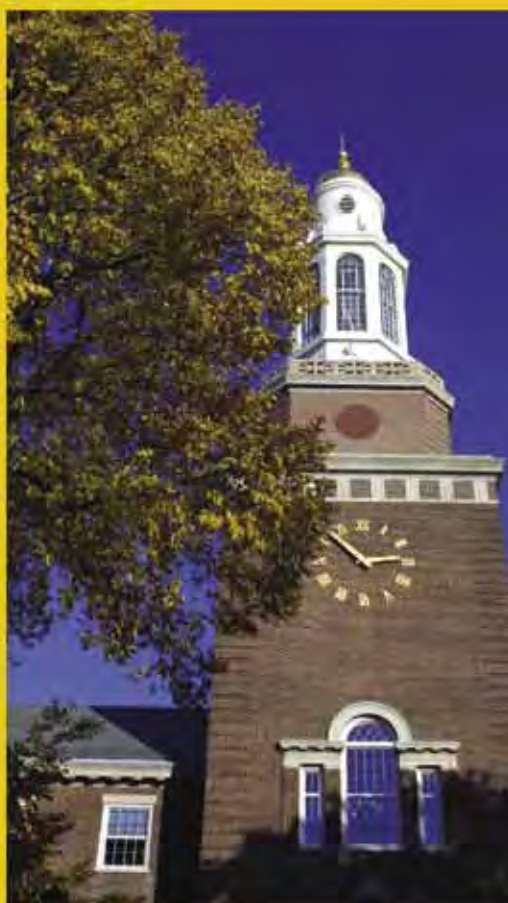


*Professional
Advancement and
Continuing
Education*

Courses for Adults
and Young People

Spring 2010



*Join our Center for Summer Learning!
Enroll your child in a 2010 Youth Program at Brooklyn College
Professional Advancement and Continuing Education.*

Brooklyn College Youth Programs are designed to provide students with intellectual stimulation and creative inspiration in a college setting.

Programs are available for students entering grades 1–12.

Classes meet Monday through Thursday, 10 a.m.–3 p.m.

July 6–August 12

2010 Program Modules may include:

Mathematics • Language Arts • Humanities • Test Preparation

Arts and Crafts • Chinese Flour Dough Sculpture

Computer Animation • Digital Video Production

Theater Arts • Fine Arts • Brain Games • Financial Literacy

Crime Lab Detective • Pop Science • Health and Fitness

Magic • Living History

*Join us at an Open House to learn more about our
Summer Youth Programs:*

Wednesday, April 21 at 6 p.m.

Saturday, May 15 at 10 a.m.

Thursday, June 3 at 6 p.m.

*Email the Program Director, Steve Radlow:
sradlow@brooklyn.cuny.edu*

*Professional Advancement and Continuing Education
1439 Ingersoll Hall
718.951.5184*

Table of Contents

Brooklyn College Staff	3
Program Calendar	4
Youth Programs	5
Test Preparation	6
College Preparatory Skills	7
Communication Skills	7
English as a Second Language	8
English-Language Teaching Certificate Programs (TESOL)	10
Certificate Programs	11
Arts and Recreation	13
Online Classes and Certificate Programs	14
Resources	17
Travel Directions	17
General Information	18
Brooklyn College Professional Advancement and Continuing Education Registration Form	19

Brooklyn College Staff

President
Karen L. Gould

Professional Advancement and Continuing Education Program Administration

Lillian O'Reilly, *Assistant Dean*
Dorothy Craig, *Manager, Information Technology*

Educational Coordinators

Dorothy Craig

*Health Careers, Personal Computing
Online Courses, Arts and Recreation*

Hilda Feldman

*American Language Academy, Teaching ESL, English
Language Teaching (TESOL)*

Steve Radlow

*Academic Skills, College Preparatory Tests
Communication Skills, Young Persons Academy
Test Preparation*

Administrative Staff

Keisha Gerald, *Customer Service Specialist*
Alison Guerin, *International Student Adviser*
Carol Ripps, *Senior Administrative Assistant*

Catalog Staff

Dorothy Craig, *Editor-in-Chief*
David Finkelstein, *Editor, Graphic Designer*

Access to the campus (ADA)

In response to the Americans with Disabilities Act and related state and local laws, we provide reasonable accommodations to individuals with documented disabilities. Persons with disabilities are advised to apprise us of any need for reasonable accommodations at the time they register for courses.

Program Calendar

Program Information and Advisement:

1439 Ingersoll Hall

Office hours are Monday through Thursday, 9 a.m. to 5 p.m., and Friday, 9 a.m. to 4:30 p.m.

Payment and Registration: West Quad Building

Hours are Monday and Thursday 9 a.m. to 6:45 p.m.; Tuesday and Wednesday 9 a.m. to 8:30 p.m.; Friday 9 a.m. to 3 p.m.; and Saturday and Sunday 10 a.m. to 3 p.m. Registration begins immediately!

January 18 Martin Luther King Day
College Closed

February 12–15 Lincoln's Birthday
President's Day
College Closed

March 29–April 6 Spring Break
No Classes

May 31 Memorial Day
College Closed

Registration Information

Four easy ways to register:

1. In person

At Brooklyn College **West Quad Building** Enrollment Services Center, located in the main lobby

2. By mail

Send check, money order, or credit card information with completed registration form to:

Enrollment Services Center/P.A.C.E.
Brooklyn College
West Quad Building
2900 Bedford Avenue
Brooklyn, New York 11210-2889

3. By phone

Call **718.951.4141**, Monday through Friday. Be ready to provide course number and credit card information.

4. By fax

Fax a completed registration form with credit card information to **718.951.4285**.

4

PG560: Defensive Driving!

Lower your insurance rates by 10% per year for three years! Also reduce points. Defensive driving is an in-class course offered by the New York Safety Program through the Office of Professional Advancement and Continuing Education.

Call 718.951.4141 for more information.

Hollywood Film Institute

VA571 Hollywood Film Institute: Two-Day Film School



In one weekend, you will learn how to shoot, finance, market, distribute, and sell your first feature film globally through the festival route.

Write, direct, and produce independent feature films on budgets from \$5K to \$10M.

This filmmaking course is credited with launching over 3,000 film careers including Quentin Tarantino, Queen Latifah, Will Smith, and Guy Ritchie.

Attendees receive Producer's Diploma, Filmmaker's Workbook, and Graduation Certificate.

Saturdays and Sundays, 9 a.m.–6 p.m.

February 27 and 28

May 15 and 16

Location: Cooper Union Engineering Building
51 Astor Place, Room 21E, New York, NY 10003

Tuition: \$389

Remember

- You may pay by cash, check, money order; Visa, MasterCard, American Express, or Discover.
- Space is limited in all classes. A \$10 late fee is charged for registration on or after the first day of class.
- Unless otherwise noted, there is a \$20 registration fee for each term.
- Returned checks are charged a \$40 fee.
- Personal checks are not accepted for classes running two weeks or less.
- This schedule of classes is subject to change. P.A.C.E. reserves the right to cancel any class for which there is insufficient enrollment.
- See page 18 for general information.

For more information visit
<http://pace.brooklyn.cuny.edu>

Youth Programs

Program Director:
Steve Radlow

*CUB – Children’s University at
Brooklyn College*

Provide your children with intellectual stimulation and creative inspiration in our unique fall and winter Saturday programs. All classes are held on our beautiful campus.

8 sessions

Saturdays

February 27–April 24

Tuition: \$160 plus \$25 materials fee

Growth in Reading

Designed for students who read below grade level, this course focuses on test taking techniques and strategies to help sharpen skills needed for success on standardized exams. Emphasis is placed on phonics, vocabulary development, reading comprehension and writing skills.

9–10:30 a.m.

YS401 Grade 1

YS402 Grade 2

Growth in Math

Designed for students who are below grade level, these classes focus on computational and problem-solving skills needed for success on standardized exams.

10:30–noon

YS412 Grade 1

YS411 Grade 2

Ready, Set, Score!

The latest in our series of test preparation programs, Ready, Set, Score classes focus on skills and strategies necessary for success on the New York State ELA and Mathematics Exams. Students focus on high-interest, grade appropriate material as well as test-taking tips and strategies. All classes are taught by licensed, experienced teachers.

ELA Test Preparation

9–10:30 a.m. (Grades 3–7)

10:30–noon (Grade 8)

YS230 Grade 3

YS240 Grade 4

YS350 Grade 5

YS360 Grade 6

YP470 Grade 7

YP480 Grade 8

NYS Mathematics Test Prep

10:30–noon (Grades 3–7)

9–10:30 a.m. (Grade 8)

YS231 Grade 3

YS241 Grade 4

YS351 Grade 5

YS361 Grade 6

YP471 Grade 7

YP481 Grade 8

YP671 Essay Writing

Students study the art and technique of proper essay writing essential for success on NYS Regents, SAT and college entrance exams. Areas of concentration include: organization, style, format, grammatical structure and forms.

8 Sessions

Saturdays, 12:30–2:30 p.m.

February 27–April 24

Tuition: \$200 plus \$25 materials fee

Enrollment is open to students in grades 9–12.

YP672 Money Matters



Students learn the essentials of budgeting and finance through activities focusing on spending, investing, banking and managing money. Great for college-bound students!

8 Sessions

Saturdays, 10 a.m.–noon

February 27–April 24

Tuition: \$200 plus \$25 materials fee

Enrollment is open to students in grades 9–12.

Recreation for Kids and Teens

YP851 Pilates Power

NEW!

Pilates is a method of body conditioning that improves posture, strength and flexibility. This class focuses on exercises that emphasize core stability, breath awareness, and correct alignment. Pilates mat exercises are appropriate for boys and girls of all fitness levels. Enrollment is limited to ages 12 and up.

8 Sessions

Saturdays, 2–3 p.m.

February 27–April 24

Instructor: Diarra Cummings

Tuition: \$200 plus \$25 materials fee

Visual Arts for Kids and Teens

YP801 Visual Arts

NEW!

Students develop their creative talent while studying the artwork of world-renowned masters. Level I classes focus on color theory, line power, basic shapes, tonality values, and shading textures. At Level II, students learn how to draw portraits, still life compositions and landscapes.

8 Sessions

Level I: Beginners

Section I: For students in grades 6–8

Saturdays, 10 am–noon

February 27–April 24

Section II: For students in grades 9–12

Saturdays, 12:30–2:30 p.m.

February 27–April 24

Test Preparation

Prepare for your exams at Brooklyn College. Study with caring instructors who are specially prepared to teach these intensive courses.

Middle and High School Entrance Exam Classes

TD821 Specialized High School Admission Test (SHSAT) Prep

Students applying for admission to specialized high schools such as Stuyvesant, Bronx Science, or Brooklyn Technical High School, where admission is based solely on SHSAT test results, learn test-taking skills and strategies. Licensed instructors focus on verbal areas through scrambled paragraphs, logical reasoning, and reading comprehension, as well as mathematics through problem-solving, arithmetic, algebra, geometry, probability, and statistics. Practice material and simulated exams are utilized. The latest edition of Barron's *SSHAT Review Book* is required.

Offered summer and fall 2010.

Regents Review Classes

Students taking a Regents exam in June 2010 will learn test-taking techniques and study methods from our experienced teachers. The subject-appropriate Barron's *Regents Exams and Answers Book* is required for each class.

8 sessions

Saturdays

April 17–June 12

Tuition: \$250

Courses offered:

TD824 Integrated Algebra
10 a.m.–noon

TD826 Math B
12:30–2:30 p.m.

TD827 The Living Environment
10 a.m.–noon

TD828 Chemistry
12:30–2:30 p.m.

TD829 Physics
10 a.m.–noon

College Preparatory Skills

TD820 Intensive SAT Preparation Course

This intensive course is for high school students who want to learn effective strategies and test-taking techniques from experienced, qualified teachers. Class includes diagnostic exams, books, and materials.

10 sessions

Section 1: Saturday, 10 a.m.–1 p.m.

First and last session: 9 a.m.–1 p.m.

February 6–April 24

Section 2: Tuesday, 6–9 p.m.

First and last session: 6–10 p.m.

February 2–April 27

Instructor to be announced.

Tuition \$400 per section

Materials fee: \$75 (money order only)

TD754 ACT Test Preparation

Brooklyn College has partnered with Cambridge Educational Services to provide ACT prep classes. The ACT is a college-entrance test for students who prefer an alternative to the SAT. Review important concepts and strategies needed for success in the English, mathematics, reading, and science sections of the test. Students will take official ACT pre- and post-tests and utilize assessment reports highlighting their strengths and weaknesses. Students will build skills and learn cutting-edge test-taking strategies.

10 sessions

Saturday, 10 a.m.–1 p.m.

First and last session: 9 a.m.–1 p.m.

March 13–May 22

Instructor to be announced.

Tuition \$400 per section

Materials fee: \$75 (money order only)

Graduate School Exams

TD795 GRE Test Preparation

Focus on the skills critical for successful performance: reading comprehension, discrete quantitative, analytical writing, quantitative comparisons, graphs, analogies, sentence completions, and vocabulary development. Past exams and practice materials are used to teach question analysis and test strategies. This course includes pre- and post-diagnostic assessment exams with detailed test score analyses.

9 sessions

Saturdays, 10 a.m.–1:30 p.m.

March 6–May 8

Instructor: Dr. Venessa Harry

Tuition: \$360 plus \$200 materials fee

TD796 GMAT Test Preparation

Develop your critical reasoning, discrete quantitative, analytical writing, reading comprehension, data sufficiency, and sentence correction skills.

Review for the writing component focuses on grammar, usage, organization, and clarity. This course includes pre- and post-diagnostic assessment exams complete with detailed analyses of your test scores.

9 sessions

Saturdays, 2–5:30 p.m.

March 6–May 8

Instructor: Dr. Venessa Harry

Tuition: \$360 plus \$200 materials fee

Communication Skills

LG980 Spanish for Today

This course emphasizes practical communication. Level I is for beginners with no previous knowledge of Spanish. Level II is for individuals interested in a refresher course or building communication skills.

Level I:

10 sessions

Tuesdays, 7–9 p.m.

March 2–May 18

Level II:

10 sessions

Mondays, 7–9 p.m.

March 1–May 17

Instructor: David Rangel

Tuition: \$260 per level

High Impact Coaching Certificate Program



Become a leader and teach other people to become leaders through the high impact coaching certificate program!

Coaching helps people at all levels to feel more connected and confident and achieve higher levels of success.

Learn techniques to support others in developing and achieving their goals, moving through barriers that have previously held them back. Develop your skills with the guidance of a Master Certified Coach, be ready to provide coaching in any setting—business, executive or personal. Experience your own personal growth and gain confidence, and learn how to help others do the same. Prepare for credential exam from the International Coaching Federation (ICF).

For further information, please contact Chaya Abelsky at 347.240.8899, or Lillian O'Reilly at 718.951.5185

English as a Second Language

Coordinator: Hilda Feldman

The American Language Academy

\$895 for the full-time ESL program

- Intensive English program
- Pre-undergraduate and pre-graduate programs
- Full-time TOEFL preparation program

Learn English and enjoy our beautiful twenty-six acre campus in the Midwood section of Brooklyn. Students have access to:

- Free language lab
- Modern BC Library and Library Café
- Music Conservatory concerts
- Recreational facilities discount
- Free tutoring

Small classes with multiple levels are available. Highly professional, dedicated instructors are committed to each student's progress.

Full-time English as a Second Language

AL500 English as a Second Language

Learn English in a college-oriented program for English-as-a-Second-Language students. This program can provide a pathway to Brooklyn College, an accredited internationally respected four-year college.

Students develop fluency, accuracy, and confidence in their written and oral communication skills. This course meets the requirements for full-time international students currently here on F-I Visas. We are authorized under federal law to enroll non-immigrant alien students. This course includes:

Grammar—learn and use the rules in conversation.

Writing—practice compositions and essays.

Reading and Vocabulary—increase your vocabulary through reading exercises and novels.

Speech—learn how to speak English correctly, practice pronunciation, and study American idioms.

Individual tutoring available.

36 Sessions

**Tuesday through Friday, 8:30 a.m.–1:30 p.m.
March 16–May 25**

Placement test:

Tuesday, March 2 at 10 a.m.

\$35 late fee after March 3

Tuition: \$895 plus \$75 nonrefundable application fee for international students

AL505 Full-time Intensive American English Communication

Increase your mastery of the English language!

This full-time intensive American English Communication course is designed for English-as-a-Second-Language students seeking to become more fluent speakers of English. This course emphasizes pronunciation and daily conversation skills by incorporating basic grammar and oral presentations into each class.

Develop idiomatic control and fluency by learning to identify individual pronunciation difficulties, correct uneven speech patterns and become more proficient in the sounds and rhythms of American English. Learn how to make academic, professional, and business presentations, facilitate group discussions; and interact professionally in English.

A working knowledge of English grammar is required. This course meets the requirements for full-time international students currently here on F-I Visas.

36 Sessions

**Tuesday through Friday, 8:30 a.m.–1:30 p.m.
March 16–May 25**

Placement test:

Tuesday, March 2 at 10 a.m.

\$35 late fee after March 3

Tuition: \$895 plus \$75 nonrefundable application fee for international students

AL510 Full-time TOEFL and College Preparation Course

Prepare for the new TOEFL Internet-Based Test!

Communication practice: *Emphasis on listening and speaking sessions*

College preparation: *Academic reading, writing, and oral presentations*

This class familiarizes advanced students seeking to increase their English skills, achieve a competitive TOEFL score and gain admission into an American university with the new Internet-based TOEFL exam.

We simulate actual test-taking conditions and practice all parts of the Internet-based exam—reading, listening, speaking, and writing to ensure students are fully prepared.

Students thrive as we focus on strengthening pronunciation and speech by building vocabulary through classroom discussion.

To qualify for this program, students must have a good working knowledge of English, reading and writing, and a high school diploma from their country. Students must be comfortable using the computer to write essays; handwritten essays are not permitted on the Internet-based test.

36 Sessions

**Tuesday through Friday, 8:30 a.m.–1:30 p.m.
March 16–May 25**

Placement test:

Tuesday, March 2 at 10 a.m.

\$35 late fee after March 3

Tuition: \$895 plus \$75 nonrefundable application fee for international students

Part-Time English as a Second Language

EL300 English as a Second Language Evening Classes

English for beginners emphasizes listening and speaking, basic grammar, and vocabulary development. Intermediate-level classes improve reading and writing skills and continue practicing grammar and conversation. Required textbooks will be specified at the first class meeting.

22 sessions

Mondays and Wednesdays, 7–9 p.m.

Placement test:

Monday, February 1 at 6 p.m.

February 8–May 5

Instructor to be announced.

Tuition: \$270 plus \$25 testing fee

EL305 Reading and Writing for English-as-a-Second-Language Students

This class is offered to ESL students who need to develop vocabulary, reading and writing skills. Students learn how to write grammatically correct sentences, paragraphs and compositions.

22 sessions

Monday and Wednesday, 7–9 p.m.

Placement test:

Monday, February 1 at 6 p.m.

February 8–May 5

Instructor to be announced.

Tuition: \$270 plus \$25 testing fee

AL501 Basic Grammar and Writing Workshop

Improve your understanding of correct English grammar and standard English usage by studying parts of speech, word choice, structure of sentences, punctuation, and verb tenses. Writing activities focus on increasing student confidence with the written word. Students must speak and read English with some fluency.

12 sessions

Tuesdays, 7–9 p.m.

February 9–May 11

Instructor: Frank Trauger

Tuition: \$240

Brooklyn College Adult Literacy Program

Are you ready to take the GED test and earn your high school equivalency diploma?

You will be tested in all five subjects under strict testing conditions. Your official evaluation will include your predictor scores, information about free GED classes, and directions on how to schedule the GED exam.

For information, visit <http://bcalp.org> or call 718.951.4117

GR300 Intensive Writing Workshop

Develop effective writing skills to make your assignments highly readable and professional. Learn strategies and shortcuts to make assignments less of a chore. Topics include library research, vocabulary building, essay writing, and thesis preparation.

12 sessions

Tuesdays, 6:30–8:30 p.m.

February 9–May 11

Instructor: Janet Oberndorfer

Tuition: \$240

American Language Academy

American Language Academy is accredited by the American Association of Intensive English Programs (AAIEP). AAIEP promotes the well-being and success of English language students through its support of ethical and professional standards in English language instruction.

Saturday Classes for English as a Second Language

EL401.S Conversation Skills Workshop

This class is for English-as-a-Second-Language students who have previously studied English grammar. Learn to say exactly what you mean, develop conversational fluency, build vocabulary and idiom usage, and improve sentence structure. Pronunciation, listening comprehension, and grammar will also be covered.

10 sessions

Saturday, 9 a.m.–1 p.m.

February 20–May 1

Instructor to be announced.

Tuition: \$270

EL302.S English as a Second Language

For foreign-language speakers eager to improve their knowledge of American English by focusing on grammar and sentence structure.

10 sessions

Saturday, 9 a.m.–1 p.m.

Placement test:

Saturday, February 6 at 10 a.m..

February 20–May 1

Instructor to be announced.

Tuition: \$270 plus \$25 testing fee

English-Language Teaching Certificate Programs (TESOL)

Coordinator: Hilda Feldman

TE100 English-Language Teaching (TESOL) – Full-Time

This teaching certificate program prepares you to be an instructor of English as a Second Language. There is a global need for properly trained English teachers in the private and business sector adult language programs. We offer an intensive program balancing practical methodology, cross-cultural awareness, and language acquisition theory. The program has an integrated curriculum, and supervised student teaching, and can be completed in two semesters.

This program meets the requirements for full-time international students currently here on F-1 Visas. We are authorized under federal law to enroll nonimmigrant alien students.

Topics covered:

- Methods and Techniques of Teaching ESL
- Teaching English Grammar
- Introduction to Linguistics
- ESL Teaching Practicum
- Techniques for Teaching Pronunciation, Conversation, Reading, and Writing

36 Sessions

Tuesday through Friday, 8:30 a.m.–1:30 p.m.

Tuition: \$895 plus \$75 nonrefundable application fee for international students

March 15–May 25

\$35 late fee after March 3

English Language Teaching (TESOL)

This teaching certificate program prepares you to be an instructor of English as a Second Language. There is a global need for trained English teachers, particularly in the United States, where private-sector adult language programs throughout the country require properly trained staff to work with immigrants and international students.

Each class integrates theory and practice and has a teaching component. This program does not certify teachers to teach ESL in public schools.

*Eligibility:

A baccalaureate degree from an accredited institution is generally required. Applicants with at least 60 credits of college-level course work will be considered. Submit a registration form along with college transcripts and a 300-word essay that explains your interest in this certificate program to Hilda Feldman, Office of Professional Advancement and Continuing Education, 1433 Ingersoll Hall, Brooklyn College, 2900 Bedford Avenue, Brooklyn, New York 11210.

Teach English in Your Native Country

This intensive teaching certificate program prepares you to be an instructor of English as a Second Language. The training that you will receive at Brooklyn College will qualify you to teach English as a Second Language when you return to your own country.

To qualify for this program you must have a working knowledge of English. You will be studying American English in a full-time program which includes grammar, writing, reading and American pronunciation of English.

English-Language Teaching (TESOL) – Part-Time

This part-time teaching certificate program prepares you to be an instructor of English as a Second Language. There is a global need for trained English teachers, particularly in the United States, where private-sector adult language programs throughout the country require properly trained staff to work with immigrants and international students. Each class is integrated with theory and practice and has a teaching component. This program does not certify teachers to teach ESL in public schools.

***Eligibility:** See eligibility requirements for Full Time English Language Teaching.

Courses offered:

TE101 Methods and Techniques of Teaching ESL

TE102 Teaching English Grammar

TE103 Introduction to Linguistics

TE110 ESL Teaching Practicum

One daytime class from 8:30 a.m. to 1:30 p.m. will be required for your student teaching.

TE112 Techniques for Teaching Pronunciation and Conversation

TE113 Techniques for Teaching Reading and Writing

TE114 Internship (optional; free of charge)

TE103 Introduction to Linguistics

Learn the difference between languages and study the basic concepts of linguistics. The theories presented in this course will serve as a foundation for language teaching. Topics include second language acquisition, cognitive aspects of language, nonstandard dialects and bilingualism.

10 sessions

Monday, 6:30–9 p.m.

March 8–May 24

Instructor: Candace Tovar

Tuition: \$325

TE113 Techniques for Teaching Reading and Writing

Study methods of teaching reading and writing to ESL students that will enrich and contextualize the language-learning experience.

10 sessions

Thursday, 6:30–9 p.m.

March 11–May 20

Instructor: Barbara Jaccarino

Tuition: \$325

TE114 Free Internship (Optional)

A hands-on internship is available for TESOL students. Call Hilda Feldman at 718.951.5013.

Certificate Programs Coordinator: Dorothy Craig

FD870 Child Abuse Recognition and Reporting

Child-care providers are required by New York State law to report suspected child abuse and neglect. Learn how to recognize and report these signs while respecting the legal guidelines for confidentiality. Approved by New York State Education Department.

1 session

Monday, 6–10 p.m.

Section 1: February 8

Section 2: May 17

Instructor: Nancy Falco

Tuition: \$65

FD900 Violence Prevention Training

Promote a non-violent school climate by learning effective classroom management techniques and other academic supports which enhance learning. Learn how to assist troubled students by examining the early warning signs of potentially violent behavior. Approved by New York State Education Department.

1 session

Tuesday, 6:30–8:30 p.m.

Section 1: February 9

Section 2: May 18

Instructor: Nancy Falco

Tuition: \$45

Renal Dialysis Technician Training Program

Enter the expanding health care job market as a trained dialysis technician. Learn how to use and maintain dialysis equipment, patient care, and nutritional and psychosocial aspects of renal disease.

RD000 Lecture Topics in Renal Dialysis

Learn the anatomy of the urinary tract system and examine physiological disorders. Discuss the utilization and maintenance of dialysis equipment and aspects of patient care.

16 sessions

Mondays and Thursdays, 6:30–9:30 p.m.

February 22 to April 26

Tuition: \$1,375

RD001 Two-Day Dialysis Unit Seminar

This two-day seminar, given in a closed dialysis unit, introduces students to equipment commonly used in dialysis. Students work with and control this equipment. Prerequisite: RD000

2 sessions

Sundays, 8 a.m.–6 p.m.

May 16 and 23

Tuition: \$800

Medical MOS

Earn a dual certificate in the computer and health care fields as a Microsoft Office Specialist (MOS) while training to become a medical biller/coder valuable in any medical office setting.

Tuition: \$3,320

Health Care Careers

Our career tracks help you obtain successful employment in medical offices, community health groups, insurance companies, and health care facilities:

Core required courses:

HC110 Medical Terminology
(Prerequisite for all coding courses.)

HC120 Medical Billing

HC127 Anatomy and Physiology

HC122 ICD-9-CM Coding I

HC123 ICD-9-CM Coding II/Lab

HC124 CPT-4 Coding

Medical/Microsoft Office Specialist Track:

Gain the skills you need to manage a medical office.

All required courses for the Billing/Coding Track plus:

MC190 Microsoft Office Intensive

These courses may be taken on an individual basis without applying to a certificate program. All requirements for a Health Care Career Certificate may be fulfilled in one year. A maximum of two classes may be waived for students able to document appropriate education and/or work experience.

HC110 Medical Terminology

Master the basic word structure of medical terms. Develop a working knowledge of the medical language needed to accomplish functions in a health-care setting. Review diagnostic terminology as it relates to medical treatment and patient care. No prerequisite. Required Textbook: *Medical Terminology*, Smith, Davis, and Dennerll (Delmar).

10 sessions

Mondays and Wednesdays, 6:30–9:30 p.m.

February 10–March 17

Instructor: Lynda Ricard

Tuition: \$360

Students with extensive health care experience may request a waiver by registering for the HC110 EX Exemption Exam for a \$50 nonrefundable testing fee.

Retirees in Pursuit of Education

Retirement offers exciting opportunities!

Retired and semi-retired adults of any age are invited to join the Institute for Retirees in Pursuit of Education (IRPE) at Brooklyn College.

If you enjoy exploring ideas and developing skills in the company of like-minded people, IRPE is for you. IRPE offers over 75 courses, taught by volunteers and members of the Brooklyn College faculty. There are no prerequisites and no exams. Go to as many courses as you wish in art, literature, music, philosophy, history, current events, health, law, and more. Take workshops in painting, drama, singing, foreign languages, computers, memoir writing, or poetry. Practice tai chi or yoga. Attend special lectures, film showings, and musical performances. Play bridge. Use the College library and computer labs.

All for \$75 a year. Courses run from 9 a.m. to 3:30 p.m., Monday through Friday, on the College campus.

IRPE: Committed to the joy of lifelong learning.

For further information, call 718.951.5647 or visit <http://irpe.brooklyn.cuny.edu>.

HC120 Medical Billing

Develop a comprehensive understanding of billing and collections, reimbursement and participation for third-party payers including Blue Shield, Medicare, Medicaid, and other major medical insurers, and become a valuable asset to a medical office.

6 sessions

Thursdays, 6:30–9 p.m.

February 18–March 25

Instructor: Marina Khoudych

Tuition: \$290

HC122 ICD-9-CM Coding I

The International Classification of Diseases system includes diagnosis and procedure codes. In the first level of this course, learn all practices, characteristics, and conventions of ICD-9-CM coding necessary to perform functions accurately for maximum reimbursement from the health care agency. Required for Billing or Coding.

Prerequisite: HC110 Medical Terminology.

Required Textbook: *Educational Annotation of ICD-9-CM Coding*, soft cover hospital version. Available by mail from Channel Publishing, (800) 248-2882. Text is required for the first class.

8 sessions

Tuesdays and Thursdays, 6:30–9:30 p.m.

March 18–April 22

Instructor: Joanne Dash

Tuition: \$310

HC123 ICD-9-CM Coding II

Optimize reimbursement by accurately utilizing CPT codes for outpatient procedures. Develop an understanding of how CPT-4 coding impacts physician reimbursement. You will learn the use of the CPT codebook and perform exercises. Principles of CPT-4 and common misconceptions will be analyzed. Required for Billing or Coding. Prerequisite: HC124 ICD-9-CM Coding I. Required Textbook to be announced at first class meeting.

10 sessions

Tuesdays and Thursdays, 6:30–9 p.m.

April 27–May 27

Instructor: JoAnne Dash

Tuition: \$350

HC124 CPT-4 Coding

Optimize reimbursement by accurately utilizing CPT codes for outpatient procedures. Develop an understanding of how CPT-4 coding impacts physician reimbursement. You will learn the use of the CPT codebook and perform exercises. Principles of CPT-4 and common misconceptions will be analyzed. Prerequisite: HC122 Medical Terminology. Required textbook to be announced at first class.

6 sessions

Wednesdays, 6:30–9:30 pm

May 5–June 9

Instructor: Dr. Venessa Harry

Tuition: \$260

HC127 Anatomy and Physiology

The human body is a marvel of biological engineering. Learn about the structure and function of individual cells and major organs by studying the musculoskeletal and nervous systems, circulation, digestion, respiration, and reproduction. Review clinical material. Required text: *The Human Body in Health and Illness*, Herlihy (W.B. Saunders).

10 sessions

Mondays and Wednesdays, 6:30–9:30 p.m.

March 22–May 3

Instructor: Lynda Ricard

Tuition: \$360

Legal Careers

Intensive Paralegal Certificate

This intensive practice oriented, nationally acclaimed program, is offered in collaboration with the Center for Legal Studies. Novice to advanced legal workers train to assist attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. Learn to increase office efficiency, productivity, billable hours and gain marketable job skills while earning a Brooklyn College certificate of completion.

12 sessions

Saturdays and Sundays, 9 a.m.–5 p.m.

February 6, 7, 20, 21, 27, 28

March 6, 7, 13, 14, 20, 21

No classes on February 13 and 14

Tuition: \$1,089

Legal Secretary Certificate Program

6 sessions

Saturdays and Sundays, 9 a.m.–5 p.m.

February 20, 21, 27, 28

March 6, 7

Tuition: \$525

Legal Nurse Consultant Training Course

6 sessions

Saturdays and Sundays, 9 a.m.–5 p.m.

March 6, 7, 13, 14, 20, 21

Tuition: \$789

Advanced Legal Courses Online:

Study at your own pace at your own convenience. Online courses are available in the following areas:

Advanced Legal Research**Advanced Legal Writing and Legal Document Preparation****Contracts and Uniform Commercial Code Mediation and Other Forms of ADR****Estate Planning, Business Law, and Bankruptcy Paralegal Practice****Advanced Westlaw Training****Constitutional Law and Civil Liberties****Family Law****Probate, Wills, and Trusts****Entertainment Law and Criminal Law**

For further information, call the Center for Legal Studies at 800.522.7737

Bookkeeping Certificate Program

This daytime intensive 8-week AIPB (American Institute of Professional Bookkeepers) Bookkeeping Program provides the necessary skills to enter, upgrade or add to your job marketability as an entry level bookkeeper.

Requirements: A high school diploma or GED. Limited enrollment.

This course includes:

Basic Excel, Peachtree Accounting, Quickbooks I and II, Communication Skills, Resume Preparation, and AIPB Exam Review

32 sessions

Monday through Thursday, 9 a.m.–2:30 p.m.

March 1–May 6

Tuition: \$2,100 plus a \$25 non-refundable application fee

Application Deadline: February 22

Computer Technology

Coordinator: Dorothy Craig

MOS : (Microsoft Office Specialist) Authorized Testing Center

*Three certification levels:

Core Word Core, Excel Core, Access Core, PowerPoint Core, Outlook Core

Expert Word Expert and Excel Expert

Master Word Expert, Excel Expert, plus any 2 core exams: Access, PowerPoint or Outlook

***Receive a certificate for each exam passed. A master level certificate is presented to candidates who PASS the 2 expert and 2 elective core exams (Access, PowerPoint, Outlook).**

Authorized IC 3 Testing Center

*Limited enrollment. One person per computer.

MC190 Microsoft Office Intensive*

Become proficient in Windows, Word, Excel, Access, PowerPoint, and Outlook—the most popular integrated applications used today.

11 sessions

Sundays, 10 a.m. – 4 p.m.

February 28–May 23

Instructor: Dorothy Craig

Tuition: \$1,800 (includes all materials)

MC200 Basic Computer Concepts*

Understand the basic functions of a computer, explore the Internet and review software applications.

4 sessions

Monday through Thursday, 6:30–9:30 p.m.

February 22–25

Instructor to be announced.

Tuition: \$240

MC102 Introduction to Excel*

Learn the basics of spreadsheet formulation, formatting, charting, print layout, and more.

6 sessions

Mondays and Wednesdays, 6:30–9:30 p.m.

March 1–17

Instructor: Lavalle Clapp

Tuition: \$350

MC261 Quickbooks: Computerized Accounting*

Create ledger of accounts, general ledger, accounts receivable, accounts payable, checking, and others.

6 sessions

Tuesdays and Thursdays, 6:30–9:30 p.m.

March 2–18

Instructor to be announced.

Tuition: \$350

*Limited enrollment. One person per computer.

Arts and Recreation

Coordinator: Dorothy Craig

RA878 Mindfulness Workshop

Bring purposeful attention to the present moment without judgment or criticism by focusing your thoughts, experiences, and feelings. Learn to de-stress, re-energize, and foster a sense of well-being by using the mindfulness tools of breath work, body scanning, and creative visualization. Participants may observe or participate at their own discretion.

2 sessions

Saturdays, 10–11:30 a.m.

March 20 and 27

Instructor: Peggy Horwitz, LCSW

Tuition: \$65

Physical Activities Courses Advice

Please note that students enrolled in the above class should understand that Brooklyn College is absolved from liability for personal injury or loss/damage to personal property.

RA252 Piano for Beginners

Students learn to construct scales, primary chords and read sheet music in a variety of styles including folk, classical, popular, and Latin American. By the end of the first class, students will be able to play with both hands, read from treble and bass clefs and play tunes. By the conclusion of the course students will have a repertoire of at least twelve pieces.

8 sessions

Mondays, 7–8:30 p.m.

February 22–April 26

Instructor: Matthew Cameron

Tuition: \$200

Online Classes and Certificate Programs

Coordinator: Dorothy Craig

Online certificate programs require a \$20 registration fee. Students may take certification programs by registering for courses individually, in which case the \$20 registration fee must be paid each semester. A certification fee of \$25 is due upon satisfactory completion of the program. A grade of 70 must be maintained in all courses in the certificate program to earn a Brooklyn College Professional Advancement and Continuing Education certificate.

All courses may be taken on an individual basis without enrolling in a certificate program.

Courses at www.ed2go.com/bcace

Semester start dates for spring: January 20, February 17, March 17, April 21, May 19.

Basic Webpage Creation Certificate Program

Complete this program in less than eleven months!

Tuition: \$1030

How do I sign up for an online class?

1. Go to <http://www.ed2go.com/bcace>.
2. Follow the registration information.
3. Call 718.951.4141 to arrange for payment.
4. Attend online orientation and registration.

Requirements:

- Internet Access
- E-mail
- Microsoft Internet Explorer or Netscape Navigator Web Browser

A certificate in Basic Webpage Creation requires the completion of six core courses and one elective.

Core Courses \$145

- MC301** Creating Web Pages
 - OL411** Introduction to Java Programming
 - OL103** Introduction to Photoshop
 - OL401** Designing Effective Websites
 - MC390** Introduction to Dreamweaver
 - OL503** Introduction to Microsoft Front Page
- Plus ONE elective from the following:**
- MC389** Achieving Top Search Engine Positions
 - MC442** Imaging for the Web Using Fireworks
 - OL407** Introduction to Flash MX
 - OL510** Marketing Your Business on the Internet \$155

Webpage Design/Programming \$145

- OL399** Introduction to Macromedia Director
- OL407** Introduction to Flash MX
- OL479** Introduction to PHP and MySQL
- OL535** Intermediate PHP and MySQL
- OL536** Introduction to Python 2.5 Programming
- OL524** Introduction to CSS and XHTML
- OL526** Introduction to ASP.net

Basic Computer Applications (Higher levels also available) \$145

- OL481** Introduction to Windows Vista
- OL201** Introduction to Windows XP
- OL438** Computer Skills for the Workplace
- MC400** Introduction to Microsoft Word
- MC362** Introduction to Microsoft Excel
- MC403** Introduction to Microsoft Access
- MC402** Introduction to PowerPoint
- MC300** Introduction to the Internet
- MC387** Introduction to Outlook
- MC472** Introduction to Linux
- OL453** Introduction to Microsoft Project
- OL630** Introduction to Microsoft Visio
- MC322** Introduction to QuickBooks \$155
- MC902** Performing Payroll in QuickBooks \$155
- OL543** Introduction to MS Office Accounting Pro \$180

Graphic Design \$145

- OL519** Introduction to Corel Draw X3
- OL484** Creating Web Graphics with Photoshop
- OL103** Introduction to Photoshop 7
- OL392** Introduction to QuarkXPress 5 for Windows
- MC404** Introduction to Microsoft Publisher
- OL542** Introduction to Adobe Illustrator
- OL447** Design Projects for Adobe Illustrator
- OL461** Introduction to Adobe FrameMaker

Troubleshooting and Networking \$145

- MC370** Introduction to PC Troubleshooting
- OL368** Creating a Small Office Network
- OL511** Creating a Home Network
- OL113** Introduction to Networking
- OL455** Introduction to PC Security
- OL522** Advanced PC Security
- OL122** Intermediate Networking
- OL445** Wireless Networking

Databases and Programming \$145

OL441	Introduction to Database Development	
OL486	Creating User Requirements Documents	\$155
OL603	Introduction to SQL	
OL119	Introduction to Oracle	
OL405	Introduction to the Game Industry	
OL406	C++ for the Absolute Beginner	
OL354	Introduction to Perl Programming	
MC333	Introduction to Visual Basic 2005	
OL419	Introduction to Crystal Reports 10	
OL424	C++ for the Absolute Beginner	
OL480	Introduction to Alice Programming	
OL485	Intermediate Visual Basic	\$155

Art, History, and Literature \$155

OL303	Appreciating European Art	
OL367	Drawing for the Absolute Beginner	
OL425	Music Made Easy	
OL434	Film Literacy for Everyone	

Business Planning/Accounting \$155

OL531	Wow, What a Great Event!	
OL360	Creating a Successful Business Plan	
OL609	Learn to Buy and Sell on eBay	
OL510	Marketing Your Business on the Internet	
MC341	Start and Operate Your Own Home-Based Business	
OL487	Start Your Own eBay Drop-Off Store	
OL534	Start Your Own Small Business	
OL540	Start your own Arts and Crafts Business	
OL483	Introduction to Business Analysis	
OL545	Become an Optical Assistant	
OL474	Secrets of the Caterer	
OL410	Administrative Assistant Fundamentals	
OL436	Administrative Assistant Applications	
OL437	Mastery of Business Fundamentals	
OL477	Fundamentals of Supervision and Management	
OL415	Project Management Fundamentals	
OL416	Project Management Applications	
OL466	Purchasing Fundamentals	
OL200	Understanding the Human Resources Function	
MC322	Introduction to QuickBooks	
MC902	Performing Payroll in QuickBooks	
OL544	Introduction to Peachtree	
OL543	Introduction to MS Office Accounting Pro	\$180
OL108	Accounting Fundamentals	\$180
OL444	Accounting Fundamentals II	\$180

Digital Photography and Video \$145

OL372	Discover Digital Photography	
OL414	Secrets of Better Photography	
OL355	Mastering Digital Photography: Photographing People	
OL628	Travel Photography for the Digital Photographer	

Grant Writing and Nonprofit Management Certificate

Tuition: \$815

Courses may be taken individually:

OL363	A to Z Grantwriting	\$155
OR		
OL515	Get Grants!	\$155
AND		
OL366	Advanced Grant Proposal Writing	\$155
OL362	Introduction to Nonprofit Management	\$155
OL446	Marketing Your Nonprofit	\$155
OL108	Accounting Fundamentals	\$180

Related Courses

OL401	Writing Effective Grant Proposals	\$155
--------------	-----------------------------------	-------

Legal Courses \$255

PL703	Legal Terminology, Process, Ethics, Tort, and Contract Law	
PL702	Legal Documents and Analysis	
PL700	Evidence, Legal Interviewing, and Investigation	
PL704	Legal Authority and Research	
PL705	Computers, Legal Writing, and Appellate Law	
PL714	Law Office Administration, Advocacy, and Job Hunting Techniques	
PL716	Introduction to Criminal Law	\$160
PL720	Introduction to Criminal Law II	\$160
PL721	Real Estate Law	\$160
PL717	Legal Nurse Consulting	\$160
PL718	Constitutional Law: Bill of Rights	\$160
PL719	Workers Compensation	\$160
PL722	Winning Strategy for the Courtroom	\$160
OL467	Employment Law Fundamentals	\$160
OL541	Business Law for the Small Business Owner	\$160

Personal Finance and Health \$145

OL469	Everyday Math	
OL459	Debt Elimination Techniques that Work	
OL490	Personal Finance	\$155
OL457	Building Wealth	\$155
OL608	Résumé Writing Workshop	\$155
OL450	Real Estate Investing	\$155
OL539	Where Does All My Money Go?	\$155
OL365	Leadership	
OL606	Merrill Ream Speed Reading	
OL373	Get Paid to Travel	\$155
OL374	Listen to Your Heart, Success Will Follow	\$155
OL395	The Analysis and Valuation of Stocks	\$155
OL104	Stocks, Bonds, and Investing: Oh, My!	\$180
OL106	Online Investing	\$180
OL125	Introduction to Stock Options	\$155
RA300	Medical Terminology: A Word Association Approach	\$180
OL547	Become a Physical Therapy Aide	\$155
OL629	HIPAA Compliance	\$155
RA301	Intro to Natural Health and Healing	\$180
OL432	Handling Medical Emergencies	
OL109	Assisting Aging Parents	
RA556	Genealogy Basics	
OL376	Wine Appreciation for Beginners	
OL380	The Magic of Hypnosis	
OL378	Outdoor Survival Techniques	
OL443	Luscious, Low-Fat, Lightning-Quick Meals	\$135
OL427	Become a Veterinary Assistant	
OL476	Become a Veterinary Assistant II: Canine Reproduction	\$155
OL516	Certificate in Gerontology	\$280

Teachers, Parents, and Students \$155

OL475	Solving Classroom Discipline Problems	
OL488	Guiding Kids on the Internet	
OL491	Get Assertive!	
OL470	Big Ideas in Little Books	
OL448	Introduction to Algebra	
OL426	Ready, Set, Read	
OL489	Survival Skills for New Teachers	
OL521	Integrating Technology in the K-5 Classroom	
OL523	Enhancing Language Development	
OL538	Introduction to Teaching ESL/EFL	

Test and Certification Prep \$205

OL428	Prepare for the GED Math Test	\$155
OL508	Prepare for GED Language Arts	\$155

MC380	Basic Comp TIA A+ Certification Prep.	\$210
MC381	Intermediate Comp TIA A+ Certification Prep.	\$210
MC382	Advanced Comp TIA A+ Certification Prep.	\$210
OL501	Network + Certification Prep.	\$210
OL463	MS Windows Cert. Prep.: Exam 70-270	\$210
OL473	Comp TIA Security+ Certification Prep.	\$210
TD750	GRE Prep. I (Verbal and Analytical)	
TD751	GRE Prep. II (Mathematics)	
OL300	GMAT Prep.	
OL417	PMP Certification Prep. I	
OL418	PMP Certification Prep. 2	

Writing and Language \$145

OL115	The Keys to Effective Editing	
OL358	Effective Business Writing	
OL369	Grammar Refresher	
AC299	Writeriffic: Creativity Training for Writers	
OL393	Writeriffic II: Advanced Creativity	
OL537	Breaking into Sitcom Writing	
AC297	The Craft of Magazine Writing	
OL464	Mystery Writing	
OL465	Beginning Writer's Workshop	
OL468	Research Methods for Writers	
OL114	Write Fiction Like a Pro	
OL357	Write Your Life Story	
OL440	Beginners Guide to Getting Published	
OL439	Business and Marketing Writing	
OL110	Introduction to Internet Writing Markets	
OL449	Forensic Science for Writers	
OL482	Advanced Fiction Writing	\$155
OL530	Travel Writing	\$155
OL525	Intro to Romance Writing Secrets	\$155
OL435	Becoming a Grant Writing Consultant	\$155
OL453	Writing for Children	\$155
AC269	Speed Spanish	\$155
OL430	Speed Spanish II	\$155
OL409	Beginning Conversational French	\$155
OL529	Instant Italian	\$155
OL301	Grammar for ESL	\$155
OL520	Writing for ESL	\$155

Don't see the course you want?

We have many more classes available than are in this catalog or on the website. Please call 718.951.4141 or e-mail: pace@brooklyn.cuny.edu to see if a class is available. We also offer intermediate and advanced levels of most Microsoft Office Courses.

TW10000 Technical Writing Certificate Program

Tuition: \$2,840*

How do I sign up for these online classes?

1. Go to www.io.com/~hcexres/brooklyn/
2. Follow the registration information.
3. Call 718.951.4141 to arrange for payment.
4. Once you have paid, you may begin in seven business days.

***Note: To receive the certificate, students must successfully complete eight of the following courses. There are no refunds for online classes.**

Tuition: Each course is \$355.

Required

TW100 Grammar, Usage, Mechanics, and Style for Technical Writers

(May be omitted with instructor approval.)

TW101 Technical Writing Fundamentals

TW102 Graphics for Technical Writers

TW103 User Guides and FrameMaker

OR

TW109 User Guides with Microsoft Word

TW104 Technical Documentation with XHTML and CSS

TW105 Online Help and RoboHelp

Elective

TW106 Researched Reports and Proposals

TW107 Indexing

TW108 Technical Editing

TW110 Starting a Technical Writing Career

Prerequisite: Completion of seven certificate courses.

TW113 Business Correspondence

Note: An alternative course that can be taken in place of TW100, TW106, or TW110.

TW999 Special Topics in Technical Communication

Note: With instructor approval may be counted toward earning the certificate.

Resources

Brooklyn College Library

Registered students may obtain a temporary library card from the Brooklyn College Library. Present a course registration receipt at the library circulation desk.

Travel Directions

Brooklyn College is located one block from the intersection of Flatbush Avenue and Avenue H, near the junction of Flatbush and Nostrand Avenues. Campus parking may be available. For current information about parking passes, call the Brooklyn College Fiscal and Business Services Center at 718.951.3190.

By car

From Queens or Long Island, take the Belt Parkway west to Exit 11, Flatbush Avenue North. Follow Flatbush Avenue north to Avenue H; turn left on Avenue H.

From Staten Island, take the Verrazano Bridge to the Belt Parkway East to Exit 11, Flatbush Avenue North. Follow Flatbush Avenue north to Avenue H; turn left on Avenue H.

From Manhattan, take the Manhattan Bridge, Brooklyn Bridge, or the Brooklyn Battery Tunnel to the B.Q.E. to the Prospect Expressway, which becomes Ocean Parkway. Turn left on Foster Avenue to Flatbush Avenue; turn right on Flatbush Avenue to Avenue H; turn right on Avenue H.

By subway

Call 718.330.1234 for updated subway information.

IRT 2 or 5 train to Flatbush Avenue station

When the 5 train does not run to Flatbush Avenue, take the 4 train to Franklin Avenue and transfer to the 2 train to Flatbush Avenue.

IND Q train to Avenue J station; transfer to the B6 or B11 bus to Bedford Avenue and Campus Road

By bus

The following buses stop at the junction of Flatbush and Nostrand Avenues, one block from Brooklyn College:

B6, B11, B41, B44, B103, Q35 (Green Line bus)

The following buses stop at Bedford Avenue and Campus Road, in front of Brooklyn College:

B6, B11

General Information

Certificate Programs

To become a certificate-program candidate, submit a nonrefundable \$25 application fee to Brooklyn College, Office of Professional Advancement and Continuing Education, 1439 Ingersoll Hall, 2900 Bedford Avenue, Brooklyn, NY 11210. Except where specified, a program certificate can be granted after a student successfully completes a prescribed sequence of courses with a required minimum of 80 percent attendance and 70 percent grade average in each course. Unless specified, you may take some courses on an individual basis without applying to a program.

Certificates of Program Completion

Upon successful completion of the courses of a prescribed plan of study students receive a certificate.

Enrollment, Fees, and Tuition

A continuing education unit consists of ten (10) contact hours in an organized program under the responsible, capable direction of a qualified instructor. Enrollment in continuing education courses does not require formal admission to the College. Our certificate programs may require a G.E.D. or high school diploma and require a \$25 non-refundable application fee. All students attending continuing education classes must register and prepay the total course costs in full, including tuition, materials, or testing fees and a \$20 nonrefundable registration fee.

Tuition and fees are payable in full at the time of registration. Acceptable forms of payment include cash, personal checks, third-party checks, credit cards (Visa, MasterCard, American Express, Discover Card), or money orders. Returned checks are charged a \$40 fee.

The Professional Advancement and Continuing Education Program reserves the right to adjust tuition and fees at any time without notice. The registration fee is a once per semester, per-registrant fee.

Student ID Cards

Registered students receive an Office of Professional Advancement and Continuing Education identification card. Students registering by telephone, mail, or fax will receive their ID cards at the first class session.

Refunds

Refunds are issued according to the following policy: 100 percent of total cost for courses canceled by the College; 100% of tuition* cost if a written request is received 48 hours prior to the first class meeting; 50 percent of tuition* cost if a written request is received prior to the second class meeting. No refunds are given after the second class meeting. Postmark will serve as the date of request for refunds requested by mail. Allow three to four weeks for processing. Address requests to:

Brooklyn College Enrollment Services Center

Refunds

West Quad Building

2900 Bedford Avenue

Brooklyn, New York 11210-2889

*Application, registration, testing, and material fees are not refundable. Deposits paid as part of a tuition installment plan are non-refundable.

Program Changes

A change of program involving switching into a new course will not be permitted after the second class meeting without permission of the new instructor.

Cancellation Policy

The Brooklyn College Professional Advancement and Continuing Education Program reserves the right to cancel any course for which there is insufficient enrollment, combine classes, restrict registration in a course, divide sections, provide additional instructors for a course, and change instructors if necessary. In the event of course cancellations or schedule changes every effort will be made to notify registered students so they may make necessary adjustments.

Financial Assistance

Many employers and/or unions provide tuition reimbursement or direct funding.

Members of DC 37 may call 212.815.1663, members of Local 1180 may call 212.966.5353, to apply on a per course basis.

Hope Scholarship and Lifetime-learning Credits are allowed for most continuing education tuition and fees paid for students enrolled at least half-time in certificate programs with the exception of courses about sports, games, and hobbies.

We recommend students consult their tax adviser for information regarding qualifying fees and tuition.

Discounts

Registration fees will be waived for Brooklyn College students, alumni, and members of IRPE who present appropriate identification. This waiver is not transferable to any other person.

Senior citizens, 60 or older; and Brooklyn College employees are eligible to receive a 20 percent tuition discount on courses on a space-available basis. Proof of age or employment is required. These discounts are not applicable to classes given by an outside vendor or when tuition is under \$100.

Room Assignments

Unless otherwise indicated, room assignments will be posted outside the Office of Professional Advancement and Continuing Education, 1439 Ingersoll Hall, prior to the first class.

Required Texts

Please bring required textbooks to the first class.

Grade Requests

Students are expected to provide their instructor with a self addressed, stamped envelope or postcard so that a final course grade, if required, can be mailed. There is a \$5 fee for grade requests processed through the office.

Office Hours

Program Information and Advisement:

1439 Ingersoll Hall

Office hours are Monday through Thursday, 9 a.m. to 5 p.m. and Friday, 9 a.m. to 4:30 p.m.

Payment and Registration:

West Quad Building

Hours are Monday and Thursday 9 a.m. to 6:45 p.m.; Tuesday and Wednesday 9 a.m. to 8:30 p.m.; Friday 9 a.m. to 3 p.m.; and Saturday and Sunday 10 a.m. to 3 p.m.

Brooklyn College Professional Advancement and Continuing Education Registration Form

(Classroom assignments will be posted outside of 1439 Ingersoll Hall before start date of course.)

Date: _____ Semester: _____

Last Name: _____ First Name: _____

Date of Birth: _____ Gender: Male Female

Department/Company: _____

Apartment #: _____ Address: _____ Zip: _____ State: _____

Work Phone: _____ Home Phone: _____ Mobile Phone: _____

Fax: _____ E-mail: _____

Youth Program Registrations Only: Parent Name: _____

Grade: _____ School: _____

(If registering for summer programs indicate your child's grade/school for the upcoming school year.)

Course Number	Section Number	Course Title	Start Date	Cost
Course(s) Subtotal				

Administrative Services and Fees (if applicable)

Registration Fee	
Materials Fee (if applicable)	
Certificate Program Fee (if applicable)	
Total	

Cash Money order Check Number: _____

Visa MasterCard American Express Discover Card

Card #: _____ Expiration Date: _____

Print Name: _____ Signature: _____

Please make checks or money orders payable to:

Brooklyn College Professional Advancement and Continuing Education (BC PACE)

Mail, fax, or submit a completed registration form to:

Brooklyn College Enrollment Services Center

West Quad Building

2900 Bedford Avenue,

Brooklyn, NY 11210-2889

fax: 718.951.4285

Registration, testing, and materials fees are not refundable unless course is cancelled by P.A.C.E.

For further information, see the Refund Policy section in the Continuing Education catalog.

FOR OFFICE USE ONLY

Date Entered: _____ **Receipt#:** _____

Authorization Code for Credit Cards: _____ **Clerk:** _____

Waiver: Alumni Student Staff IRPE Registration Fee Paid

Nonprofit Org
U.S. Postage
Paid
Brooklyn, NY
Permit No. 3091

Brooklyn College
Professional Advancement and Continuing Education
The City University of New York
2900 Bedford Avenue
Brooklyn, New York 11210-2889

OR CURRENT RESIDENT

***Become a Wedding Planner!
Learn How to Start a Wedding Planning Business!***

Through collaboration with the Wedding Planning Institute, Brooklyn College P.A.C.E. is pleased to provide you with certificate programs and courses in this exciting field. Classes are available in live classroom, e-learning, and online format.

Classroom Schedule:

WPI00 Wedding Planning Certificate

10 Sessions

Mondays and Wednesdays, 6:30-8:30 p.m.

Tuition: \$995

Instructor to be announced.

For further information, please call 718.951.5185, or e-mail loreilly@brooklyn.cuny.edu.