are a new spin on the traditional curriculum of the school. Our instructors are dedicated to incorporating grammar and vocabulary into these fun workshops with topics such as ‘Traveling to Italy.’ Pop-up workshops are designed to combine Italian culture and history with conversation skills. These exciting 5-week courses are not offered every semester.

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. Private lessons give you the flexibility to choose your meeting location, days and times, and the pace for covering the material. You can start your private lesson on any weekday of the year. Visit www.hunter.cuny.edu/parliamo/private-lessons for breakdown and pricing.

Our courses are affordable and convenient for your lifestyle. We offer daytime, evening and saturday courses to meet your needs.

Our brochure is available on our website: www.hunter.cuny.edu/parliamo
CEP Online offers real-time communication, a friendly community of classmates and high-quality curriculums taught by well-trained instructors. Our courses range from personal enrichment and professional development to certificate programs in a variety of areas. Visit our website for more information: www.hunter.cuny.edu/ceprograms

Writing Courses
CEP Online’s writing courses help students learn all the essentials of writing for academic and professional purposes. Essay writing, copy editing, memo and letter writing, short and long reports, powerpoint presentations and summaries are all covered in these courses and provide intensive writing practice.

Microsoft Office 2013 Online
My Office 2013 is comprised of interactive lesson presentations, interactive exercises, quizzes, unit level assessments and final assessments. In these courses, students can learn and self-practice from Basic to Advanced in Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Microsoft Access and Microsoft Outlook.

MyOffice 2013 Certificates
The courses offered within these combined certificates are not hybrid classes. The combined MyOffice 2013 certificates are a composed of regular Continuing Education Microsoft Office & Office Assistant classroom hours and Continuing Education Programs’ MyOffice 2013 courses. Certificate options include: Office Assistant and My Office 2013 Online; Microsoft Office and My Office 2013 Online; and Microsoft Office, Office Assistant and My Office 2013 Online.

Riders Online
Continuing Education Programs at Hunter and Ridersedge.ca have partnered to bring students CUNY’s first online drivers education program. Riders Online offerings include safety training and a one-day parent mentor workshop.

CEP Online aims to create educational opportunities characterized by:
- pedagogical quality and excellence
- open access to all students
- innovation
- superior training for all users
THE WRITING CENTER- CE

Read, Write, Repeat ... Explore the Literary Culture

Have you ever wanted to meet your favorite authors? Are you looking to improve your knowledge of their work?

The Writing Center hosts free literary events during the fall and spring and an annual Writers’ Conference to launch every summer that allows you to get up-close and personal with your literary heroes!

Special Events

The Writing Center offers a cultural showcase of free literary events featuring guest speakers. Past lecturers include Mary Higgins Clark, Gay Talese, Joyce Carol Oates, Barbara Taylor Bradford and Lee Child. The Writing Center hosts the Best Selling Author series and the Great Thinkers of Our Time series. Special Events are FREE and open to the general public.

*Special events are not offered during the summer.

Writers’ Conference

Hunter College’s annual Writers’ Conference features distinguished keynote speakers, writers, editors, publishers and literary agents on exciting panels. Intensive writing workshops precede the conference. The Writers’ Conference at Hunter College is widely considered one of the finest fiction and non-fiction conferences. The program includes intensive workshops in special topics such as Memoir and Fiction.

Our brochure is available on our website:
www.hunter.cuny.edu/thewritingcenter-ce
PARTNERING PROGRAMS

Brookdale Center for Healthy Aging

The Brookdale Center for Healthy Aging & Longevity, in partnership with Continuing Education Programs at Hunter College, offers several Certificates in the aging field: Aging, Aging & Mental Health, and Geriatric Care Management. A Certificate from the Brookdale Center is a professional credential recognized by practitioners in the gerontological field.

Silberman School of Social Work

The Silberman School of Social Work at Hunter College offers continuing education courses in the following areas: clinical, organizational management and leadership, language training, and exam prep.

Hunter- Bellevue School of Nursing Institute

The Hunter-Bellevue School of Nursing Institute of Continuing Education offers workshops for nurses in partnership with Continuing Education Programs at Hunter College.

School of Education

The School of Education, in partnership with Continuing Education Programs, offers a Dignity for All Students Act (DASA) workshop. Hunter College is an approved DASA Workshop provider by the New York State Education Department. The School of Education at Hunter College is dedicated to the preparation of deeply thoughtful, knowledgeable and highly effective teachers, administrators and counselors.

Department of Geography

The Department of Geography offers 'Open Source GIS' in partnership with Continuing Education Programs at Hunter College. This five day course spans the entire range of GIS data capturing, management, analysis, and visualization of geographic information using Open Source Software (FOSS).